



George Mitchell School

Special Educational Needs Policy

November 2023

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Produced by	Janet Bergin-Miah

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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 so that they have full access to 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 teachers with appropriate information about the policy and relevant pupils
 - Developing and monitoring individual healthcare plans (IHCPs)

The named persons with responsibility for implementing this policy are:

Janet Bergin-Miah (Secondary SENCo)

Khuram Raja (Primary SENCo).

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 to make arrangements for supporting pupils at their school with medical conditions.

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

Some children with medical conditions may be considered to be disabled under the definition set out in the [Equality Act 2010](#):

A person has a disability if:

- they have a physical or mental impairment, and
- the impairment has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

GMS recognises that children with a medical condition will require individualised care and support in terms of both physical and mental health and well-being, to ensure that they play a full and active role in school life, remain healthy and achieve their academic potential.

This policy outlines the procedures, communication and support available to all students with medical needs, and their families. It also outlines the roles and responsibilities of all those involved in supporting a child with medical needs and the support and training given to staff

Some children may also have special educational needs (SEN) and may have an Education, Health and Care Plan (EHCP) which brings together health and social care needs, as well as their special educational provision. For children with SEN/D, this guidance should be read in conjunction with the [Special Educational Needs and Disability \(SEND\) Code of Practice](#).

3. Roles and responsibilities

The Local Authority (LA)

- Promote co-operation between relevant partners and stakeholders regarding supporting pupils with medical conditions.
- Provide support, advice and guidance, including suitable training, to schools and their staff.
- Local authorities should work with schools to support pupils with medical conditions to attend full-time.
- Make alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a medical condition.

The governing body

- Must make arrangements to support pupils with medical conditions in school
- Ensure that this policy is implemented and updated regularly
- Ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical condition

The Headteacher

- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure that all staff who need to know are aware of a child's condition
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all 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
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

The SENCo

- The day-to-day management of Supporting Pupils with Medical Conditions Policy and procedures
- Liaising with healthcare professionals regarding the training required for staff
- Making staff who need to know aware of a child's medical condition
- Developing Individual Healthcare Plans (IHCPs)
- Ensuring staff have easy access to IHCPs

- Contacting the school nursing service, or other relevant healthcare professional, in the case of any child who has a medical condition

School 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, making reasonable adjustments where necessary.
- All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.
- Maintain confidentiality.

Parents/ carers

Parents/carers may in some cases be the first to notify the school that their child has a medical condition. They will:

- Provide the school with sufficient and up-to-date information about their child's medical needs
- Notify the school of changes in a child's medical needs, e.g. when medicine is no longer required or when a child develops a new need, e.g. asthma
- Give the school adequate information about their child's medical needs prior to a child starting school; and any changes, such as higher/ lower dosage
- 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, and ensure they or another nominated adult are contactable at all times

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 about their medical support needs and contribute as much as possible to the development of their IHCPs.

- They are also expected to comply with their IHCPs.

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 child's IHCP.
- Healthcare professionals, such as GPs and paediatricians, will liaise with the school nurse and notify them of any pupils identified as having a medical condition.
- They may also provide advice on developing IHCPs.
- Specialist local health teams may be able to provide support in schools for children with particular conditions (e.g. asthma, diabetes, epilepsy).

4. Equal opportunities

George Mitchell 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 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 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.

6. Individual healthcare plans (IHCPs)

The headteacher has overall responsibility for the development of IHCPs for pupils with medical conditions. This has been delegated to the SENCo.

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 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.

IHCPs will be linked to, or become part of, any Education, Health and Care Plan (EHCP). If a pupil has SEND but does not have an EHCP, the SEND 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, the Headteacher and 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, 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

7. 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 parents' written consent for school to administer medicine.

The only exception to this is where the medicine has been prescribed to the pupil without the knowledge of the parents.

Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Products containing paracetamol can only be administered after telephoning parents/carers to ensure no other product containing paracetamol has been given in the home environment to prevent overdose.

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 brought to the school office by an adult, who will complete a parental agreement form for school staff to administer the medicine.

All medicines will be stored safely, in the School Office (secondary), the Medical Room (primary) and in the reception area (EYFS).

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.

Inhalers and other emergency treatment medication such as an Epipen must follow the child to the sports field, trips etc.

If it is necessary to give emergency treatment, a clear written account of the incident must be given to the parents/carer of the child, and a copy retained in the school.

Medicines will be returned to parents to arrange for safe disposal when no longer required.

Written records will be kept of any medication administered to children.

Pupils will never be prevented from accessing their medication.

Parents may come to school to administer medicines if necessary.

Controlled drugs

Controlled drugs are prescription medicines that are controlled under the Misuse of Drugs Regulations 2001 and subsequent amendments, such as morphine or methadone.

