

**Stoughton Infant and Nursery School**

**Northmead Junior School**



**Northmead  
Junior School**

# **Supporting Pupils with Medical Conditions Policy**

**Date Reviewed: 07/2024**

**Reviewed By: LGB**

**Next Review Due: 07/2025**

**Review Cycle: Annual**



**Northmead  
Junior School**

## **Supporting Pupils with Medical Conditions**

**Agreed**

**Local Governing Body**

**Date**

**July 2024**

**Next Review Due By**

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## 1. Aims

**This policy aims to ensure that:**

- Pupils, staff and parents understand how our school will support pupils with medical conditions
- Pupils with medical conditions are properly supported to allow them access and entitlement to a full time curriculum or as much as their medical condition allows.

The Local Governing Body will monitor that the policy is implemented as follows:

- sufficient staff are suitably trained
- where appropriate, staff are aware of pupils' conditions
- there are cover arrangements to ensure someone is always available to support pupils with medical conditions
- supply teachers are provided with appropriate information about the policy and relevant pupils
- individual healthcare plans (IHPs) are developed and monitored.

The named person with responsibility for implementing this policy is the Headteacher and the LGB will monitor its implementation.

## 2. Legislation and statutory responsibilities

1.1. This policy has due regard to the relevant legislation, including, but not limited to, the following:

- [Section 100 of the Children and Families Act 2014](#)

1.2 This policy has due regard to the relevant statutory guidance, including, but not limited to the following:

- (DfE)'s statutory guidance on [supporting pupils with medical conditions at school](#).
- [Surrey Guidance for supporting pupils with medical conditions](#)
- For pupils who have medical conditions that require EHC plans, compliance with the SEND code of practice (part 3 of the Children and Families Act 2014) will ensure compliance with this guidance with respect to those children.  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/398815/SEND Code of Practice January 2015.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/398815/SEND_Code_of_Practice_January_2015.pdf)

### **3. Roles and responsibilities**

#### **3.1 The Local Authority (LA) is responsible for:**

- Promoting co-operation between relevant partners regarding supporting pupils with medical conditions.
- Providing support, advice /guidance and training to schools and their staff to ensure Individual Healthcare Plans (IHP) are effectively delivered.
- Working with schools to ensure pupils attend full-time or make alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a health need and who otherwise would not receive a suitable education.

#### **3.2 The Local Governing Body will monitor the implementation of this on behalf of Learning Partners Academy Trust:**

- Ensuring arrangements are in place to support pupils with medical conditions.
- Ensuring the policy is developed collaboratively across services, clearly identifies roles and responsibilities and is implemented effectively.
- Ensuring that the Supporting Pupils with Medical Conditions Policy does not discriminate on any grounds including, but not limited to protected characteristics: ethnicity/national/origin, religion or belief, sex, gender reassignment, pregnancy & maternity, disability or sexual orientation.
- Ensuring the policy covers arrangements for pupils who are competent to manage their own health needs.
- Ensuring that all pupils with medical conditions are able to play a full and active role in all aspects of school life, participate in school visits / trips/ sporting activities, remain healthy and achieve their academic potential.
- Ensuring that relevant training is delivered to a sufficient number of staff who will have responsibility to support children with medical conditions and that they are signed off as competent to do so. Staff to have access to information, resources and materials.
- Ensuring written/electronic records are kept of, any and all, medicines administered to pupils.
- Ensuring the policy sets out procedures in place for emergency situations.
- Ensuring the level of insurance in place reflects the level of risk.
- Handling complaints regarding this policy as outlined in Learning Partners Academy Trust Complaints Policy.

### **3.3 The Headteacher & Inclusion Leader/SENDCO are responsible for:**

- Ensuring the policy is developed effectively with partner agencies and then making staff aware of this policy. The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and Procedures.
- Liaising with healthcare professionals regarding the training required for staff.
- Identifying staff who need to be aware of a child's medical condition.
- Developing Individual Healthcare Plans alongside class teachers (IHPs).
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHPs in normal, contingency and emergency situations.
- If necessary, facilitating the recruitment of staff for the purpose of delivering the promises made in this policy. Ensuring more than one staff member is identified, to cover holidays / absences and emergencies.
- Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.
- Continuous two way liaison with school nurses and school in the case of any child who has or develops an identified medical condition.
- Ensuring confidentiality and data protection
- Assigning appropriate accommodation for medical treatment/ care if necessary
- Holding 'spare' blue asthma inhalers (within the school office) for emergency use.

### **3.4 Staff members are responsible for:**

- Taking appropriate steps to support children with medical conditions and familiarising themselves with an individual's procedures which detail how to respond when they become aware that a pupil with a medical condition needs help. A first-aid certificate is not sufficient.
- Knowing where controlled drugs are stored and where the key is held.
- Taking account of the needs of pupils with medical conditions in lessons/activities.
- Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, with particular specialist training if they have agreed to undertake a medication or medical procedure responsibility.
- Allowing inhalers, adrenalin pens and blood glucose testers to be held in an accessible location, following DfE guidance.

