



# Lonsdale School

## Supporting Pupils with Medical Conditions Policy

Includes supplementary COVID-19 Guidance

This document is based upon the  
DfE: Supporting Pupils at School with Medical Conditions:  
Statutory Guidance December 2015  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/638267/supporting-pupils-at-school-with-medical-conditions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/638267/supporting-pupils-at-school-with-medical-conditions.pdf)

HfL: Medical Conditions - Supporting Pupils with Medical Conditions  
Sample Policy January 2015

Unison: Supporting Pupils at School with Medical Conditions 2014

DfE Coronavirus (COVID-19) Guidance and Support July 2020  
<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

**This policy is applicable to both School and REP**

Policy agreed by SLT

Policy ratified by Governors

Reviewed and updated by Anne Smart, Head of Support and Student Care  
On 23/08/2020

Review date:

July 2023

## Supplement

### COVID-19 (Coronavirus)

This supplement applies until further notice.

It sets out changes and exceptions to the current Lonsdale School Supporting Pupils with Medical Conditions Policy. Pupils, parents and staff should continue to follow our usual policy with respect to anything not covered in this supplement.

We may need to amend or add to this supplement as circumstances or official guidance changes. We will communicate any changes to staff, parents and pupils.

Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. This is standard procedure

#### Preventative measures specifically for COVID-19 include

- a requirement that people (pupil or staff) who are ill stay at home and self-isolate for **10 days**
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- consideration of how to reduce contacts in school and maximise social distancing minimising the potential for contamination so far as is reasonably practicable

#### System of controls

##### Prevention:

1. the minimisation of contact with individuals who are unwell by ensuring that those who have COVID-19 symptoms, or who have someone in their household who does, do not attend school
2. the cleaning of hands thoroughly and more often than usual
3. ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
4. the introduction of enhanced cleaning, including cleaning of frequently touched surfaces
5. the minimisation of contact between individuals and the maintenance of social distancing wherever possible
6. where necessary, the wearing of appropriate personal protective equipment (PPE)

##### Response to any infection:

7. School will engage with the NHS Test and Trace process and will expect staff, parent/carers to do the same by providing details of anyone they have been in close contact with if they were to test positive for COVID-19 or if asked by NHS Test and Trace
8. School will ensure that staff and parent/carers understand that they will need to
  - be ready and willing to book a test if they are displaying symptoms
  - know that they must not come to the school if they have symptoms
  - know that they must be sent home to self-isolate if they develop them in school
9. School will manage confirmed cases of COVID-19 amongst the school community in accordance with protocols and risk assessments,
10. School will endeavour to contain any outbreak by following local health protection team advice

Anyone who displays symptoms of coronavirus (COVID-19) should get a test.

- Tests can be booked online through the NHS testing and tracing for coronavirus website. Lonsdale School will expect parents and staff to inform them immediately of the test results:
- If someone tests negative, feel well and no longer have symptoms similar to COVID-19, they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- if someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed COVID-19 infection’ and must continue to self-isolate for at least **10** days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The **10** day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

-----**End of supplement**-----

## Lonsdale School Supporting Pupils with Medical Conditions Policy

### Policy Definition

Pupils' medical needs may be broadly summarised as being of two types: -

1. **Short-term**, affecting their participation in school activities which they are on a course of medication.
2. **Long-term**, potentially limiting their access to education and requiring extra care and support.

### School Ethos

Schools have a responsibility for the health and safety of pupils in their care. The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of pupils with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all pupils at the school. This may mean making special arrangements for particular pupils so that they can access their full and equal entitlement to all aspects of the curriculum. In this case, individual procedures may be required. Lonsdale School is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support that pupils with medical conditions (long or short term) might need.

The Children and Families Act 2014 places a duty on schools to make arrangements for children with medical conditions. **Pupils with medical conditions have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone.** However, teachers and other school staff in charge of pupils have a common law duty to act 'in loco parentis' and must ensure the safety of all pupils in their care. To this end, School reserves the right to refuse admittance to a child with an infectious disease, where there may be a risk posed to others or to the health of the child involved. This duty also extends to teachers leading activities taking place off the school site.

The prime responsibility for a child's health lies with the parent, who is responsible for the child's medication and must supply the school with all relevant information needed in order for proficient care to be given to the child. The school takes advice and guidance from a range of sources, including the School Nurses, Health professionals and the child's GP in addition to the information provided by parents in the first instance. This enables us to ensure we assess and manage risk and minimise disruption to the learning of the child and others who may be affected (for example, class peers).

### Our Aims

- To support pupils with medical conditions, so that they have full access to education, including physical education and educational visits
- To ensure that school staff involved in the care of children with medical needs are fully informed and adequately trained by a professional in order to administer support or prescribed medication
- To comply fully with the Equality Act 2010 for pupils who may have disabilities or special educational needs
- To write, in association with healthcare professionals, Individual Healthcare Plans
- To respond sensitively, discreetly and quickly to situations where a child with a medical condition requires support
- To keep, monitor and review appropriate records

## Unacceptable Practice

Whilst school staff will use their professional discretion in supporting individual pupils, it is unacceptable to:

- Prevent children from accessing their medication
- Assume every child with the same condition requires the same treatment
- Ignore the views of the child or their parents/carers; ignore medical advice
- Prevent children with medical conditions accessing the full curriculum, unless specified in their Individual Healthcare plan
- Penalise children for their attendance record where this is related to a medical condition
- Prevent children from eating, drinking or taking toilet breaks where this is part of effective management of their condition
- Require parents to administer medicine where this interrupts their working day
- Require parents to accompany their child with a medical condition on a school trip as a condition of that child taking part

## Entitlement

Lonsdale School provides full access to the curriculum for every child wherever possible. We believe that pupils with medical needs have equal entitlement and must receive necessary care and support so that they can take advantage of this. However, we also recognise that employees have rights in relation to supporting pupils with medical needs, as follows:

Employees may:

- Choose whether or not they wish to be involved
- Receive appropriate training
- Work to clear guidelines
- Bring to the attention of SLT any concern or matter relating to the support of pupils with medical conditions

## Requirements

It is expected that:

- Parents will make urgent arrangements to collect their child from school if contacted by the
  - Nursing team
  - Head
  - Head of Support and Student Care

It is not acceptable for pupils to remain in school if unwell.

- Parents will inform school and the nursing team of any medical condition that affects their child.
- Parents will supply school with appropriately prescribed medication, where the dosage information and regime is clearly printed by a pharmacy on the container.
- Parents will ensure that medicines to be given in school are in date, in original container or dosette box, and are clearly labelled.
- Parents will co-operate in training their children to self-administer medicine if this is appropriate, and that staff members will only be involved if this is not possible.
- Medical professionals involved in the care of children with medical needs will fully inform staff beforehand of the child's condition, its management and implications for the school life of that individual.

- Lonsdale School will ensure that, where appropriate, children are involved in discussing the management and administration of their medicines and are able to access and administer their medicine if this is part of their Individual Healthcare plan.
- School staff will liaise as necessary with Healthcare professionals and services in order to access the most up-to-date advice about a pupil's medical needs and will seek support and training in the interests of the pupil.
- Transitional arrangements between Lonsdale and other schools will be completed in such a way to ensure full disclosure of relevant medical information. This includes healthcare plans and the support needed to facilitate transition with the consent of parent/guardian.
- Individual healthcare plans will be written, monitored and reviewed regularly and will include the views and wishes of the child and parent in addition to the advice of relevant medical professionals.

### **Procedure**

The Lonsdale School Governing Body ensures that an appropriate level of insurance is in place and reflects the level of risk presented by children with medical conditions.

### **In an emergency**

**All staff understand what to do in an emergency for children with medical conditions at this school.**

- All school staff, including temporary or supply staff, are aware of the medical conditions at this school and understand their duty of care to pupils in an emergency.
- All children with medical conditions that are complex, long-term or where there is a high risk that emergency intervention will be required at this school have an individual healthcare plan (IHP)<sup>1</sup>, which explains what help they need in an emergency. The IHP will accompany a pupil should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing the IHP within emergency care settings.
- This school makes sure that all staff providing support to a pupil have received suitable training and ongoing support to ensure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's IHP. This should be provided by the specialist nurse/school nurse/other suitably qualified healthcare professional and/or parent/carer. The specialist nurse/school nurse/other suitably qualified healthcare professional will confirm their competence and this school keeps an up to date record of all training undertaken and by whom.

### **Administration of medicines**

Only essential medicines will be administered during the school day and in REP. These must be prescribed by a doctor. Medicines given during the day must be in their original, pharmacy provided container or dosette box. All medicines must be clearly labelled. Prescribed medicines are administered by the NHS Specialist School Nursing Team.

Before administering any medicine, staff must check that medicine belongs to the child, must check the dosage they are giving is correct and that written permission has been provided. Any child refusing to take medicine in school will not be made to do so but parents will be informed that the dose has been

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<sup>1</sup> An example template for an IHP has been produced by DfE - see template A.

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

missed. All doses administered will be recorded on the Medicine Administration Chart by the nursing team. All medicines will be stored safely, in the medicine fridge, if appropriate, in the Medical Room. Controlled drugs or prescribed medicines will be kept in the locked cabinets in the Nurses Office. Access to these medicines is restricted to Nurses and named persons and will be recorded in the controlled medication book.

Some medicines can also be administered by school staff, subject to all other conditions as described in this policy

Parents must provide a written consent form before any medicine is administered by school staff (see page 6).

**Educational Visits:** Essential medicines will be administered, subject to the conditions above. A risk assessment will be needed before the visit takes place. Staff supervising the visit will be responsible for safe storage and administration of the medicine during the visit. Emergency boxes should be taken (see below) on all visits.

**Emergency medication:** Medicines will be stored in the pupil's individual emergency boxes and stored in a locked cupboard in the medical room. The key is accessible to all staff in a number coded key box. All emergency medication should be in the original container complete with pharmacy label or dosette box. An emergency consent form/plan should also be included in the box alongside instructions for use. Staff<sup>2</sup> that have received appropriate training can administer emergency medication following the instructions detailed in the pupil's individual emergency plan.

## Complaints

Should parents be unhappy with any aspect of their child's care whilst at Lonsdale, they must discuss their concerns with school. This will be with the child's class teacher in the first instance. If this does not resolve the problem or allay concern, the issue should be raised with the Head of Support & Student Care, who will, where necessary, bring concerns to the attention of the Headteacher. In the unlikely event of this not resolving the issue, the parents may make a formal complaint using the Lonsdale School Complaints Procedure<sup>3</sup>.

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<sup>2</sup> Training – Emergency Medication and Basic Life Support

<sup>3</sup> To be found on the school website [www.lonsdale.herts.sch.uk](http://www.lonsdale.herts.sch.uk)

**Parental agreement to administer medicine**

Lonsdale School cannot give your child medicine unless you complete and sign this form.

Date for review to be initiated by	Head of Support and Student Care
Name of school	Lonsdale School
Name of child	
Date of birth	
Class	
Medical condition or illness	

**Medicine**

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

**NB: Medicines must be in the original container as dispensed by the pharmacy**

**Contact Details**

Name	
Daytime telephone no.	
Relationship to child	
Address	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to Lonsdale School staff administering medicine in accordance with school policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s)

Date