A pupil who has been prescribed a controlled drug may have it in their possession if they are competent to do so and agreed on their IHCP, but they must not pass it to another pupil to use.

All other controlled drugs are kept in a secure cupboard in the school office and only named staff have access.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

The Headteacher must be informed of any controlled drugs required by children, such as methylphenidate (Ritalin, Concerta, Equasym, Medikinet) which treats ADHD.

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.
- Pupils will be allowed to carry their own medicines and relevant devices wherever possible.
- Staff will not force a pupil to take a medicine or carry out a necessary procedure if they refuse, but will follow the procedure in the IHCP and inform parents so that an alternative option can be considered, if necessary. This refusal should be recorded.

School trips

- The trip leader is responsible for ensuring that arrangements are in place for any student with medical needs prior to a trip taking place, including ensuring that asthma inhalers are carried as required. A copy of any relevant IHCP should be taken on the trip.
- Should medication be required, the trip leader is responsible for designating a person trained in administering relevant medicines for the trip. This person will be responsible for ensuring the correct medicines and IHCPs are taken on the trip (including first aid equipment).
- The designated school person (named in the step above) on the trip will administer any medicines required and record the details on return to school
- The person named above will return the IHCPs and any unused medicines to the office on return to school.
- All medications must be kept safe by the person named above.

Unacceptable practice

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

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

- If the pupil becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- 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 taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their pupil, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs
- 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, or ask pupils to administer, medicine in school toilets

8. 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.

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 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 Headteacher / SENCO. 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.

The SENCO will ensure that all staff are updated on the medical needs of the students; be able to access the names of the students with IHCPs; be aware of the changes to students' medical needs; aware of who the lead staff are when faced with an issue to do with administering medicines.

10. 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 the school.
- Parents will be informed if their pupil has been unwell at school.
 - IHCPs are kept in a readily accessible place i.e. displayed in reception and/or on SIMS under linked documents, which all staff are aware of.

11. Liability and indemnity

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

Staff who undertake responsibilities within this policy are covered by the 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 should contact the Head's PA.

12. Complaints

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

13. Monitoring arrangements

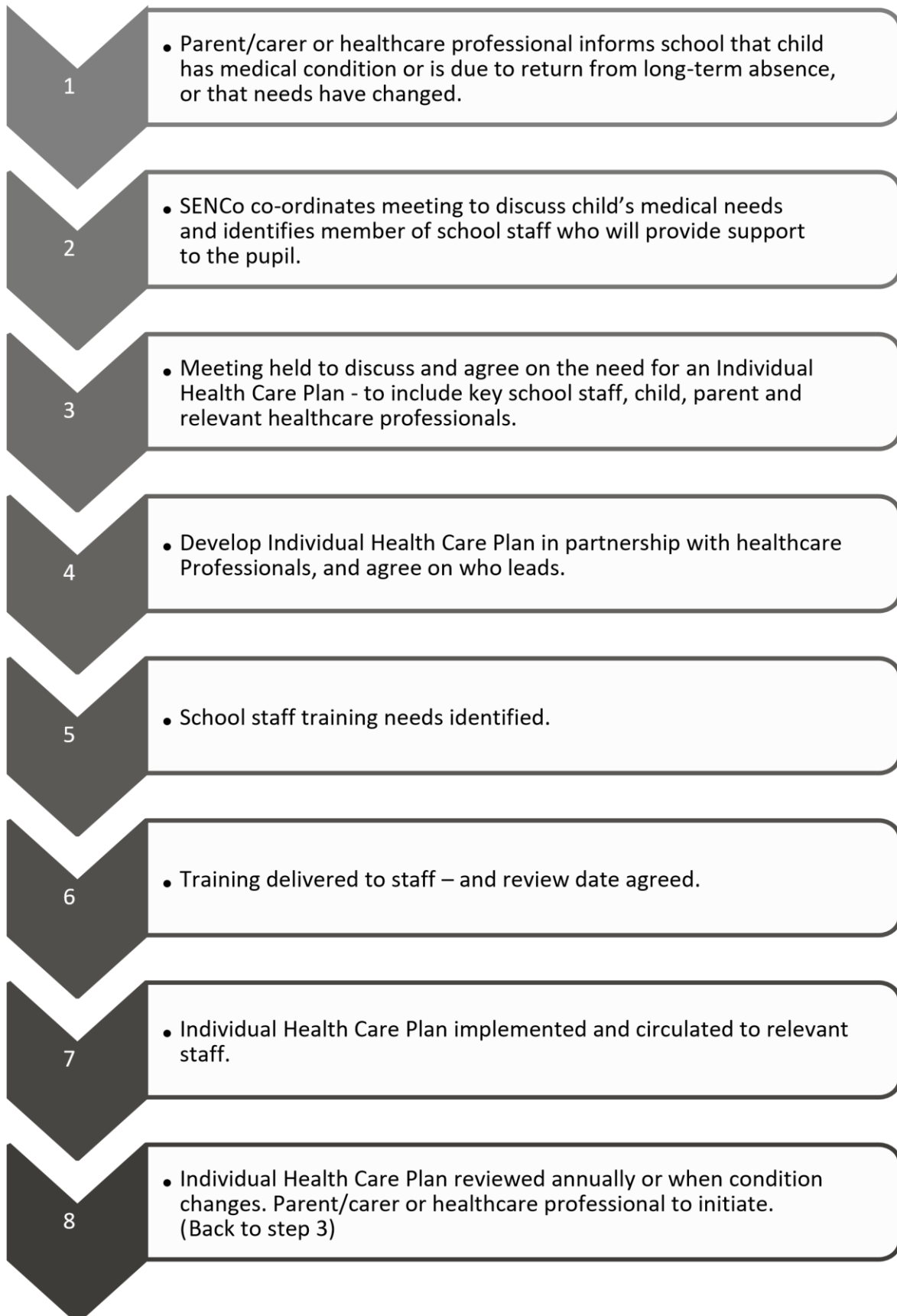
This policy will be reviewed and approved by the governing body every year.

