

Supporting Pupils with Medical Conditions Policy

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Related Regulations	
Annexes and Supplementary Info	
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1. Aims

At SENAD we understand that medical conditions requiring support at school can affect quality of life and may be life-threatening. Across our eight schools we work with children and young people with a wide range of needs. This policy is designed to meet the needs of all of our pupils.

Our schools will support pupils with medical conditions (both physical and those within a mental health sphere) so that they have full access to education, including school trips and physical education.

This policy aims to:

- › Make sure that pupils, staff and parents/carers understand how our school will support pupils with medical conditions
- › Set out the roles and responsibilities for everyone in the school community in regard to pupils with medical conditions

- › Set out the procedure for creating, reviewing and managing individual healthcare plans (IHPs)
- › Set out how we will manage medicines in school
- › Reassure parents/carers that the school will help their child feel safe, supported and included

The named person with responsibility for implementing this policy is Sara Forsyth (Director of Education).

2. 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 (in our case, the proprietor) to make arrangements for supporting pupils at their school with medical conditions.

It is also based on the statutory guidance on [supporting pupils with medical conditions at school](#) from the Department for Education (DfE).

3. Roles and responsibilities

3.1 The Proprietor

The Proprietor have ultimate responsibility for making arrangements to support pupils with medical conditions.

The Proprietor will:

- › Review this policy in a timely manner, in line with the relevant legislation and requirements
- › Make sure that the policy sets out the procedures to be followed whenever the school is notified that a pupil has a medical condition
- › Monitor practice, and staff training, in regards to pupils with medical conditions, in line with this policy

The Proprietor delegates the day-to-day implementation of this policy to the headteachers in our schools

3.2 The Headteacher

The headteacher will

- › Make sure all staff are aware of this policy and understand their role in its implementation
- › Make sure 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
- › Make sure that all staff who need to know are aware of a child/young person's condition
- › Take overall responsibility for the development and monitoring of individual healthcare plans (IHPs)

- › Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way
- › Manage cover arrangements in the case of staff absence or turnover, to make sure a suitable staff member is always available, and supply staff are briefed appropriately about pupils' medical needs
- › Approve risk assessments for school visits and school activities outside the normal school timetable that involve provision for pupils with medical conditions
- › 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 this team.
- › Make sure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

3.3 Staff

Supporting pupils with medical conditions during school hours is not the sole responsibility of 1 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.

3.4 Parents/carers

Parents/carers will:

- › Provide the school with sufficient and up-to-date information about their child's medical needs
- › Provide evidence of appropriate prescription and written permission for medicines to be administered by staff
- › 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

3.5 Pupils

Some of our pupils with medical conditions will be best placed to provide information about how their condition affects them. Pupils should be fully involved in discussions 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 through the adequate provision of support from the school team.

3.6 School Health Promotions Team members and other healthcare professionals

Our school Health Promotions Teams and/or Admissions Team members 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 child's IHP.

Healthcare professionals, such as GPs and paediatricians, will liaise with our Health Promotions Leads and notify them of any pupils identified as having a medical condition. They may also provide advice on developing IHPs.

4. Equal Opportunities

The school will adhere to the legal responsibilities under the Equality Act 2010 and will not unlawfully discriminate against any pupils. 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.

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 any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents/carers 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 in Appendix 1 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.

We will:

- For new starters, send a form to all parent/carers of pupils after their place at the school has been confirmed, but before their first school year starts, to confirm any medicine(s) their child needs. Where a pupil has a new diagnosis and/or a pupil has moved to the school mid-term, we will send a form and put arrangements in place within 2 weeks
- Send a reminder to parents/carers at the start of each year in a newsletter, as well as a form to complete, if their child requires certain medicine(s)

We ask that parents/carers proactively inform the school by email if their child's medical needs change during the school year.

6. Individual Healthcare Plans (IHPs)

The headteacher has overall responsibility for the development of IHPs for pupils with medical conditions. All pupils with an allergy or Asthma will automatically be issued with an IHP.