### **3.5 School nurses are responsible for:**

- Collaborating on developing an IHP in anticipation of a child with a medical condition starting school.
- Notifying the school when a child has been identified as requiring support in school due to a medical condition at any time in their school career.
- Supporting staff to implement an IHP and then participate in regular reviews of the IHP. Giving advice and liaison on training needs.
- Liaising locally with lead clinicians on appropriate support. Assisting the Headteacher/Inclusion Lead in identifying training needs and providers of training.

### **3.6 Parents and carers are responsible for:**

- Keeping the school informed about any new medical condition or changes to their child/children's health.
- Completing a parental consent form to administer medicine or treatment before bringing medication into school.
- Providing the school with the medication their child requires and keeping it up to date including collecting leftover medicine.
- Should an IHP be required participation in the development and regular reviews of their child's IHP.
- Carrying out actions assigned to them in the IHP with particular emphasis on, they or a nominated adult, being contactable at all times.

## **4. 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 unless a clinician has stated otherwise.

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 within 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.

## 5. 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 into place as swiftly as possible (training needs dependant), or by the beginning of the relevant term for pupils who are new to our school.

See Appendix 1.

## 6. Individual healthcare plans (IHPs)

- When necessary an Individual Healthcare Plan (IHP) will be developed in collaboration with the parents/carers, Headteacher, Inclusion Leader (SENCO), class staff and the relevant medical professionals or specialist. 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.
- IHPs will be easily accessible to all relevant staff, including supply/agency staff, whilst preserving confidentiality.
- IHPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- Where a pupil has an Education, Health and Care plan the IHP will be linked to it or become part of it. e) Where a child is returning from a period of hospital education or alternative provision or home tuition, collaboration between the LA /AP provider and school is needed to ensure that the IHP identifies the support the child needs to reintegrate.
- Plans will be developed with the pupil's best interests in mind and will set out:
  - What needs to be done
  - When
  - By whom
  - What to do in an emergency i.e. who to contact

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. 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, training, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors

## **7. Managing medicines**

- Where possible, unless advised it would be detrimental to health or school attendance, medicines should be prescribed in frequencies that allow the pupil to take them outside of school hours.
- Prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental consent to administer medicine form.
- Thereafter, the medicine will be signed in and signed out each day when returned to school for staff to administer and when returned to the parent.
- No child will be given medication containing aspirin without a doctor's prescription.
- Medicines MUST be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- A maximum of four weeks' supply of the medication may be provided to the school at one time.
- Medicines that have been prescribed for a pupil are securely stored but easily accessible and only named staff have access.
- Medications will be stored in the School Office or within class bases i.e. inhalers and epi pens are stored in both.
- Any medications left over at the end of the course will be returned to the child's parents.
- Written records will be kept of any medication administered to children.
- Stoughton Infants and Northmead Juniors cannot be held responsible for side effects that occur when medication is taken correctly.
- If a pupil refuses to comply with their health care procedure, parents will be informed immediately.

## **8. 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.

## **9. 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 IHPs. 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 Headteacher / Inclusion Leader. Training will be kept up to date and recorded.
- For pupils with medical conditions ensure that information is transferred within school (new year group) and other settings in advance of transferring to enable parents, school and health professionals to prepare IHP and train staff if appropriate.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils
- Fulfil the requirements outlined 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.

## **10. Record keeping**

- The governing board will ensure that written records are kept of all medicine administered to pupils for as long as these pupils are at the school. Parents will be informed if their pupil has been unwell at school.
- IHPs are kept in a readily accessible place which all staff are aware of.
- Schools admissions forms request information on pre-existing medical conditions. Parents must have easy pathway to inform school at any point in the school year if a condition develops or is diagnosed. Consideration could be given to seeking consent from GPs to have input into the IHP and also to share information for recording attendance.
- A medical conditions list or register should be kept, updated and reviewed regularly by the nominated member of staff. Each class / form tutor should have an overview of the list for the pupils in their care, within easy access.
- Supply staff and support staff should similarly have access on a need to know basis. Parents should be assured data sharing principles are adhered to.

## **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.
- School staff who undertake responsibilities within this policy are covered by the LA/school's insurance.
- Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions. Those who wish to see the documents can contact the Headteacher or School business manager.

## **12. Complaints**

- All complaints should be raised with the school in the first instance via the class teacher, who can escalate to the Deputy Head and Headteacher as appropriate.
- The details of how to make a formal complaint can be found in the School Complaints Procedure.

## **13. Links to other policies**

This policy links to the following policies:

- Accessibility Plan
- Admissions Policy
- Complaints Procedure
- Equality Policy
- First Aid Policy
- Health and Safety Policy
- Child Protection and Safeguarding
- Special Educational Needs Policy

## 14. Appendix 1

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