14. Links to other policies

This policy links to the following policies:

- Accessibility plan
- Complaints
- First aid
- Health and safety
- Safeguarding
- Special Educational Needs Information Report
- SEND policy

Appendix A: Individual Health Care Plan implementation procedure



Appendix B: Individual Health Care Plan – template

Child’s name

--

Tutor group

--

Date of birth

--

Child’s address

--

Medical diagnosis or condition

--

Date

--

Review date

--

Family Contact Information

Name

--

Phone no. (work)

--

(home)

--

(mobile)

--

Name

--

Relationship to child

--

Phone no. (work)

--

(home)

--

(mobile)

--

Clinic/Hospital Contact

Name

--

Phone no.

--

G.P.

Name

--

Phone no.

--

Who is responsible for providing support in school?

--

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contraindications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

--

Form copied to

--

Appendix C: Parental agreement for school to administer medicine – template

The school will not give your child medicine unless you complete and sign this form, and the school or has a policy that the staff can administer medicine.

Date for review to be initiated by

Name of child

Date of birth

Class / tutor group

Medical condition or illness

Medicine

Name/type of medicine
(as described on the container)

Expiry date

Dosage and method

Timing

Special precautions/other instructions

Are there any side effects that the school/setting needs to know about? Self-administration – y/n

Procedures to take in an emergency

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name

Daytime telephone no.

Relationship to child

Address

I understand that I must deliver the medicine personally to

[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____

Date _____

Appendix D: Record of medicine administered to an individual child – template

Name of child

Date medicine provided by parent

Class / tutor group

Quantity received

Name and strength of medicine

Expiry date

Quantity returned

Dose and frequency of medicine

Staff signature

Signature of parent _____

Date

Time given

Dose given

Name of member of staff

Staff initials

Date

Time given

Dose given

Name of member of staff

Staff initials

Date

Time given

Dose given

Name of member of staff

Staff initials

Appendix F: staff training record – administration of medicines – template

Name of school/setting

Name

Type of training received

Date of training completed

Training provided by

Profession and title

I confirm that _____ has received the training detailed above and is competent to carry out any necessary treatment.

I recommend that the training is updated by _____

Trainer’s signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Suggested review date _____

Appendix G - Contacting emergency services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

1. Your telephone number: 020 8539 6198

2. Your name

3. Your location as follows:

George Mitchell School Secondary Phase, Farmer Road E10 5DN

or

George Mitchell School Primary Phase, Burchell Road, E10 5AZ (Primary)

or

George Mitchell School Nursery, 192 Vicarage Road E10 5DX

4. Provide the exact location of the patient within the school setting

5. Provide the name of the child and a brief description of their symptoms

6. Inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient

7. Put a completed copy of this form by the phone

Appendix H: model letter inviting parents to contribute to Individual Health Care Plan development

Dear Parent/Carer

Re: DEVELOPING AN INDIVIDUAL HEALTH CARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting pupils at school with medical conditions for your information.

A central requirement of the policy is for an Individual Health Care plan to be prepared, setting out what support each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents, pupils, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts on their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's Individual Health Care Plan has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will involve [add details of team]. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached Individual Health Care Plan template and return it, together with any relevant evidence, for consideration at the meeting. I [or another member of staff involved in plan development or pupil support] would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely