



Policy approved & adopted by	Headteacher
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Review cycle	Annual
Reviewed	Sept 25, Sept 26
Next Review	Sept 2027

SUPPORTING CHILDREN WITH MEDICAL CONDITIONS

Policy aims:

This policy aims to ensure that:

- Learners, staff, parents and carers understand how our school will support learners with medical conditions
- Learners with medical conditions are properly supported to allow them to access the same education as other learners, including school trips and sporting activities
- The governing committee will implement this policy by:
 - Making sure sufficient staff are suitably trained
 - Making staff aware of learners' conditions, where appropriate
 - Making sure there are cover arrangements to ensure someone is always available to support learners with medical conditions
- Developing and monitoring individual healthcare plans (IHPs)

Legislation and Statutory Responsibility

This policy meets the requirements under [Section 100 of the Children and Families Act 2014](#), which places a duty on governing committees to make arrangements for supporting learners at their school with medical conditions.

It is also based on the Department for Education (DfE)'s statutory guidance on [supporting learners with medical conditions at school](#) and the Early Years Foundation Stage statutory framework from the Department for Education (DfE).

Roles and Responsibilities

The governing committee

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

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
- Liaise with the school nurse who is responsible for the development of IHPs
- Make sure that school staff are appropriately insured and aware that they are insured to support learners in this way
- Contact the school nursing service in the case of any learner 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

Staff

Supporting learners 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 learners 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 learners 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 learners with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a learner with a medical condition needs help.

Parents/Carers

Parents/Carers 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

Learners

Where learners are cognitively able, we will fully involve them 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.

School nurses and other healthcare professionals

Our school nursing service will notify the school when a learner has been identified as having a medical condition that will require support in school. This will be before the learner starts school, wherever possible. They will support staff to implement a child's IHP.

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

Equal Opportunities

The school will adhere to the legal responsibilities under the Equality Act 2010 and will not unlawfully discriminate against any learner. Our school is clear about the need to actively support learners 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 learners 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 learners with medical conditions are included. In doing so, learners, their parents/ carers and any relevant healthcare professionals will be consulted.

Being notified that a child has a medical condition

When the school is notified that a learner has a medical condition, the process outlined below will be followed to decide whether the learner 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 learners who are new to our school.

See Appendix 1

Individual healthcare plans (IHPs)

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

Plans will be reviewed at least annually, or earlier if there is evidence that the learners' needs have changed.

Plans will be developed with the learner's best interests in mind and will set out:

- What needs to be done
- When
- By whom

Not all learners 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/FE Dept 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 learner's specific needs. The learner will be involved wherever appropriate.

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 committee and the Headteacher/FE Dept, will consider the following when deciding what information to record on IHPs:

- The medical condition, its triggers, signs, symptoms and treatments
- The learner'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. travel time between lessons
- Specific support for the learner's educational, social and emotional needs.
- The level of support needed, including in emergencies. If a learner 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 learner'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 learner's condition and the support required
- Arrangements for written permission from parents/carers and the Headteacher/FE Dept for medication to be administered by a member of staff, or self-administered by the learner 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 learner can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parent/learner, the designated individuals to be entrusted with information about the learner's condition
- What to do in an emergency, including who to contact, and contingency arrangements

Managing medicines

Prescription and non-prescription medicines will only be administered at school:

- When it would be detrimental to the learner's health or school attendance not to do so and
- Where we have parents' written consent

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

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

Anyone giving a learner 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. Learners 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 learners and not locked away.

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

For further advice, please see the **Procedure for the Administration of Medication** document in the E-Handbook.

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 learner who has been prescribed a controlled drug may have it in their possession if they are competent to do so, but they must not pass it to another learner 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.

Managing medication errors

Errors can occur at different stages of the medication use process.

A medicines error in school is any incident, where there has been an error while:

- administering
- monitoring

Medicines errors are not the same as adverse drug reactions.

In the event of a medication error involving a learner staff should:

- Stay calm.
- Check all the information again to be clear on what the error is.
- Report the error to a more senior/experienced staff member.
- Ask the senior staff member to come and check the learner.
- Contact the learner's parent/carer to inform them of the error and agree next steps.
- Arrange for advice to be sought from the learner's GP.
- Document the error on the Administration of Medication Record and CPOMS.
- Complete an incident report and forward to the DHT (Pastoral) or the SBL.

If at any point after the medication has been administered the learner starts to show signs of being unwell, staff should call 111 for immediate advice and support.

If the learner loses consciousness, experiences difficulties breathing, or shows any other signs of serious illness staff should call 999.

In the event of lost/misplaced medication in school staff should:

- Stay calm.
- Check all the information again to confirm the loss.
- Report the incident to a more senior/experienced staff member.
- Document the incident on the Medication Administration Record and CPOMS.
- Complete an incident report and forward to the DHT (Pastoral) or the SBL.

Learners managing their own needs

Learners who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents/carers, and it will be reflected in their IHPs.

Learners will be allowed to carry their own medicines and relevant devices wherever possible. Staff will not force a learner to take a medicine or carry out a necessary procedure if they refuse but will follow the procedure agreed in the IHP and inform parents so that an alternative option can be considered, if necessary.

Unacceptable practice

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

- Prevent learners from easily accessing their inhalers and medication, and administering their medication when and where necessary

- Assume that every learner with the same condition requires the same treatment
- Ignore the views of the learner 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 learner becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- Penalise learners for their attendance record if their absences are related to their medical condition, e.g. hospital appointments
- Prevent learners 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 learner, 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 learners from participating, or create unnecessary barriers to learners participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany their child
- Administer, or ask learners to administer, medicine in school toilets

Emergency procedures

Staff will follow the school's normal emergency procedures (for example, calling 999). All learners' IHPs will clearly set out what constitutes an emergency and will explain what to do.

If a learner needs to be taken to hospital, staff will stay with the learner until the parent/carer arrives or accompany the learner to hospital by ambulance.

Training

Staff who are responsible for supporting learners 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 learners 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. 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 learners
- 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.

Record keeping

The governing committee will ensure that records are kept of all medicine administered to learners for as long as these learners are at the school. Records are maintained on Medical Tracker an online recording tool. Parents/carers will be informed if their learner has been unwell at school.

IHPs are kept in a readily accessible place which all staff are aware of.
We will:

Enter each learner's medicine need in the school's system – Medical Tracker

Update our records when parents/carers of learners 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)

Liability and indemnity

The governing committee 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).

Appendix 1: Being notified a child has a medical condition

