



# Wimbledon College

## Supporting Pupils in School with Medical Conditions Policy

Agreed by the Governing Body: December 2015

*Last Review: May 2026 by the Headteacher*

# Supporting pupils in school with medical conditions policy

## Introduction and rationale

Under *The Health and Safety at Work Act 1974* Governors have responsibility for the health and safety of employees and anyone else on the premises, which includes the needs of all pupils at the school. *The Children and Families Act 2014 [Section 100]* places a legal duty on governing bodies to make arrangements to support pupils at school with medical conditions [including activities taking place off-site as part of normal educational activities] so that the pupils have full access to education, including school trips and physical education.

The intention of such arrangements is that they should:

- Give parents and pupils confidence in the school's ability to provide effective support for medical conditions in school.
- Show an understanding of how medical conditions impact on a child's ability to learn, as well as increase their confidence and promote self-care.
- Ensure that staff are properly informed and trained to provide the support that pupils need, and are confident in knowing what to do in the event of an emergency.
- Ensure where necessary that individual procedures are in place.
- Ensure that pupils with special medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone.

This policy relates to the Department for Education guidance – *Supporting pupils at school with medical conditions December 2015 [updated 2017]*. The policy should be read in conjunction with Wimbledon College's Health and Safety Policy.

Teachers and other school staff in charge of pupils have a common law duty to act in loco parentis and may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off the school site. This could extend to a need to administer medicine.

The prime responsibility for a child's health lies with the parent who is responsible for the child's medication and should supply the school with all relevant information so that the school can fully support the pupil.

The school should work collaboratively with all relevant bodies, which includes the School Nurse, GPs, paediatricians, relevant Local Authorities, health service providers and clinical commissioning groups.

Contact details for the School Nurse can be obtained from our Pastoral Support Assistants [PSAs]

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## Aims

The purpose of this policy is to ensure that all concerned, staff, parents, students and, where relevant, health professionals are aware of the student's condition and what steps have been agreed either to manage the condition on a daily basis or to be implemented in case of an emergency.

The school aims to:

- assist parents in providing medical care for their children;
- educate staff and children in respect of special medical needs;
- arrange training for staff to support individual pupils;
- liaise as necessary with medical services in support of the individual pupil;
- ensure access to full education;
- Ensure that all medicines are managed correctly;
- monitor and keep appropriate records, including individual healthcare plans;
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## Entitlement

The school accepts that pupils with medical needs should be assisted if at all possible and that they have a right to the full education available to other pupils.

The school believes that pupils with medical needs should be enabled to have full attendance and receive necessary proper care and support.

The school accepts all employees have rights in relation to supporting pupils with medical needs as follows:

- choose whether or not they are prepared to be involved;
- receive appropriate training;
- work to clear guidelines;
- have concerns about legal liability;
- bring to the attention of management any concern or matter relating to supporting pupils with medical needs.

## Notifying the school of a pupil's medical condition that may affect his education

Parents should inform the school if their child has any medical needs that may affect their education. They should also make the school aware of any medication that they are receiving and which may need to be administered during the school day [this includes any extra-curricular activities and/or school trips].

Once notified of such needs the school will decide on the best means of supporting the pupil, which will include establishing an Individual Healthcare Plan [IHP] if appropriate [see Appendix for IHP proforma]. If the pupil's medical needs are complex a member of school

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staff [usually the pupil's Head of Line] should meet with the pupil's parents/guardians and if appropriate with the pupil himself to establish the IHP.

The IHP should capture the information and actions necessary to support the pupil effectively. When creating an IHP the following points should be considered:

- The medical conditions (and its triggers, signs, symptoms and treatments)
- The pupil's needs, resulting from the medical condition (such as medication and other treatments, time, facilities, equipment, testing, access to food and drink, dietary requirements, and environmental issues)
- Specific support for the pupil's educational, social and emotional needs
- Who in the school needs to be aware of the child's condition
- What to do in an emergency

The school will liaise with the School Health Service for advice about a pupil's special medical needs, and will seek support from the relevant practitioners where necessary and in the interests of the pupil. Such practitioners include: GPs, paediatricians, the relevant Local Authority, providers of health services and clinical commissioning groups.

