



## Supporting Pupils with Medical Conditions Policy

### **Aims**

This policy aims to ensure that:

- Staff, parents and pupils understand how our school will support pupils with medical conditions
- Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including school trips and sporting activities

The Local Governing Committee (LGC) will monitor this policy by checking (either directly on visits or via the Headteacher):

- Sufficient staff are suitably trained
- Staff aware of pupil's condition, where appropriate
- There are cover arrangements to ensure someone is always available to support pupils with medical conditions
- Supply teachers have appropriate information about the policy and relevant pupils
- Individual Healthcare Plans (IHPs) are written, kept up to date and acted upon

**The named person with responsibility for implementing this policy is Gareth Flemington (Headteacher).**

### **Legislation and statutory responsibilities**

This policy meets the requirements under [Section 100 of the Children and Families Act 2014](#), which places a duty on governing bodies 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 also complies with our funding agreement and articles of association.

### **Roles and Responsibilities**

#### **The Local Governing Committee (LGC)**

The LGC has responsibility to check that arrangements to support pupils with medical conditions are appropriately enacted by the school. The LGC will check that sufficient staff



have received suitable training and are competent before they are responsible for supporting children with medical conditions.

### **The Headteacher**

The Headteacher will:

- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all Individual Healthcare Plans (IHPs), including in contingency and emergency situations
- Take overall responsibility for the development of IHPs
- 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

### **Staff**

Supporting pupils with medical needs 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.

### **Parents**

Parents will:

- Provide the school with sufficient and up-to-date information about their child's medical needs
- Be involved in the development and review of their child's IHP and may be involved in its drafting



- Carry out any action they have agreed to as part of the implementation of the IHP e.g. provide medicines and equipment

### **Pupils**

Pupils with medical conditions will often be well placed to provide information about how their condition affects them and they should be reassured that the adults at school are able to help them. They are expected to comply with their IHPs.

### **School nurses and other healthcare professionals**

Our school nursing service 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, will liaise with the school nurses and notify them of any pupils identified as having a medical condition.

### **Equal Opportunities**

Our school is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or sporting activities, and not prevent them from doing so. The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of and 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 IHP. The school will make every effort to ensure that arrangements are put in place within 2 weeks, or by the beginning of the relevant term for pupils who are new to the school.

- Parent or healthcare professional tells school that the pupil has a medical condition or changes to the condition
- The Headteacher and/or SENCo meet with parents to discuss the condition and the pupil's needs
- The Headteacher, SENCo and parents decide whether an IHP is needed.
- An IHP is written with input from healthcare professionals if necessary
- Headteacher identifies staff training needs



- Healthcare professionals deliver training and sign off school staff as competent with an agreed review date
- IHP is implemented and circulated to all relevant staff
- IHP is reviewed annually or when the pupil's condition changes

### **Individual Healthcare Plans**

The headteacher has overall responsibility for the development of IHPs for pupils with medical conditions. This has been delegated to the SENCo. Plans will be reviewed annually or when needs change.

Plans will be developed with the pupil's best interest in mind and will set out;

- What needs to be done
- When
- By whom

Not all pupils with a medical condition will require an IHP. It will be based on evidence and agreed by parents with the headteacher making the final decision. It will be written in partnership with advice from healthcare professionals if appropriate. IHPs will be linked to EHCPs or other SEN documentation if relevant.

The LGC and Headteacher/SENCo will consider the following when deciding what information to record on IHPs

- 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
- Specific support for the pupil's educational, social and emotional needs including absences, rest, counselling
- The level of support needed including in emergencies
- Who will provide the support, their training needs, 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 school needs to be aware of the pupil's condition and the support required
- Arrangements for written permission from parents and the headteacher for medication to be administered by a member of staff during school hours



- Separate arrangements or procedures required for school trips or other school activities outside the normal school timetable that will ensure the pupil can participate e.g. risk assessments
- What to do in an emergency, including who to contact, and contingency arrangements

### **Managing medicines**

Prescription and non-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 written consent from parents

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 and adrenalin that is inside an insulin pen or pump but it must be in date.

All medicines will be stored safely. Pupils will be told where their medicines are stored. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will be available to pupils when needed and not locked away. Medicines will be returned to parents to arrange for safe disposal when no longer required and it is the parents' responsibility to check medicines are in-date.

### **Unacceptable practice**

School staff should use their discretion and judge each case individually with reference to the pupil's IHP but it is generally not acceptable to:

- Prevent pupils from accessing their inhalers and medication when and where necessary
- Assume that every pupil with the same condition requires the same treatment
- Ignore the views of parents (and pupils)
- Ignore medical evidence or opinion (although this may be challenged)



- Send pupils with medical conditions home regularly for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHPs
- Penalise pupils for their attendance record if their absences are related to their medical condition, e.g. hospital appointments
- Prevent pupils from drinking, eating or going to the toilet or taking breaks whenever they need to in order to manage their medical condition effectively
- Require parents, or make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues
- Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips e.g. by requiring parents to accompany their child
- Administer medicine in school toilets

### **Emergency procedures**

Staff will follow the school's normal emergency procedure (for example calling 999). All pupils' IHPs 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 reviews of the IHPs. Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed. Training will be kept up to date and will be led by the relevant healthcare professionals.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils
- Fulfil the requirements in the IHPs
- 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, e.g. 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 LGC will monitor that written records are kept of all medicine administered to pupils.
- Parents will be informed if their child has been unwell at school.
- IHPs are kept in a readily accessible place which all staff are aware of.

### **Liability and Indemnity**

The LGC will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk. The details of the school's insurance policy are: St Mark's C of E Junior School is a member of the Department for Education's Risk Protection Arrangements (RPA).

### **Complaints**

Parents with a complaint about their child's medical condition should discuss these directly with the Headteacher in the first instance. If the Headteacher 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 LGC every 2 years.

### **Links to other policies**

This policy links to the following policies:

- Accessibility Plan
- Complaints Policy
- First Aid and Medicine Policy
- Health and Safety Policy
- Child Protection Policy
- Special Educational Needs Information Report and SEND Policy
- Equality Information

