



# Federation of Kymbrook & Thurleigh Primary Schools

*Working in partnership with families to unlock the potential of every individual.  
Together, we nurture a self-belief and a lifelong passion for learning.*

## Supporting Children with Medical Conditions

Enjoyment – Enrichment – Excellence – Equality

FGB Approval	March 2023
Review Date	March 2026

## Table of contents

	Page no.
Aims	3
Legislation & Statutory Responsibilities	3
Equal Opportunities	3
Roles & Responsibilities	3
Procedure when the school is notified that a child has a medical condition	5
Individual Health Care Plans (IHPs)	5
Managing Medicine on School Premises	7
Emergency Procedures	9
Training	9
Record Keeping	9
Liability & Indemnity	10
Complaints	10
Monitoring Arrangements	10
Appendix 1: Procedure for when school is notified a child has a medical condition	11

## Aims

This policy aims to ensure that:

- Pupils, staff and parents understand how our Federation supports 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 and limit the impact on their educational attainment and social and emotional well-being
- All teaching and non-teaching staff are fully supported in carrying out their role to support pupils with medical conditions, including the procedure in an emergency situation
- The named person with responsibility for implementing this policy is the Federation's SENDco – Sheri Morgan

## Legislation & 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. This is because pupils with long-term and complex medical conditions may require:

- On-going support, medicines or care whilst at school to help them manage their condition;
- Monitoring and intervention in emergency circumstances.

The Federation's Governing Board will further comply with their duties under the Equality Act 2010 towards disabled children and adults.

This policy is also informed by the Department for Education (DfE)'s statutory guidance on [supporting pupils with medical conditions at school](#).

## Equal opportunities

Our Federation is clear about the need to actively support pupils with medical conditions to participate in all aspects of school life including school trips and visits, or in sporting activities, and not prevent them from doing so.

The Federation 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.

## Roles and responsibilities

Supporting a child with a medical condition during school hours is not the sole responsibility of one person. Collaborative working between school staff, healthcare professionals, Local authorities, parents and pupils will be critical to ensure that the needs of pupils with medical conditions are met effectively.

The key roles and responsibilities are identified below:

### **The Governing Board**

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.

**The Headteacher** is responsible for:

- ensuring all staff are aware of this policy and understand their role in its implementation
- ensuring that a sufficient number of staff are appropriately trained to support pupils with medical conditions and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations
- ensuring that all staff who need to know are aware of a child's condition
- the development of Individual Healthcare Plans (IHP) which is delegated to the SENDco
- ensuring that school staff are appropriately insured and are aware that they are insured to support pupils with medical conditions
- liaising with the school nursing service to inform them of a medical condition that has not yet been brought to their attention, which may require medical support at school
- ensuring that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

**School Staff (teaching and non-teaching) should:**

- provide support to pupils with medical conditions. This can be any member of school staff, and could include the administering of medicines, although they cannot be required to do so;
- take into account the needs of pupils with medical conditions that they teach;
- receive sufficient and suitable training to achieve the necessary level of competency before they take on the responsibility to support children with medical conditions; and
- know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

**Parents should:**

- provide medicine and equipment and ensure they or another nominated adult are contactable at all times;
- provide sufficient and up-to-date information to the school about their child's medical needs; and
- be involved and assist in drafting and developing their child's IHP.

**Pupils should:**

- provide adequate information about how their condition affects them;
- be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs.; and
- comply with their IHP.

**School nursing service and other healthcare professionals are responsible for:**

- notifying the school when a child has been identified as having a medical condition which will require support in school. This should, where possible, be done before the child starts at the school.
- supporting staff on implementing a child’s IHP and providing advice on training;
- liaising with lead clinicians locally on appropriate support for the child and associated staff training needs.
- co-operating with schools that are supporting children with a medical condition.

**Procedure when the school is notified that a child has a medical condition**

- It will either be the school nursing service, a healthcare professional, GP or paediatrician who will notify the school when a child has been identified as having a medical condition that requires support.
- The Headteacher in consultation with the SENDco take the necessary steps to co-ordinate a meeting to discuss the child’s medical support needs. The meeting will involve key school staff, the pupil, parents, relevant healthcare professionals and other medical/health clinicians as appropriate.
- A decision will be made as to whether an IHP will be created for the child.
- For children new to the school, support arrangements will be in place in time for the start of the relevant school term.
- In cases where the child moves to the school mid-term or receives a new diagnosis, the school will make every effort to ensure the arrangements are in place within two weeks.

The school will not have to wait for a formal diagnosis before providing support to pupils. In cases where a pupil’s medical condition is unclear, or where there is a difference of opinion, judgements will be made about what support to provide based on available medical evidence and through consultation with parents.

See **Appendix 1** for an outline of the procedural steps.

**Individual Healthcare Plans (IHPs)**

A pupil’s IHP provides clarity about what needs to be done, when and by whom. When deciding whether an IHP is appropriate and proportionate, the school follows the steps below:

**Stage 1 – gathering information**

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.

- The Headteacher or senior member of staff co-ordinates a meeting between the school, healthcare professional, school nursing service and parent to discuss the medical support needs of the pupil.
- Pupils are involved when possible.
- The meeting should ascertain whether an IHP is appropriate, as not all children will require one.
- All parties should agree, based on the evidence, as to whether an IHP would be suitable. However, the Headteacher is best placed to take the final view if consensus cannot be reached.
- The decision should be based on:
  - whether there is a high risk that emergency intervention will be needed;
  - whether the medical condition is long-term and/or complex;
  - whether the child is returning to school following a period of hospital education or alternative provision(including home tuition);
  - whether medical conditions are likely to fluctuate.