### Supporting the pupil in school

Appropriate information relating to the pupil's medical condition is made available to all staff. The decision on what information is to be shared with staff should be made in consultation with the pupil's parents/guardians and where appropriate with the pupil himself. The final decision on what information is shared with staff rests with the Head Master.

If the pupil has an IHP it should be made available to all relevant staff. The IHP should be reviewed regularly [at least annually] and updated as appropriate. All relevant staff should be made aware of any such update.

All appropriate staff will be given support, including training if required, prior to taking on the responsibility to support the pupil.

Training may include whole staff awareness of particular conditions, induction for new members of staff, specific training for staff directly involved in supporting the pupil and briefings for staff covering the absence of staff that have a direct role in supporting the pupil.

Appropriate arrangements for reintegration into the school community following absence due to illness will be made on an individual basis. This will be arranged in consultation with the pupil's parents, their Head of Line and the school's Inclusion Manager.

### Administering medication

*[Including non-prescription medicines for pupils with short-term or minor conditions.]*

Whether pupils need medication during school hours will be determined on a case-by-case basis.

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Parents will be encouraged to co-operate in enabling their child[ren] to self-administer medication if this is practicable and that members of staff will only be asked to be involved if there is no alternative. Parents and pupils should ensure that the dosage regime is such that as little medication as possible is to be administered during the school day.

Where parents have asked the school to administer the medication for their child or where a pupil is self-administering medication during the school day parents must ask the pharmacist to supply any such medication to be dispensed in a separate container, containing only the quantity required for school use. The pupil's name, the prescription and dosage regime should be typed or printed clearly on the outside of the container. Any such medication should be handed in to the pupil's PSA.

### **School procedures for managing medicines**

We have a duty, acting in *loco parentis*, to take reasonable care of children and this includes the possibility of administering medicines and prescribed drugs. Contractually, staff cannot be forced to administer medicines but they are under a duty to obey reasonable instructions, taking account of the circumstances, the nature of the drugs concerned and their expertise.

#### Management and organisation.

##### Short term medication

The only prescribed drugs and medicines that should be administered are those where they are clearly identified and where clear written instructions are provided by the parent. The appendix provides a model letter, which could be completed by parents, informing the College of all relevant details. Verbal instructions from the child should not be accepted.

The responsibility for managing the administration of medicines and drugs should be assigned to one nominated person, preferably a person who is able to act safely and promptly in an emergency situation. In the first instance and thereafter at reasonable intervals, the nominated person should carry out an assessment of the risks that are entailed.

Records should be kept of all the drugs and medicines administered at school by the person responsible and should record all the relevant details. The appendix contains a record form.

No member of staff should be asked to administer drugs or medicine unless s/he has received appropriate training. For the more usual medicines and drugs, appropriate training should entail familiarisation with this Code of Practice.

Parents and staff should be kept informed of the College's arrangements for the administration of drugs and medicine and should be informed of any changes in the arrangements.

##### Advice on medication.

Children suffering from short-term ailments who are clearly unwell should not be in school and a responsible member of staff should contact a parent to take them / keep them at home. The College will not accept responsibility for administering non-prescribed medicines (e.g. cough mixtures).

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Children with chronic illness or disability may need to take prescribed drugs and medicines during school hours in order to lead a normal and happy life. In these cases, the same procedures apply as for short-term medicines. A letter for such a pupil should be renewed every half term.

Inhalers for asthma: each case should be considered separately, but older children are often able to decide for themselves when to take the inhaler and should carry it with them and self-administer an appropriate dosage. For younger children, it may be necessary for a responsible adult to keep an inhaler and to supervise its use. In either case, inhalers should be marked with the child's name. The use of inhalers by younger children should be recorded. The medical profession has confirmed that inhalers are very safe and unlikely to cause harm to a child using another child's inhaler.

Adrenaline pens: each case should be considered separately and where necessary pupils should carry an adrenaline pen with them at all times. Otherwise they should be stored in line with school procedures for medicines and should be readily available at all times.

Antibiotics: a child taking antibiotics can recover quickly and may be well enough to attend school but it is essential that a course of treatment be completed.

Enzyme additives: a child with cystic fibrosis may not be able to digest food without added enzymes. This is not a drug and it is important that it is taken with food.

