

APRIL 2022



SUPPORTING PUPILS AT SCHOOL  
WITH MEDICAL CONDITIONS  
POLICY

**HORIZONS EDUCATION TRUST  
AMERICAN LANE, HUNTINGDON, CAMBRIDGESHIRE. PE29 1TQ**

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## **Introduction**

Section 100 of The Children and Families Act 2014 places a duty on the governing body of a school to make arrangements for supporting pupils at their premises with medical conditions. The Department of Education have produced statutory guidance 'Supporting Pupils at School with Medical Conditions' and we will have regard to this guidance. This policy should also be read alongside the Administration of Medicines policy.

We will ensure that pupils with medical conditions are properly supported so they can have full access to education including school trips and physical education, can play a full and active role in school life, remain healthy and achieve their potential.

All medical information will be treated confidentially and shared only by those who need to know. All staff have a duty of care to follow and co-operate with the requirements of this policy.

Where pupils have a disability, the requirement of the Equality Act 2010 will apply. The SEN code of practice will also apply.

We recognise that medical conditions may impact social and emotional development as well as having educational implications.

## **1. Aims**

This policy aims to ensure that:

- Pupils, staff and parents understand how our schools 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 governing body will implement this policy by:

- Making sure sufficient staff are suitably trained
- Making staff aware of pupils' conditions, where appropriate
- Making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions
- Providing supply staff with appropriate information about the policy and relevant pupils
- Developing and monitoring individual healthcare plans (IHPs)

## **2. Roles and Responsibilities**

### **2.1 The Governing Body**

Governing bodies must make arrangements to support pupils with medical conditions in schools. They should ensure they are supported to enable the fullest participation possible in all aspects of school life. They should also ensure

- that any members of school staff who provide support to pupils with medical conditions have received suitable training and are competent before they take on the responsibility
- that sufficient staff have received suitable training
- that staff who provide support to pupils with medical conditions are able to access information and other support materials as needed

## **2.2 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
- Ensure that all staff who need to know are aware of a pupil's condition
- 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 pupil's medical needs and that this information is kept up to date

## **2.3 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.

## **2.4 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, and ensure they or another nominated adult are contactable at all times

## **2.5 Pupils**

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Pupils should be fully involved in discussions where possible, about their medical support needs and contribute as much as possible to the development of their IHPs. They are also expected to comply with their IHPs where required.

## **2.6 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. They may also support staff to implement a pupil's IHP.

Healthcare professionals, such as GPs and paediatricians, will liaise with the school's nurses and notify them of any pupils identified as having a medical condition. They may also provide advice on developing IHPs.

## **3. Equal Opportunities**

The trust 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.

Our schools 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 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.

## **4. Being notified that a Child has a Medical Condition**

When a 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 into place within 2 weeks, or by the beginning of the relevant term for pupils who are new to our school.

See Appendix 1.

## **5. Individual Healthcare Plans (IHPs)**

The Headteacher has overall responsibility for the development of IHPs for pupils with medical conditions.

An IHP will be drawn up in consultation with the class teacher who has responsibility for its implementation.

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 IHP. It will be agreed with a healthcare professional and the parents when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the Headteacher will 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 paediatrician, who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate.

IHPs will be linked to, or become part of, any education, health and care (EHC) plan.

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 board and the Headteacher 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, 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, 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, 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 Headteacher 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

## **6. Emergency procedures**

Staff will follow the school's normal emergency procedures (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.

## **7. Training**

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so. Only staff who have received the appropriate training should support a pupil with a medical condition.

The training will be identified during the development or review of IHPs. Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed.

Training will form part of the overall training plan for our schools and refresher awareness will be scheduled at appropriate intervals agreed with the relevant healthcare professionals. The school will keep a record of all training undertaken.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the Headteacher. Training will be kept up to date.

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, 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.

## **8. Record Keeping**

The governing body will ensure that written records are kept of all medicine administered to pupils for as long as these pupils are at our schools. 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.

## **9. Pupils returning to school following an operation or hospital stay**

When a pupil returns to school following an operation or prolonged hospital stay, the school should liaise with parents regarding any considerations such as medication or moving and handling before return. Consideration should be given to the need for an IHP, risk assessment, moving and handling assessment or advice from health professionals.

## **10. Unacceptable Practice**

Staff are expected to use their discretion and judge each pupil's IHP on its merits. It is not generally acceptable practice to:

- Prevent pupils from easily access their inhalers and medication and administering their medication when and where necessary
- Assume every pupil with the same condition requires the same treatment
- Ignore the views of the pupil or their parents, or ignore medical evidence or opinion ( although this may be challenged)
- Send pupils with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in the IHP.
- If the pupil becomes ill, send them to the school office or medical room unaccompanied
- Penalise pupils for their attendance record if their absences are related to their medical condition
- Prevent pupils from drinking, eating or taking toilet 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 for a pupil, 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 the pupil.

### **11. Liability and indemnity**

The governing board will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

We will ensure that we are a member of the Department for Education's risk protection arrangement (RPA).

### **12. Complaints**

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

### **13. Monitoring arrangements**

This policy will be reviewed and approved by the governing board every 2 years.

### **14. Links to other policies**

This policy links to the following policies:

- Administration of medicines policy
- Complaints procedures
- Equalities policy
- First aid policy
- Health and safety policy
- Safeguarding policy

Policy agreed on: \_\_\_\_\_

Signed on behalf of the Trustees \_\_\_\_\_

Committee: \_\_\_\_\_

Review date: April 2024

Website Y

## Appendix 1: Being notified a child has a medical condition

