



HODGE HILL GIRLS' SCHOOL

"Educating tomorrow's women today"

Medical Policy for Pupils

Document Information	
Role of person completing review:	Director of Inclusion (SENCO)
Approved by:	Curriculum & Pastoral
Date approved:	10.02.2025
Date of next review:	Annually
Additional notes:	Amendment Pg 6-7

Preface

This guidance has been written to supplement the Department of Education statutory guidance. 'Supporting pupils at school with medical conditions: Statutory guidance for governing bodies of maintained schools and proprietors of academies of England.' DFE December 2015 (reissued August 2017) (The statutory Guidance)

Legislation and statutory responsibilities

This policy meets the requirements under Section 100 of the Children and Families Act 2014, which places a duty on the governing body to make arrangements for supporting pupils at their school with medical conditions.

It is also based on the Department for Education's statutory guidance: Supporting pupils at school with medical conditions.

This policy has been developed to support pupils at Hodge Hill Girls' School who have a medical condition. This policy has been written with the guidance of Birmingham City Council supplemental guidance of the administration of medicines in schools and settings (February 2018):

What this policy contains:

- To outline good practice on administering medication to pupils with specific medical conditions.
- An example 'consent form to administer medicines.' The parents/carers normally fill this in before staff can give any medication (Appendix 1).
- An example record form to enable Hodge Hill Girls' School to record medication, which has been administered (Appendix 2).
- An example 'individual care plan' (Appendix 3).
- Training record of training available.

Outcomes:

This policy aims to ensure that:

- Pupils, staff and parents understand how our school will support pupils with medical conditions
- Where possible school will make reasonable adjustments for pupils with medical conditions so that they are properly supported to allow them to education.

The governing body and Headteacher will implement this policy by:

- Ensuring that a school policy is in place
- Ensuring staff are suitably trained to support pupils needs
- Ensuring staff are aware of pupil's condition, where appropriate
- Ensuring that arrangements are in place to ensure that someone is always available to support pupils with medical conditions (First Aiders are a combination of support staff and some teachers)
- Providing supply teachers with appropriate information about the policy relevant to pupils and their medical needs
- Developing and monitoring individual healthcare plans (IHCPs)
- Ensuring that staff understand school insurance covers this support role
- Encourage liaison with health professionals

Objectives:

- Ongoing support to children and young people with long term and complex medical conditions are in place.
- That the school's ability to supply emergency intervention required where possible.
- That staff are aware of social and emotional implications of long-term ill health for individual pupils, and that provision is made to support pupils in this position.
- That reintegration back into school, following long-term illnesses/medical conditions are planned and supported.

The named person with responsibility for implementing this policy is the SENCo (Mrs. S Clews).

Roles and responsibilities

The Governing body

The governing body has ultimate responsibility to arrange to support pupils with medical conditions. The governing body will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions. The Headteacher will keep Hodge Hill Girls' School governing body up to date in regard to the statutory guidance when carrying out statutory school duties in order to ensure pupils at Hodge Hill Girls' School with medical conditions needs are met.

The SENCo Miss Taylor will:

- Make sure all staff are aware of this policy and understand their role and responsibility in its implementation.
- Ensure that there are enough trained staff available to implement this policy and deliver against all individual healthcare plans (IHCPs), including in contingency and emergency situations.
- Take overall responsibility for the development of IHCPs
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way.
- Contact the school nursing service in the case of any pupil who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse.
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date
- Ensure that records are appropriately updated so all staff have relevant medical information

Local Authority and staff members

The Local Authority is responsible for:

- Promoting cooperation between relevant partners and stakeholders regarding supporting pupils with medical conditions.
- Providing support, advice and guidance to Hodge Hill Girls' School and staff members.
- Making alternative arrangements for the education of pupils who need to be out of school for 15 days or more due to a medical condition.

Staff

Supporting pupils with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to pupils with medical conditions, although they will not be required to do so. This includes the administration of medicines.

Those staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training and will achieve the necessary level of competency before doing so.