The day-to-day responsibility may be delegated to a member of the Health Promotions Team. Where this responsibility is delegated, this will be clear in the school's protocols for

the development of IHPs.

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/carers 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/carers 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.

All of our pupils have Education, Health and Care Plans (EHCPs) and as such, IHPs will be linked to, or become part of, any EHCP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The Headteacher and the individual with responsibility for developing IHPs in the school 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, requirements for extra time to complete exams, use of rest periods, 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/carers 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/carer or 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

7. Managing Medicines

Please refer to our full and detailed policy 306 – Medication Policy and Guidance for information on this section

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/carer 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 school and external 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 with records being held by the Training Lead for each school.

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 support with, their implications and preventative measures

Relevant external 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 that they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

10. Record Keeping

In accordance with Policy 306 – Medication Policy, the Headteacher will ensure that written records are kept of all medicine administered to pupils for as long as these pupils are at the school. Parents/carers will be informed if their child has been unwell at school.

IHPs are kept in a readily-accessible place that all staff are aware of. For each school this will be the MIS they are using (either Arbor or Compass Education)

The lead in school will:

- › Enter each pupil's medicine need in the school's Management Information System (either Compass Education or Arbor)
- › Update the records when parents/carers of pupils inform us of changes to their child's needs
- › Keep a record of changes, labelling the most recent record for each child
- › Make sure that all staff have access to records so that they are informed about pupils' medical needs
- › Securely hold this information digitally in accordance with the UK GDPR
- › Inform parents/carers about how they can access their child's information (provided no relevant exemptions apply to their disclosure under the Data Protection Act 2018)

11. Liability and Indemnity

The Proprietor 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 can be provided on request by the Headteacher

12. Complaints

Parents/carers with a complaint about the school's actions in regard to their child's medical condition should discuss these directly with the Headteacher in accordance with Policy 714E for English schools and 714W for Welsh schools (Complaints Policy).

13. Monitoring Arrangements

This policy will be reviewed annually by the Director of Education.

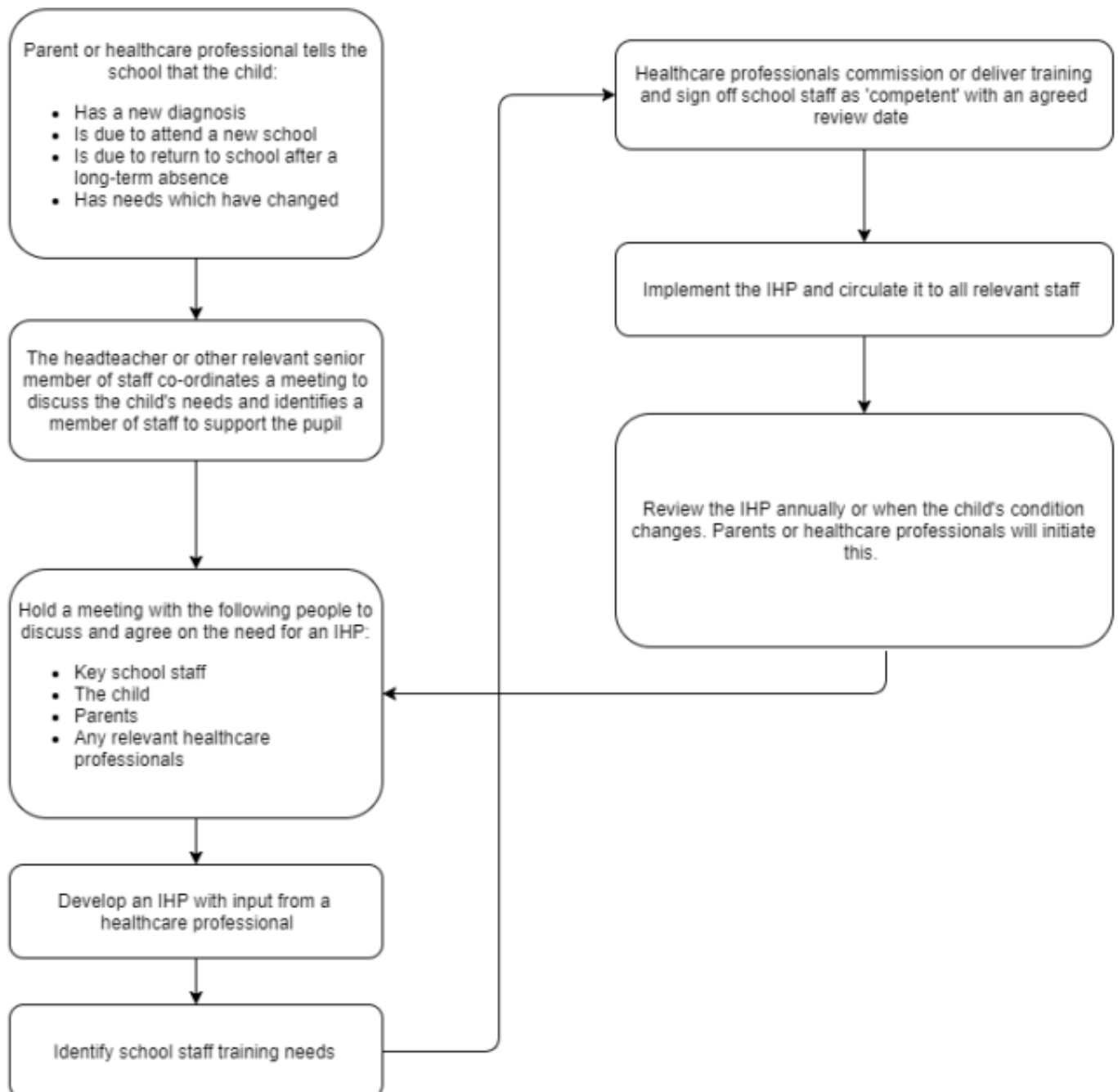
The Quality Assurance processes linked to this policy will be the responsibility of the Headteacher and may be delegated to the school Health Promotions Lead. The group Health and Safety lead will be responsible for Quality Assurance oversight.

