

# Supporting Pupils with Medical Conditions Policy

This policy was approved by the Full Governing Body on 28<sup>th</sup> November 2023 and will be reviewed annually.

Signed Penny Lyall Headteacher

Signed Steven Freeman Chair of Governors

Review: November 2024

## **Supporting Pupils with Medical Conditions**

In line with statutory guidance students at Hodnet School who have medical conditions will be properly supported so that they can play an active part in school, remaining healthy and able to achieve their academic potential, with full access to education, including school trips and physical education. Section 100 of the Children and Families Act 2014 places a duty on governing bodies of maintained schools, proprietors of academies and management committees of PRUs to make arrangements for supporting pupils at their school with medical conditions.

### **Definition of the term Medical Condition used in this context**

A medical condition that is long term with acute episodes, requires ongoing support, and involves the need for medication and/or care whilst at school. The condition will need monitoring and could require immediate intervention in emergency circumstances.

Some children with medical conditions may be disabled. Where this is the case the Governing body must comply with their duties under the Equality Act 2010. Some may also have special educational needs (SEN) and may have a statement, or Education, Health and Care Plan (EHCP) which brings together health and social care needs, as well as their special educational provision. For children with SEND, this guidance should be read in conjunction with the SEND code of practice and the school's SEND information report.

### **Responsibilities**

The Governing body must ensure that arrangements are in place in school to support students with medical conditions. In doing so, they should ensure that such children can access and enjoy the same opportunities at school as any other child. The school, Local Authority, health professional and other support services should work together to ensure that children with medical conditions receive a full education.

The Governing body should ensure that the school's leaders liaise with health and social care professionals, students and parents to ensure that the needs of children with medical conditions are effectively supported. The needs of each individual child must be considered and how their medical condition impacts on their school life.

The Governing body must ensure that the arrangements they put in place are sufficient to meet their statutory responsibilities and should ensure that policies, plans, procedures and systems are properly and effectively implemented. This aligns with their wider safeguarding duties. Policies should be reviewed regularly and be readily accessible to parents and school staff.

### **Safeguarding statement of intent**

Safeguarding all our children is of paramount importance to us therefore, all necessary risk assessments are carried out prior to any activity and full DBS checks are carried out when recruiting new staff or welcoming volunteers and visitors. We are a "Safer School" and staff and governors who are involved in the recruitment process have attended "Safer Recruitment Training." New staff are made aware of all the related Safeguarding documents including the Child Protection policy as part of the induction process and all staff receive Child Protection Awareness training regularly.

## **The Governing body should ensure that:**

- The arrangements they set up include details on how the school's policy will be implemented effectively, including a named person who has overall responsibility for policy implementation
- That the school's policy covers the role of individual healthcare plans, and who is responsible for their development, in supporting students at school with medical conditions
- That written records are kept of all medicines administered to children
- That their arrangements are clear and unambiguous about the need to actively support students with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so
- That staff are properly trained to provide the support that students need
- That the school's policy sets out what should happen in an emergency situation
- That the appropriate level of insurance is in place and appropriately reflects the level of risk, with risk assessment being carried, when appropriate
- Parents provide the school with sufficient and up-to-date information about their child's medical needs. This will be prompted with an annual data check.

Where students would not receive a suitable education in a mainstream school because of their health needs, the Local Authority has a duty to make other arrangements. Statutory guidance for local authorities sets out that they should be ready to make arrangements under this duty when it is clear that a child will be away from school for 15 days or more because of health needs.

## **Statement of intent**

All students attending Hodnet School who have a medical condition (meeting the above definition) must have an Individual Healthcare Plan.

The school, healthcare professionals and parents/carers should agree, based on evidence, when an individual Healthcare Plan would be inappropriate or disproportionate. Where there is a discrepancy an appropriate healthcare professional should be asked to arbitrate.

## **Individual Healthcare Plans must:**

- Be clear and concise
- Be written in partnership with parents, child, healthcare professional and key staff
- Be reviewed annually or when there is a change in the condition of the child
- Be easily accessible whilst preserving confidentiality. Securely stored by First Aid lead/Designated teacher/ Headteacher
- Outline educational provision if the student is unable to attend school
- Contain details of the medical condition, its triggers, signs, symptoms and treatments
- Include relevant SEN information
- Provide details of the student's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this used to manage their condition, dietary requirements, modifications to buildings, furniture or equipment, and environmental issues e.g. crowded corridors
- Outlined specific support for the student's educational, social and emotional needs for example, how absences will be managed, changes to the school day and

details of a personalised curriculum, requirements for extra time to complete assessments, use of rest periods or additional support in catching up with lessons, counselling sessions etc.

- Outline the level of support needed, (some children will be able to take responsibility for their own health needs), including in emergencies. If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring.
- State who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional; and cover arrangements for when they are unavailable.

### **Hodnet Primary School will:**

- Ensure that students with medical conditions are identified as they transfer to the school and through the ongoing annual data check process
- Arrange for written permission from parents/carers and the Headteacher for medication to be administered by a member of staff, or self-administered by student during school hours
- Have a separate arrangements in place for school trips or other school activities outside of the normal school timetable that will ensure the student can participate, e.g. risk assessments
- The Headteacher will be designated individual to be entrusted with information about a student's condition; where confidentiality issues are raised by the parent/child
- Have an identifies key worker trained to specifically meet the needs of students with a statement of SEN linked to a medical condition
- Always have a minimum of two members of staff available trained in first aid response with knowledge of the students with medical conditions and access to their ICHPs
- Be clear about what to do in an emergency, including who to contact, and contingency arrangements. Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their Individual Healthcare Plan
- Make all staff working directly with students aware of the students in the school with medical conditions, through staff meetings and display in staffroom.
- Provide sufficient training for staff to meet the needs of students at the school with medical conditions

### **Good Practice**

At Hodnet we strongly believe that children and young people with medical conditions are entitled to a full education and have the same rights of admission to school as other children. Students with a medical condition will not be denied admission or be prevented from taking up a place in school because arrangements for their medical condition have not been made.

Prescription medicines and health care procedures will only be given by staff following appropriate training from medical professional and then only by staff who have first aid qualification.

Staff will not force students to take medicines or have necessary procedures against their will. They will aim to follow the procedure agreed in the Individual Healthcare Plan and contact parents when alternative options may need to be considered.

Staff should use their discretion and judge each case on its merits with reference to the student's Individual Healthcare Plan. Staff should make inhalers and medication easily accessible to students and administer their medication when and where necessary. Mrs Gaddes is the named member of staff for ensuring the asthma register is kept up to date and checks that inhalers and other medications are in date.

Staff should give individual, personalised care to students even those with the same condition

Staff should take the views of the student and their parents into account; act on medical evidence and opinion but challenge it when appropriate.

Staff should encourage students with medical conditions to remain in school for normal school activities, including lunch, unless this is specified in their Individual Healthcare Plans.

A First Aider will supervise students with medical conditions if they become ill.

Students must not be penalised for their attendance record if their absences are related to their medical conditions e.g. hospital appointments.

Staff should encourage students to drink, eat and take toilet or other breaks whenever they need to in order to manage their medical condition effectively.

Staff should support parents in meeting the medical needs of their child in school by accepting responsibility for the student's medical needs at school and encourage students with medical conditions to participate, in all aspects of school life, including school trips.

## **Complaints**

Parents/carers' concerns about the support provided for their child with a medical condition should be directed, in the first instance to the designated lead for supporting pupils with medical conditions, Mrs Penny Lyall. If, for whatever reason, this does not resolve the issue they may make a formal complaint via the school's complaint procedure.

## **Supporting documents:**

Equality Act 2010

SEN Code of Practice

SEND Information Report Local Authority Local Officer

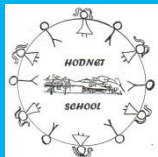
Supporting Children with Medical Conditions –DfE April 2014, updated August 17

Keeping Children Safe in Education 2022

Intimate Care Policy

Confidentiality

**Appendix 1 - Individual healthcare plan template**



**Hodnet Primary School  
Individual Health Care Plan**

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, contra-indications, 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

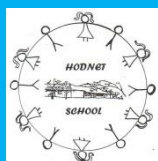
Staff training needed/undertaken - who, what, when

Form copied to



## **Appendix 2 - Parental agreement for a school to administer medicine template**

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



### **Hodnet Primary School Medicine Administering form**

Date for review to be initiated by	
Name of child	
Date of birth	
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**

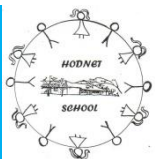
Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	

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 3 - Record of medicine administered to an individual child template**



**Hodnet Primary School  
Record of medicine administered to an individual  
child**

Name of child	
Date medicine provided by parent	
Tutor group	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature \_\_\_\_\_

Signature of parent \_\_\_\_\_



**Appendix 5 - Staff training record – administration of medicines**

**Hodnet Primary School**

Name of member of staff:

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 6 - 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.**

- Your telephone number – **01630 685300**
- Your name.
- Your location as follows: **Hodnet Primary School,  
Shrewsbury Street, Hodnet, Market Drayton,  
Shropshire TF( 3NS**
- The exact location of the patient within the school.
- The name of the child and a brief description of their symptoms.
- The best entrance to use and state that the crew will be met and taken to the patient.

Put a completed copy of this form by the phone.

## **Appendix 7 - Model letter inviting parents to contribute to individual healthcare plan development**

Dear Parent,

RE: DEVELOPING AN INDIVIDUAL HEALTHCARE 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 healthcare plan to be prepared, setting out what support each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership with the school, parents/carers, 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 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 include **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 healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I **or add name of other staff lead** would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely,

Mrs Penny Lyall

Headteacher