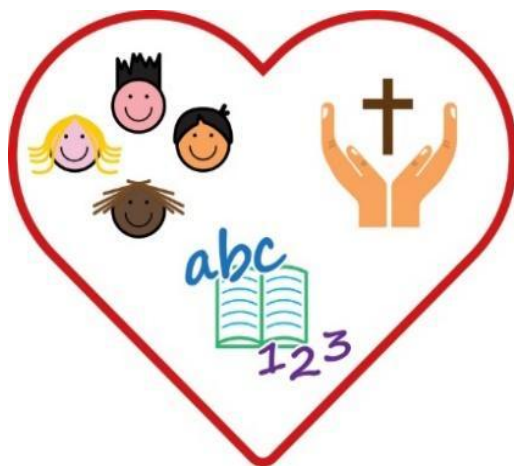


# ST. MATTHEW'S C.E. PRIMARY SCHOOL & NURSERY



## SUPPORTING PUPILS WITH MEDICAL CONDITIONS POLICY

Reviewed: 2<sup>nd</sup> September 2024  
By: T Young

Date of next review: September 25

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## Supporting Children with Medical Conditions Policy

### Mission Statement:

St. Matthew's C.E. Primary School and Nursery is dedicated to providing an education which enables every child to fulfil their best potential. It seeks to promote academic, emotional and spiritual growth in a Christian environment, welcoming children drawn from diverse cultures.

### Vision Statement:

Inspired by Jesus' words (Matthew 5: 1-12), we strive to promote academic, emotional and spiritual growth in a Christian environment for all members of our school family.  
We can all '**Be blessed by God, be happy and aspire to be...**'

## 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 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 pupil's condition, 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 (Health Care Plans)

**The named person with responsibility for implementing this policy is Tracy Young**

## 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 boards 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.

## 3. Roles and responsibilities

### 3.1 The governing body

The governing board has ultimate responsibility to make arrangements to support pupils with medical conditions. The governing board will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

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### **3.2 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 child'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 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**

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 Health Care Plan and may be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the Health Care Plan e.g. provide medicines and equipment

### **3.5 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 about their medical support needs and contribute as much as possible to the development of their Health Care Plans. They are also expected to comply with their Health Care Plans.

### **3.6 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 or nursery, wherever possible.

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.

## **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, and not prevent them from doing so.

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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 a Health Care Plan.

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.

### 6. Individual healthcare plans

The Headteacher has overall responsibility for the development of Health Care Plans for pupils with medical conditions. This has been delegated to **Tracy Young (SENDCO)**.

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 a Health Care Plan. It will be agreed with a healthcare professional and the parents when a Health Care Plan would be inappropriate or disproportionate. This will be based on evidence. If there is not a 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.

Health Care Plans will be linked to, or become part of an education, health and care (EHC) plan. If a pupil has SEN but does not have a statement or EHC plan, the SEN will be mentioned in the Health Care 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/T Young (SENDCO)** will consider the following when deciding what information to record on Health Care Plans:

- 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 or assessments, use of rest periods or additional support in catching up with lessons, pastoral support
- 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

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- 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
- Health Care Plans are held with the SENDCO, in the child's individual file in the main office and the class teacher has a copy. Key medical information is displayed in the staffroom.

### **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/carers' written consent

Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents will always be informed.

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 stored safely. All staff will be informed about where the child's 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 use with pupils and not locked away.

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

#### **7.1 Responsibilities**

It is the responsibility of parent/carer to inform school if medication is required and to sign a consent form and to provide an up-to-date supply of medication required.

It is the responsibility of school staff to administer the medication in accordance with the plan, to record this and to inform parents of any issues or concerns.

#### **7.2 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 Health Care Plans.

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 agreed in the Health Care Plan and inform parents so that an alternative option can be considered, if necessary.

#### **7.3 Unacceptable practice**

School staff should use their discretion and judge each case individually with reference to the pupil's Health Care Plan, 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

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- 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 Health Care Plans
- 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' Health Care Plans 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 Health Care Plans. 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 / T Young (SENDCO)**. 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 Health Care Plans
- 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 body will ensure that written records are kept of all medicine administered to pupils. Parents will be informed if their pupil has been unwell at school.

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Health Care Plans are kept in a readily accessible place which all staff are aware of – children's individual files in the main office, master copy with SENDCO and class teacher has an up-to-date copy.

### **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.

The school's insurance policy is arranged through Lancashire County Council on an annual basis.

### **12. Complaints**

Parents with a complaint about their child's medical condition should discuss these directly with the **headteacher/ T YOUNG (SENDCO)** in the first instance. If the **headteacher/ T YOUNG (SENDCO)** 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 year.