A member of the school staff will be assigned to provide support to the pupil.

## Stage 2: Developing an IHP

The purpose of an IHP is to capture steps which the school will take to help the child manage their condition and overcome any potential barriers to getting the most from their education. The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed.

The SENDco will consider the following when deciding what information to record on IHPs:

- 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. classroom organisation; moving from classroom to playground*
- Specific support for the pupil's educational, social and emotional needs, *e.g. 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. Due to the ages of our pupils, self-managing their medication will generally not be appropriate unless they are able to assist. This will be clearly stated with appropriate arrangements for monitoring
- Identify an individual staff member to provide this support and determine their training needs in line with the expectations of their role. This will also include planned delivery of training and sign-off to confirm competency to provide support for the pupil's medical condition by a health professional. The SENDco will also make arrangements for cover when the trained individual is unavailable
- Implement the IHP and circulate to all relevant staff
- Identify and determine separate arrangements or procedures required for pupil's participation in school trips or other school activities outside of the normal school timetable, *e.g. risk assessments*
- Medical information will be treated as confidential by all members of staff involved with the pupil

- Outline of actions, contingency arrangements and contact details in cases of emergency
- 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 under direct supervision of a member of staff during school hours

IHPs will be linked to, or become part of, any education, health and care (EHC) plan as applicable for a pupil with Special Educational Needs (SEN). In cases where a pupil has SEN but does not have an EHC plan, the SEN will be mentioned in the IHP.

## 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

The following procedures will be followed to administer and manage prescription and non-prescription medicines on-site:

- medication will only be administered where we have parents' written consent
- only 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 will be administered
- for insulin, we will accept insulin that is inside an insulin pen or pump rather than its original container and must be in date.
- All medicines are stored safely in the school office (or staffroom refrigerator if medication requires refrigeration) and accessible to only those staff members designed to administer the medication. Pupils will be informed about where their medicines are kept 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 pupils and not locked away.
- Medicines will be returned to parents to arrange for safe disposal when no longer required.
- When giving a pupil any medication (for example, for pain relief), the staff member will first check maximum dosages and when the previous dosage was taken. Parents will always be informed.

## Controlled drugs

[Controlled drugs](#) are prescription medicines that are controlled under the [Misuse of Drugs Regulations 2001](#) and subsequent amendments.

- all controlled drugs will be kept securely in the school office and only named staff will 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.

## Storage/Disposal of Medicines

Wherever possible, children will be allowed to carry their own relevant devices or will be able to access their medicines in the school office for self-medication, quickly and easily. Pupils' medicine will not be locked away out of the pupil's access; this is especially important on school trips. It is the responsibility of the school to return medicines that are no longer required, to the parent for safe disposal.

### **Pupil's role in managing their own needs**

Pupils may be competent to manage their own health needs and medicines. The SENDco will discuss individual competencies with parents and ensure the IHP reflects the pupil's competencies for managing their own medicines and procedures.

Competent pupils will be allowed to carry their own relevant devices or will have access to their medicines for self-medication quickly and easily, wherever possible. Pupils who can take their medicines themselves may require an appropriate level of supervision. When it is not appropriate for the pupil to self-manage, staff will help to administer medicines and manage procedures for them.

If a pupil does refuse to take their own medicine or refuses to carry out necessary procedures relating to their medical needs, staff will not force them to do so, but will follow the procedure agreed within the pupil's IHP.

Office Staff will be responsible for informing the pupil's parents, so that alternative options can be considered for future situations.

### **Unacceptable practice**

Federation staff should use their discretion and judge each case individually with reference to the pupil's IHP, 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
- Ignore the views of the pupil or their parents
- Ignore medical evidence or opinion (although this may be challenged)
- Send pupils 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 pupil becomes ill, send them to the school office 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



## Emergency procedures

Staff will follow their Federation school's normal emergency procedures (for example, calling 999). All pupils' IHPs 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.

## 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 IHPs. 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 or 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 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.

## Record keeping

Written records of all medicines administered to individual pupils will be kept at the school office, detailing what, how and how much was administered, when and by whom.

These accurate records offer protection to staff and children, whilst providing evidence that agreed procedures have been followed.

IHPs are held securely and accessible to all staff.

Parents will be informed if their pupil has been unwell at school by office staff.

## Liability and indemnity

The school will ensure that the appropriate level of insurance to cover staff providing support to pupil with medical conditions is in place and appropriately reflects the school's level of risk.

The schools' insurance policy covers liability relating to the administration of medication and the insurance arrangement details can be obtained from the School Business Manager. Our schools ensure that the requirements of the insurance policy are adhered to fully.

The school is a member of the Department for Education's Risk Protection Arrangements (RPA).

<https://www.gov.uk/guidance/academies-risk-protection-arrangement-rpa>

## Complaints

Should parents or pupils be dissatisfied with the support provided, the initial concern should be raised directly with the Headteacher or SENDco in the first instance. If the concern cannot be resolved directly with the school, a formal complaint can be made via the Federation's Complaints Policy & Procedure, which is accessible from the school office/website.

## Monitoring arrangements

This policy will be reviewed and approved by the governing board every three years.

### Appendix 1: Procedure for when school is notified a child has a medical condition

