



Supporting Students with medical conditions policy

Approved by:	Pending Approval	Date: 10/04/24
Last reviewed on:	21/10/22	
Next review due by:	Summer 2025	

Contents

1. Aims	1
2. Legislation and statutory responsibilities.....	2
3. Roles and responsibilities.....	2
4. Equal opportunities.....	3
5. Being notified that a child has a medical condition	3
6. Individual healthcare plans (IHPs).....	4
7. Managing medicines.....	4
9. Emergency procedures	7
10. Training.....	7
11. Record keeping	8
12. Liability and indemnity	8
13. Complaints.....	8
14. Monitoring arrangements.....	8
15. Links to other policies	8
Appendix 1: Being notified a child has a medical condition	9

1. Aims

This policy aims to ensure that:

- › Students, staff and parents understand how our school will support students with medical conditions
- › Students with medical conditions are properly supported to allow them to access the same education as other students, 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 students' conditions, where appropriate
- › Making sure there are cover arrangements to ensure someone is always available to support students with medical conditions
- › Providing supply teachers with appropriate information about the policy and relevant students
- › Developing and monitoring individual healthcare plans (IHPs)

The named person with responsibility for implementing this policy is Sam Thomson (SENDCo).

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 body's to make arrangements for supporting students 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](#).

3. Roles and responsibilities

3.1 The governing body

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

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 students in this way
- › Contact the school nursing service in the case of any students 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 students 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 students 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 students 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 students with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a student 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 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

3.5 Students

Students with medical conditions will often be best placed to provide information about how their condition affects them. Students should be fully involved 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.

3.6 School nurses and other healthcare professionals

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

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

4. Equal opportunities

Our school is clear 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.

The school will consider what reasonable adjustments need to be made to enable these students 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 students with medical conditions are included. In doing so, students, 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 student has a medical condition, the process outlined below will be followed to decide whether the student 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 students who are new to our school.

See Appendix 1.

6. Individual healthcare plans (IHPs)

The headteacher has overall responsibility for the development of IHPs for students with medical conditions. This has been delegated to the SENDCo.

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

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

- › What needs to be done
- › When
- › By whom

Not all students with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents when an IHP 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 student's specific needs. The students will be involved wherever appropriate.

IHPs will be linked to, or become part of, any education, health and care (EHC) 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 body, the headteacher and SENDCo, will consider the following when deciding what information to record on IHPs:

- › The medical condition, its triggers, signs, symptoms and treatments
- › 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 is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons
- › Specific support for the student'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 student 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 student'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 student'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 student 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 student can participate, e.g. risk assessments
- › Where confidentiality issues are raised by the parent/student, the designated individuals to be entrusted with information about the student'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 student's health or school attendance not to do so **and**

- › Where we have parents' written consent

The only exception to this is where medicine has been prescribed to the student without the knowledge of the parent/carer or in an emergency situation. Where written consent is not available, verbal consent will be sought via the telephone.

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

Anyone giving a student any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. All medication administered will be witnessed by a second member of staff and logged. Parents will always be informed.

7.1 Prescribed Medications

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 in the front reception office. Students 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 students and not locked away. Some medications may need to be refrigerated.

Students who have access to their inhalers, EpiPen, JEXT or diabetic kit at home, and are competent at administering their own medication, should be allowed to carry their inhalers, EpiPen, JEXT or diabetic kit around with them at school.

Where students are not sufficiently mature to carry their own Inhalers, JEXT or diabetic kit, these should be kept in the front reception office. Access to the medication must be achievable within a few minutes of the student needing it. Inhalers, JEXT or diabetic kits should be stored in a labelled, clean, sealed container.

If diabetic students have to test sugar levels during the day by using a lancet and blood stick – a Sharps box should be provided for safe disposal.

Any member of staff can administer an EpiPen in an emergency. The pen (cap off) should be pushed against the student's thigh, through clothing if necessary. The pen should be held for a count of 10 seconds before being withdrawn. An ambulance must be called for a child requiring an EpiPen. Parent/carers should be contacted after this call is made.

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

The school monitor expiry dates on all medication and as the expiry date approaches, the administration team will liaise with parents/carers to send new medication into school and out-of-date medication home. The school do not retain any partially used medication.

7.2 Non-prescribed medications

The school does hold non-prescription medication such as paracetamol in liquid and tablet form. For any child to be administered paracetamol, permission must be gained from parents. If a student requires non-prescription medication regularly, then it must be sent in from home with instructions.

Anyone giving a student non-prescription medication (for example, for pain relief) will first check maximum dosages as specified on the product container and will check when any previous dose was taken so that the stated dose is not exceeded. Parent/carers will always be informed prior to administering any paracetamol.

Students who suffer from occasional discomfort such as headache or period pain sometimes ask for painkillers e.g. Paracetamol. If a student requires non-prescription medication it must be sent in from home with instructions. Specific staff should be authorised to issue pain relievers and should adhere to the following:

- Students under 12 will not be given medicine containing aspirin unless prescribed by a doctor
- Staff should not give any medication to pupils under 16 without the parent's consent, which should be in writing, by letter or e-mail or a completed consent form.
- Regardless of age, enquiries must always be made as to whether the student is taking any other medication, and if so checks must be made to ensure that there are not likely to be adverse health effects from the interaction of the two.
- The student should be supervised whilst taking tablets to ensure that they are swallowed and not accumulated.
- Staff will encourage students to take tablets with a drink of water.
- A written record of the dates and times of each administration is made in the Administration of Medicines Record. Frequent requests for analgesia should be raised with the student's parent/carer so that further medical assessment can be made.

Supplies of Paracetamol provided by parents must be kept in the secure medical cabinet.

7.3 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 student who has been prescribed a controlled drug may have it in their possession if they are competent to do so and this has been risk assessed, but they must not pass it to another student to use. All other controlled drugs are kept in a secure cupboard in the front reception 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.

7.4 Students managing their own needs

Students 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 IHPs.

Students 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 IHP and inform parents so that an alternative option can be considered, if necessary.

8. Unacceptable practice

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

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

9. Emergency procedures

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

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

Emergencies (whatever the cause) should always be treated as such.

If a student develops an anaphylactic shock, diabetic hypo or hyper, epileptic fit, severe breathing difficulties, severe bleeding or becomes unconscious, call an Ambulance on 999 immediately regardless of any other first aid action that is being taken. These are all potentially life-threatening conditions. All staff should know how to call the emergency services.

Staff making a 999 call for students with a known long-term medical condition should refer to the student's care plan/ treatment plan to pass appropriate information to the emergency services.

10. Training

Staff who are responsible for supporting students 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 students 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 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 student
- › 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.

11. Record keeping

The governing body will ensure that written records are kept of all medicine administered to students for as long as these students are at the school.

Parents/carers will be informed if their child has been unwell at school.

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

No student under the age of 16 should be given medication without the parent/carer's written consent. Parents should complete the Request for School to Administer Medication form if medication is needed to be administered whilst at school.

An Administration of Medicines Record with all medication information in it will be kept as evidence that staff have followed the procedures.

Records removed from current files must be archived.

Once medication is no longer required the Request for School to Administer Medication form can be placed in the student's personal file for the same purpose.

12. 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 details of the school's insurance policy are:

The school subscribes to the Risk Protection Arrangement (RPA) for academy trusts. Part of this cover is Third Party Liability insurance.

13. Complaints

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

14. Monitoring arrangements

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

15. 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