14. Links to other policies

This policy links to the following policies:

- › Accessibility plan
- › Complaints & Representations
- › Equality information and objectives
- › First aid
- › Health and safety
- › Safeguarding
- › Special educational needs information report and policy
- › Allergy in Schools and homes
- › Medication

Appendix 1: Being notified a child has a medical condition



Appendix 2: School-Specific Information

School Name:	Bladon House
Headteacher:	David Braybrooke
Member of Staff Responsible for IHPs:	Laura Yates
Member of Staff Responsible for Medication:	Laura Yates
School MIS (ie location of key information):	Compass

SECTION 2: DIAGNOSIS REGISTER

Diagnosis	Date Diagnosed	Severity/Risk Rating	Lead Clinician

SECTION 3: CONDITION-SPECIFIC CARE PLAN

Condition 1 -

Description	Typical Symptoms	Triggers	Management Actions

● Emergency Procedure

1. XX

Condition 2 -

Description	Typical Symptoms	Triggers	Management Actions

● Emergency Procedure

1.
2.
3.
4.

SECTION 4: MEDICATION AND MEDICAL EQUIPMENT

Medication/Equipment Name	Linked Condition	Dose	Administration Route	Time of Admin.	Staff Support Required? [Y/N]	Consent Received (who/when)

SECTION 5: RISK ASSESSMENT SUMMARY

Risk Detail	Likelihood (Low/Med/High)	Severity (xxx)	Control Measures

SECTION 8: EDUCATIONAL VISITS AND RESIDENTIAL TRIPS

Activity	Risk Detail	Control Measure/Adjustments

SECTION 8: STAFF TRAINING MATRIX

Training Required	Linked Condition	Who Requires Training (Roles or Names)	Completion Date	Renewal Date

SECTION 9: SIGN-OFF

Role	Name	Signature	Date
Parent/Carer			
Health Promotions Manager			
Key Care Worker (if applicable)			
Teacher			

SECTION 10: REVIEW HISTORY

Review Ref	Date of Review	Details of Changes Made	Name of Reviewer
1			