Maintenance drugs: a child may be on daily medication (e.g. anticonvulsants) for a condition that requires a dose during the school day.

Blood glucose testing meters: these should be stored safely in line with school procedures and be readily available to the pupil.

### Storage of medicines and drugs.

It is the parent's responsibility to bring the medication and letter, detailing the administering of the medication, into school and hand it over in person to the PSA. Before the College takes responsibility for the container it must be checked that it has the pupil's name and their date of birth (for double-checking in the case of similar names) on it and that the letter includes all the necessary details.

It is the responsibility of the College to ensure medicines are stored safely. Medicines must be kept in the container supplied, which must be clearly labelled with the name of the child and instructions for use. Medicines stored by the College must be locked away. Some medicines (e.g. liquid antibiotics and insulin) may need to be kept in a refrigerator. It may be impracticable for these medicines to be locked away but they should be placed in a sealed airtight container (e.g. Tupperware) and clearly marked 'medicines'.

Medicines no longer needed by pupils should be returned to the pupil's parents to arrange for their safe disposal. All medicines stored in school should be checked regularly [at least every half term] and any medicines that are 'out of date' should be returned to the pupil's parents to arrange for their safe disposal.

All medicines should be easily accessible in an emergency.

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## Standard procedure when administering medicines.

- check pupil's identity
- refer to letter received by College
- check expiry date
- check prescribed frequency of medication
- supervise the pupil whilst he measures out and takes the medicine
- complete and sign record when pupil has taken medicine
- if there is uncertainty, do not give the medicine but check with the child's parent

In some cases children require unusual administrations of medicine, for example, injections. Such cases need to be considered individually. In all cases proper training via the health service must be obtained before the College accepts a commitment of this kind.

**N.B.** A child under 16 should not be given medicine that contains aspirin unless it is prescribed by a doctor.

## **Staff responsibilities**

The school will have a designated member of staff who will be responsible for ensuring that staff are adequately trained and for monitoring the support being given.

Employees will consider carefully their response to requests to assist with the giving of medication or supervision of self-medication and that they will consider each request separately. It must be noted that staff cannot be required to administer medication to pupils. They can be asked to do and where necessary should be given the appropriate training to ensure that the medication can be administered correctly.

## **Insurance arrangements**

The school's insurance policy provides cover for 'Incidental Treatment' under our public liability cover. 'Incidental Treatment' is defined as administration or supervision of medication orally, topically, by injection or by tube and the application of appliances and dressings. This must be done as part of the official duties of a suitably trained employee.

## **Defibrillator**

Wimbledon College has four defibrillators for use in emergency situations. One defibrillator is housed in the Medical Room, one in reception, one to the left of the entrance to the Sports Hall and one is in the main room of the Clubhouse at our Coombe Lane site. A number of staff are trained in its use and these staff, with contact details are listed next to the defibrillator and attached to the appendix of this policy.

The London Ambulance Service is aware that the school has defibrillators on site.

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## Arrangements for school trips

Arrangements for pupils with medical needs participating in school trips are laid out within the College's trip procedures. Parents are required to notify all trip organisers of their child's needs and to provide necessary medication[s] in line with school procedures, detailed above.

## What practice is not acceptable

Wimbledon College recognises the importance of proper care for all pupils, including those with medical needs. To ensure that pupils medical conditions can be managed correctly all staff must ensure that the following does not occur:

- Pupils are prevented from easily accessing their inhalers and medication, and from administering their medication when and where necessary
- Pupils are prevented from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Require parents to attend school to administer medication or provide medical support to their child, or making them feel obliged to do so.

## Complaints

Any complaints regarding the implementation of this policy should be made in line with the College's stated complaints procedure – see College website. If you are unable to access the College website please contact the College Secretary on 020 8879 9323.

## Review of policy

This policy will be reviewed annually by a member of Wimbledon College's Senior Leadership Team.

## Appendices

1. Individual healthcare plan
2. Record of medicine administered to an individual pupil
3. Record of medicine administered to all pupils
4. Procedure for contacting emergency services
5. Staff training record [Administration of medication]
6. Staff training record [Defibrillator Training]
7. Model letter for parents requesting the school to administer medication
8. Parental agreement for the school to administer medication