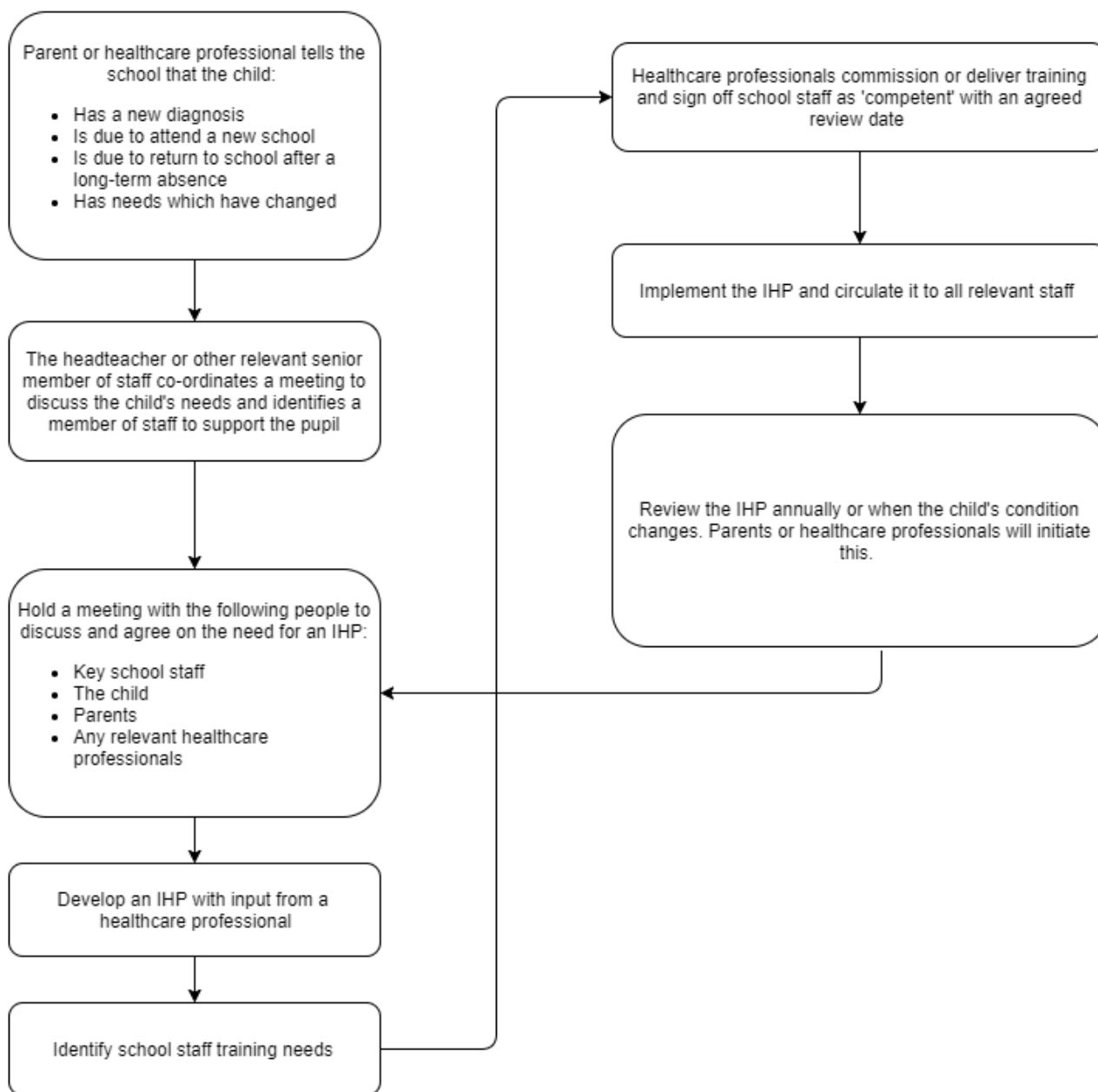
### **14. Links to other policies**

This policy links to the following policies:

- Accessibility plan
- Complaints
- Equality information and objectives
- First aid
- Health and safety
- Safeguarding
- Special educational needs information report and policy

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

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Appendix 2: HEALTH CARE PLAN template

Individual Health Care Plan

This care plan is an agreement drawn up between the parent/ carers and school with support from the health service.  
 It is a plan of how the condition will be managed whilst the child is in school.  
 All parties are responsible for ensuring the information is accurate and up to date.  
 Parents retain responsibility for ensuring any medication required is provided to school and is in date and to inform of any changes to condition.

<b>Name:</b>					
<b>Date of Birth:</b>					
<b>NHS Number:</b>					
<b>School/nursery:</b>					
<b>Date care plan initiated:</b>					
<b>Date care plan initiated:</b>					

<b>Team name:</b>				
<b>Address:</b>				
<b>Telephone Number:</b>				

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Condition	
Medication	
Where Stored	
Dose	
Route	
Administered by ?/self-administered with/without supervision	

**Emergency Contacts: Please refer to school data base.**

<b>Clinic/Hospital Contact</b>	<b>General Practitioner</b>
Name:	Name:
Address:	Address:
Tel Number:	Tel Number:
E-mail:	E-mail:

**History of condition and individual symptoms**

**Care Requirements in school;**

**Plan developed with**

.....  
.....

**Agreement:**

Parent/Guardian

Print name .....

Signature ..... Date .....

**Child/Young Person**

Print name .....

Signature ..... Date .....

**Headteacher/School Staff**

Print Name .....

Signature ..... Date .....

**Health Professional**

Print name .....

Designation .....

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Signature .....

Date .....

Contact Number .....

**Staff training needed YES/NO**

**If yes – state whom and attach Individual Health Care Plan training record(s)**

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