Teachers will take into account the needs of pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

Managing medicines

The administration process of: EpiPen, administering Jext, administering Emerade, good practice points for the management of Diabetes Type 1 and 2, treating diabetes, insulin therapy, insulin pens, insulin pumps, and medication for type 2 diabetes, administration of insulin injections and best practice for Managing Hypoglycaemia will be covered for staff on training days. If the administration process is not included on the training day, the SENCo will provide CPD for staff when the school have identified the need for further training on needs that have not been included on the CPD sessions.

Any other medication will only be administered if it is required four times a day. This means that medication that is to be administered three times a day will be done at home.

Professional Duty

School staff

School staff – ‘any member of school staff who is appropriately trained may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers’ professional duties, they should take into account the needs of pupils with medical conditions that they teach. School staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions

Parents

Parents/Carer will:

- Provide the school with sufficient and up-to-date information about their child’s medical needs
- Give written permission for staff to administer medication
- Provide in-date, clearly prescribed medicines for the school to use
- Provide contact details for them/nominated adult at all times
- Allow information sharing between the school and healthcare providers
- Be involved in the development and review of their child’s IHCP and may be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the IHCP e.g. provide medicines and equipment
- Antibiotics: Hodge Hill Girls’ School policies encourage parents to ask the GP to prescribe antibiotics in dosages which mean that medicine can be administered outside of school hours, wherever possible.

- Methylphenidate (e.g. Ritalin, Metadate, Methylin) this is sometimes prescribed for pupils with Attention Deficit Hyperactivity Disorder (ADHD). Its supply, possession and administration are controlled by the Misuse of Drugs Act 1971 and its associated regulations. School store Methylphenidate in a locked non-portable container and place securely for named staff only.
- School keep a record when supplies of Methylphenidate are received and a record of when the drug is administered. A pupil unused Methylphenidate will be sent home with their parent and school will record that the medication has been returned and the amount that was returned. This enables the school to make a full reconciliation of supplies received, administered and returned home.

Professional duty:

School nurses and other healthcare professionals

Hodge Hill Girls' School work with the school nursing service who will notify the school when a pupil has been identified as having a medical condition that will require support in school. This will be before the pupil starts school, wherever possible. Healthcare professionals, such as GPs and paediatricians, liaise with the school's nurses and notify them of any pupils identified as having a medical condition. The school nurses then will liaise with the SENCO to discuss the needs of the child and how school can support and meet the child's medical needs.

Equal opportunities

Our school is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so where possible. The school will consider what reasonable adjustments need to be made to enable pupils to participate fully and safely on school trips, visits and sporting activities. Where pupils are unable to self-administer a trained member of staff may be included on the offsite activity and or sporting activity. The school consent form to Administer Medicine includes offsite visits.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

Being notified that a child has a medical condition

When the school is notified that a pupil has a medical condition, the process outlined below will be followed to decide whether the pupil requires an IHCP.

The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for pupils who are new to our school.

Procedure to be followed when notified that a pupil has a medical condition

Hodge Girls' school has procedures in place to cover any transitional arrangements between schools, the process to be followed upon reintegration or when pupil's needs change, and arrangements for any staff training or support. For children starting at a new school, arrangements are in place in time for the start of the relevant school term. In other cases, such as a new diagnosis or children moving to a new school mid-term, every effort is made to ensure that arrangements are put in place within two weeks. Hodge Hill Girls' School does not wait for a formal diagnosis before providing support to pupils. In cases where a pupil's medical condition is unclear, or where there is a difference of

opinion, judgements will be needed about what support to provide based on the available evidence. This would normally involve some form of medical evidence and consultation with parents.

Notification of Allergies and Food Intolerance.

The following guidance is designed to ensure that medical data is consistently updated and that there is a clear and transparent process for recording sensitive medical information and accessing support from external agencies:

- **Updating Medical Records:** Accurate and timely updates to medical records are essential to ensure that the school provides appropriate care and support for pupils.
- **No Medical Evidence Required:** At Hodge Hill Girls' School, a medical letter or evidence is not required to amend a pupil's food intolerance or allergy information. The school prioritises the health and well-being of pupils based on parental disclosure and/or pupil communication.
- **Accessing Support:** Where necessary, the school will engage with external agencies, such as the School Nurse Team, to provide additional support for pupils with medical needs.

This approach ensures that all medical information is handled sensitively and inclusively while maintaining a robust system for supporting the needs of every pupil.

Parents inform school

If a parent contacts the school to inform us of their child's food allergy or intolerance, the following procedure will be followed:

1. **Initial Contact:** The admin team will document the details of the call and log the information on SIMS.
2. **Updating Records:** Reception will update the relevant sections of the child's information on SIMS to reflect the allergy or intolerance.
3. **Notification of Director of Inclusion:** Reception will notify the Director of Inclusion, Miss Taylor, who will record the details on internal records.
4. **Assessment of Referral to School Nurse Team:** Miss Taylor will evaluate whether the allergy or intolerance warrants a Care Plan. This step applies only if the nature of the allergy requires such intervention.
5. **Parent Discussion:** Miss Taylor will contact the parents to discuss whether a referral to the School Nurse Team is necessary and outline any further actions, if applicable.

This process ensures that accurate records are maintained, and appropriate steps are taken to support the child effectively.

Child Informs School.

If a child discloses an allergy or food intolerance to a member of staff or presents a medical letter confirming such, the following procedure will be followed:

1. **Referral to Head of Year:** The staff member must refer the disclosure or documentation to the child's Head of Year.
2. **Parent/Carer Confirmation:** The Head of Year will contact the parents/carers to discuss the information provided.

3. **Notification of Director of Inclusion:** If the parents/carers confirm the allergy or intolerance, the Head of Year will email the Director of Inclusion, Miss Taylor, with the details.
4. **Updating Records:** Miss Taylor will instruct Reception to update the pupil's SIMS records by the end of the day to reflect the confirmed allergy or intolerance.
5. **Assessment of Referral:** Miss Taylor will evaluate whether a referral to the School Nurse Team is required. If necessary, she will consult with the parents/carers and proceed with the referral.
6. **Documentation:** All actions will be logged on SIMS, and relevant records will be maintained in the pupil's medical file.

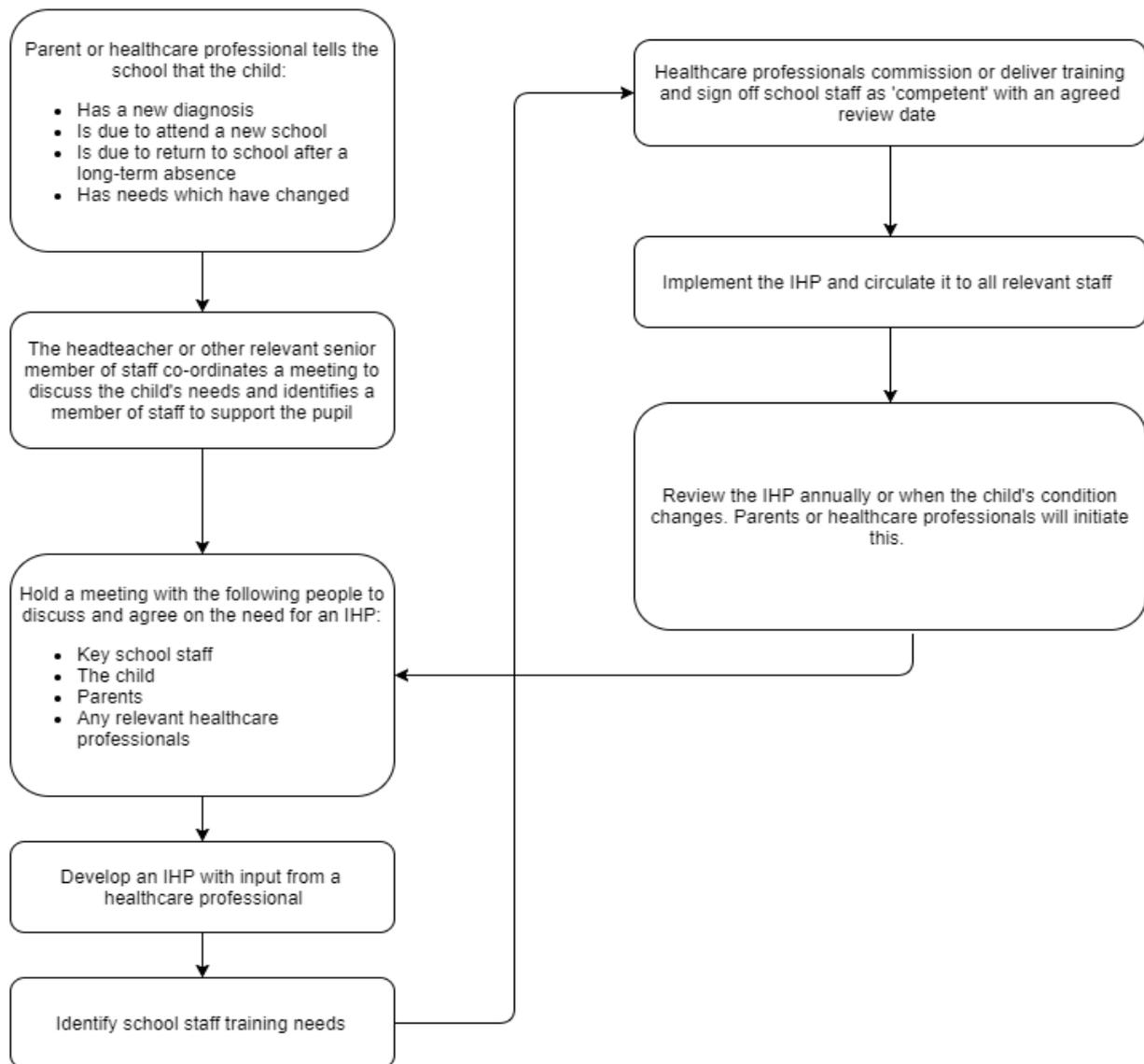
This process ensures accurate record-keeping and timely action to address the child's medical needs.

Transition:

As part of the transition process from Year 6 to Year 7, or in year transfer all parents are required to complete an admissions booklet, which includes a section to provide information about their child's food allergies or intolerances. The following procedure is followed to ensure this information is accurately recorded and acted upon:

1. **Support with Admissions Booklet:** Reception staff assist and support parents in completing the admissions booklet as part of the administration process.
2. **Recording on SIMS:** Any reported food allergies or intolerances are entered into SIMS by the Reception Team.
3. **Transfer of Medical Information:** Once the data has been input, a copy of the relevant medical information is provided to the Director of Inclusion.
4. **Assessment for Care Plan:** The Director of Inclusion will review the medical information to determine if a Care Plan is required. If deemed necessary, contact will be made with the parents to seek their consent for a referral to the School Nurse Team for the development of a Care Plan.

This process ensures all necessary medical details are recorded and appropriate measures are taken to support the health and well-being of incoming Year 7 pupils.



What are Individual healthcare plans?

IHCPs are for pupils with a serious condition e.g. diabetes, epilepsy, asthma, allergies resulting in severe anaphylactic reactions, where medication maybe needed. The example IHCPs represent the information held at Hodge Hill Girls' School to effectively treat pupils with particular conditions. They are updated as required following consultation with healthcare professionals, Birmingham School health Advisory Service, parents and the pupil at Hodge Hill Girls' School.

The **SENCo Miss Taylor** has overall responsibility for the development of IHCPs for pupils with medical conditions with support from school nurses and all agencies involved with the Pupil. Plans will be reviewed at least annually, or earlier if there is evidence that the pupil's needs have changed. Plans will be developed with the pupil's best interests in mind and will set out:

What needs to be done? When? By whom?

Not all pupils with a medical condition will require an IHCP. It will be agreed with a healthcare professional and the parents when an IHCP would be inappropriate or disproportionate. This will be based on evidence. If there is not a consensus, the Healthcare Professionals make the final decision.

Plans will be drawn up in partnership with the school, parents and a relevant healthcare professional, such as the school nurse, specialist or pediatrician, who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate.

IHCPs will be linked to, or become part of, education, health and care (EHC) plan. If a pupil has SEND but does not have an EHC plan, the SEND needs will be mentioned in the IHCP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The governing body and the SENCO, will consider the following when deciding what information to record on IHCPs:

- The medical condition, its triggers, signs, symptoms and treatments.
- The pupil's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons.
- Specific support for the pupil's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions.
- The level of support needed, including in emergencies. If a pupil is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring.
- Who will provide this support, their training needs, and expectations of their role and confirmation of proficiency to provide support for the pupil's medical condition from a healthcare professional, and cover arrangements for when they are unavailable.
- Who in the school needs to be aware of the pupil's condition and the support required.
- Arrangements for written permission from parents and the SENCO for medication to be administered by a member of staff, or self-administered by the pupil during school hours
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the pupil can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parent/pupil, the designated individuals to be entrusted with information about the pupil's condition
- What to do in an emergency, including who to contact, and contingency arrangements.

Administration and Management medicines

We expect parents/carers to administer medication to their children at home. No medication will be administered without prior written permission from the parents/carers including written medical authority if the medicine needs to be altered (e.g. crushing of tablets).

A Request to Administer Medication:

Staff members are not legally required to administer medicines or to supervise a pupil when taking medicine. This is a voluntary role. The SENCO will determine if medication is to be administered in school, and by whom, following consultation with staff. All medicine will normally be administered during breaks and lunchtimes. If, for medical reasons, medicine has to be taken during the day, arrangements will be made for the medicine to be administered at other prescribed times. Pupils will be told where their medication is kept and who will administer it.

Prescription medicines will only be administered at school:

When it would be detrimental to the pupil's health or school attendance not to do so and

Where we have parents' written consent. Pupils under 16 will not be given medicine-containing aspirin unless prescribed by a doctor.

The school will only accept prescribed medicines that are: In-date, labelled, provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage. The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date. All medicines will be stored safely. Pupils will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils and not locked away. Medicines will be returned to parents to arrange for safe disposal when no longer required.

Pupils managing their own needs

Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents and it will be reflected in their IHCPs.

Refusing Medication

Staff will not force a pupil to take a medicine or carry out a necessary procedure if they refuse but will follow the procedure agreed in the IHCP and inform parents so that an alternative option can be considered, if necessary. Reasons for refusal and any action then taken by the staff member will also be recorded.

School practice:

School will use their discretion and judge each case individually with reference to the pupil's IHCP:
to:

- Staff will not prevent pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Staff will not assume that every pupil with the same condition requires the same treatment
- Staff will not ignore the views of the pupil or their parents
- Staff will not ignore medical evidence or opinion (although this may be challenged)
- If the pupil becomes ill, staff will not send them to the school office or medical room unaccompanied or with someone unsuitable
- Staff will not prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively

Designated staff Mrs Z Kiani will brief supply staff at the beginning of the day before they teach.

Role of the Pupil

Pupils with medical conditions are often best placed to provide information about their medical condition, therefore they should:

- Actively contribute to their IHCP
- Comply with the steps within the plan
- Where appropriate move towards self-management
- Report symptoms and side effects as needed.

Emergency procedures

Staff will follow the school's normal emergency procedures (for example, calling 999). All pupils' IHCPs will clearly set out what constitutes an emergency and will explain what to do.

If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent arrives or accompany the pupil to hospital by ambulance.

Training

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so. The training will be identified during the development or review of IHCPs. Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed. The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the SENCO. A training log is kept by the SENCO. At the beginning of every academic year, staff attend training and receive updated guidance on asthma, epilepsy and diabetes.

Training will:

1. Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils
2. Fulfil the requirements in the IHCPs
3. Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication. All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

Record keeping

The governing body and the SENCO will ensure that written records are kept of all medicine administered to pupils.

