

# Supporting Pupils with Medical Conditions Policy



Date of Amendment: March 2023  
Review Date: March 2026

## Supporting Pupils with Medical Condition Policy

Children at St. Thomas of Canterbury Church of England Junior School with medical conditions should 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

Children's medical needs may be broadly summarised as being of two types:

- i) **Short-term**, affecting their participation in school activities which they are on a course of medication.
- ii) **Long-term**, potentially limiting their access to education and requiring extra care and support.

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 Local Offer.

### Responsibilities

The Governing Body must ensure that arrangements are in place in school to support children 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 professionals and other support services should work together to ensure that children with medical conditions receive a full education.

The Governing Body will ensure that the school's leaders liaise with health and social care professionals, children 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 will 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 will be reviewed regularly and be readily accessible to parents and school staff.

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 children 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 children 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.

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- 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 children 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 children attending St. Thomas of Canterbury Church of England Junior School with 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 (e.g. School Nurse) 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.
- Outline educational provision if the child 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 child'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, modifications to buildings, furniture or equipment, and environmental issues e.g. crowded corridors, travel time between lessons.
- Outline specific support for the child'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 exams, 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.

The school will:

- Ensure that children 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 the child during school hours.
- Have separate arrangements in place for school trips or other school activities outside of the normal school timetable that will ensure the children can participate, e.g. risk assessments.

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- Designate individuals to be entrusted with information about a child's condition; where confidentiality issues are raised by the parent/child.
- Have an identified member of staff trained to specifically meet the needs of child/ren 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 IHCPs.
- 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 children aware of the children in the school with medical conditions, through the COP and display in staffroom/registers.
- Provide sufficient training for staff to meet the needs of children at the school with medical conditions.

### **Good Practice**

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. Children 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 professionals.

Staff will not force children 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 child's Individual Healthcare Plan. Staff should make inhalers and medication easily accessible to children and administer their medication when and where necessary.

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

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

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

Staff should supervise children with medical conditions if they become ill.

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

Staff should encourage children 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 child's medical needs at school and encourage children with medical conditions to participate, in all aspects of school life, including school trips.

### **In an emergency**

In a medical emergency, the majority of teachers/TAs have been appropriately trained to administer emergency basic first aid. This is renewed on a three year rolling cycle. In school there are also a number of staff who have emergency paediatric first aid qualifications. Where possible, the school's appointed First Aiders (Mrs Dansey, Miss Forder & Mrs Lawrence) will be asked to attend.

If an ambulance needs to be called, staff will:

- Outline the full condition and how it occurred
- Give details regarding the child's date of birth, address, parents' names and any known medical conditions.

Children will be accompanied to hospital by a member of staff if this is deemed appropriate. Staff cars should not be used for this purpose. Parents must always be called in a medical emergency, but do not need to be present for a child to be taken to hospital.

### **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 which is the SENCo. Where parents/carers feel their concerns have not been addressed, they should contact the Headteacher. If, for whatever reason, this does not resolve the issue, they may make a formal complaint via the school's complaint procedure. (See website for details)

### **Supporting documents in drawing up this policy:**

Equality Act 2010

SEN Code of Practice

SEN Local Offer

Supporting Children at school with Medical Conditions-DfE August 2017