Storage of medication:

Hodge Hill Girls' School stores non-emergency medication safely and securely in a cool storage area of the school where pupils cannot access by accident. Items requiring refrigeration are kept in a clearly labelled closed container in a standard refrigerator, which is locked at all times. In the interest of pupil confidentiality, the fridge is used for no other purpose.

Disposal of any sharp items

Hodge Hill Girls' School safely manage the disposal of sharp items via the management of sharp bins in designated areas around school known to staff and pupils who require the use of a sharps bin. The bins are never kept on the floor. The bins will be kept in the medical room that is not locked so it is accessible for both pupils and staff when needed.

It is the personal responsibility of the individual using the sharp items to dispose of it safely i.e. the pupil or the member of Hodge Hill Girls' School staff assisting the pupil.

Return of medication

- The Individual healthcare plans outline when individual medication will be returned to the pupil's parents, this includes when:
- The course of treatment is complete
- Labels have become detached or unreadable
- The Care Plan is updated
- The medication expiry date has been reached

First Aid Boxes:

Hodge Hill Girls' School First Aid box is identified by a white cross on a green background. They are checked for supplies by a member of staff.

The First Aid boxes display the following information:

- The name of the person responsible for the upkeep
- The nearest alternative First Aid box
- A list of the contents and instructions on replenishing the boxes
- The location of the school's accident book

PE lessons:

All PE staff at Hodge Hill Girls' School are made aware that physical activity will benefit pupils with asthma, however, they are also aware that these pupils may need to use their inhaler 10 minutes before exertion. PE staff are also aware that the inhaler must be available during PE and games.

Complaints

Parents with a complaint about their child's medical condition should discuss these directly with the SENCO Miss Taylor in the first instance. If the SENCO cannot resolve the matter, they will direct parents to the school's complaints procedure.

Monitoring arrangements

This policy will be reviewed and approved by the governing body annually.

Links to other policies

This policy links to the following policies:

- Accessibility plan
- Complaints Policy
- Equality information and objectives
- Safeguarding and Child Protection Policy
- Special educational needs information report and policy

Appendix 1

Consent Form to Administer Medicines on School site and off-site activities

School staff will not give your child medication unless this form is completed and signed.

Dear Headteacher

I request and authorise that my child be given/gives herself the following medication:

Name of child		Date of birth	
Address Daytime Tel no(s)			
Group/Class/Form			
Medical Condition or Illness, and reason for medication			
Name of medicine:	N.B Medicines must be in their original container, and clearly labelled		
Special precautions e.g. take after eating			
Are there any side effects that the school needs to know about		Dose	
Time of Dose		Maximum Dose (if applicable)	
Start Date		Finish Date	

I confirm that:

- I have received medical advice stating that it is, or may be in an emergency, necessary to give this medication to my child during the school day and during off-site school activities;
- I agree to collect it at the end of the day/week/half term (delete as appropriate) and replace any expired medication as soon as possible, disposing of any unused medication at the pharmacy;
- This medicine has been given without adverse effect in the past/ I have made the school aware any side effects that my child is likely to experience, and how the school should act if these occur (delete as appropriate);
- The medication is in the original container labelled with the contents, dosage, child's full name and is within its expiry date; and
- The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy and my child's Care Plan. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signed: (parent/Carer)	
Date:	
Based on the above information the Head Teacher acknowledges that it is, or may be, necessary for your child to be given medication during school hours. Signed: (Head teacher)	

Appendix 2

School Record of Medication Administered

Name of child:.....

Date of birth:..... Class:.....

Name and strength of medication:.....

Dose and Frequency of medication:

Time last dose given:.....

Maximum dosage:.....

Other medication being taken:

Date		
Quantity received		
Quantity returned		
Staff name and signature		

Date									
Time Given									
Dose Given									
Staff Signature									
Print Name									
Additional notes e.g parent notified									



HODGE HILL GIRLS' SCHOOL

"Educating tomorrow's women today"

This Pupil has an Allergy to:

Photo

Name:

D.O.B:

Tutor:

Emergency Contact:

Emergency Treatment:

Emergency Medication Kit is kept in:

Expiry Date: