



Supporting Pupils with Medical Conditions Policy

Learning together with kind hearts and determined minds

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1. Aims

This policy aims to ensure that:

- › Pupils, staff and parents understand how our school will support 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

The Governing Body will implement this policy by:

- › Making sure sufficient staff are suitably trained
- › Making staff aware of pupils' conditions, where appropriate
- › Making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions
- › Providing supply teachers with appropriate information about the policy and relevant pupils
- › Developing and monitoring individual healthcare plans (IHPs)

The person with responsibility for implementing this policy is the Inclusion Manager

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 Bodies to make arrangements for supporting pupils at their school with medical conditions.

It is also based on the Department for Education'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 pupils 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 Inclusion Manager

The Inclusion Manager supported by the Headteacher will:

- › Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHCPs), including in contingency and emergency situations
- › Ensure that all staff who need to know are aware of a child's condition
- › Contact the school nursing service in the case of any pupil 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 The Headteacher

The Headteacher will:

- › Make sure all staff are aware of this policy and understand their role in its implementation
- › Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way
- › Take overall responsibility for the development of IHCPs

3.4 Staff

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

3.5 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 IHCP and may be involved in its drafting
- › Carry out any action they have agreed to as part of the implementation of the IHCP, e.g. provide medicines and equipment, and ensure they or another nominated adult are contactable at all times

3.6 Pupils

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Pupils should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHCPs. They are also expected to comply with their IHCPs.

3.7 School nurses and other healthcare professionals

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

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

4. Equal opportunities

Our school is clear about the need to actively support pupils 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 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.

5. Being notified that a child has a medical condition

When the school is notified that a pupil has a medical condition, the process outlined below will be followed to decide whether the pupil requires an IHCP.

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 pupils who are new to our school.

See Appendix 1.

6. Individual healthcare plans

The Headteacher has overall responsibility for the development of IHCPs for pupils with medical conditions. This has been delegated to the Inclusion Manager.

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

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

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

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

IHPs will be linked to, or become part of, any education, health and care (EHC) plan. If a pupil has SEN but does not have an EHC plan, the SEN will be mentioned in the IHCP.

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 and the Inclusion Manager, will consider the following when deciding what information to record on IHCPs:

- › 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. crowded corridors, travel time between lessons
- › Specific support for the pupil'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 pupil 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 pupil'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 pupil'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 pupil 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 pupil can participate, e.g. risk assessments
- › Where confidentiality issues are raised by the parent/pupil, the designated individuals to be entrusted with information about the pupil'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 pupil's health or school attendance not to do so **and**
- › Where we have parents' written consent

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

Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages, when the previous dosage was taken and the medications form completed by parents.

The school will only accept medicines that are:

- › In-date
- › Labelled – clearly marked with the child's name
- › 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. Pupils will be informed about where their medicines are at all times and be able to access them immediately when appropriate. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils.

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

7.1 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 pupil who has been prescribed a controlled drug must hand this in to the school office on arrival and a parent will need to complete a form. 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.

7.2 Pupils managing their own needs

Pupils 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 IHCPs. A member of staff will support them with this and oversee this to ensure the child is safe.

Pupils will have access to their own medicines and relevant devices wherever possible such as asthma inhalers. 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 IHCP and inform parents so that an alternative option can be considered, if necessary.

7.3 Unacceptable practice

School staff should use their discretion and judge each case individually with reference to the pupil's IHCP, 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 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 IHCPs
- › If the pupil becomes ill, send them to the school office or medical room 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

8. Emergency procedures

Staff will follow the school's normal emergency procedures (for example, calling 999). All pupils' IHCPs 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.

9. 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 IHCPs. 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 Inclusion Manager 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 IHCPs
- › 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.

10. Record keeping

The Governing Body will ensure that written records are kept of all medicine administered to pupils for as long as these pupils are at the school. Parents will be informed if their pupil has been unwell at school.

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

11. 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:

See appendix 2 which specifies different medical treatments. If a member of staff is adequately trained then they are covered by KCC insurance.

12. Complaints

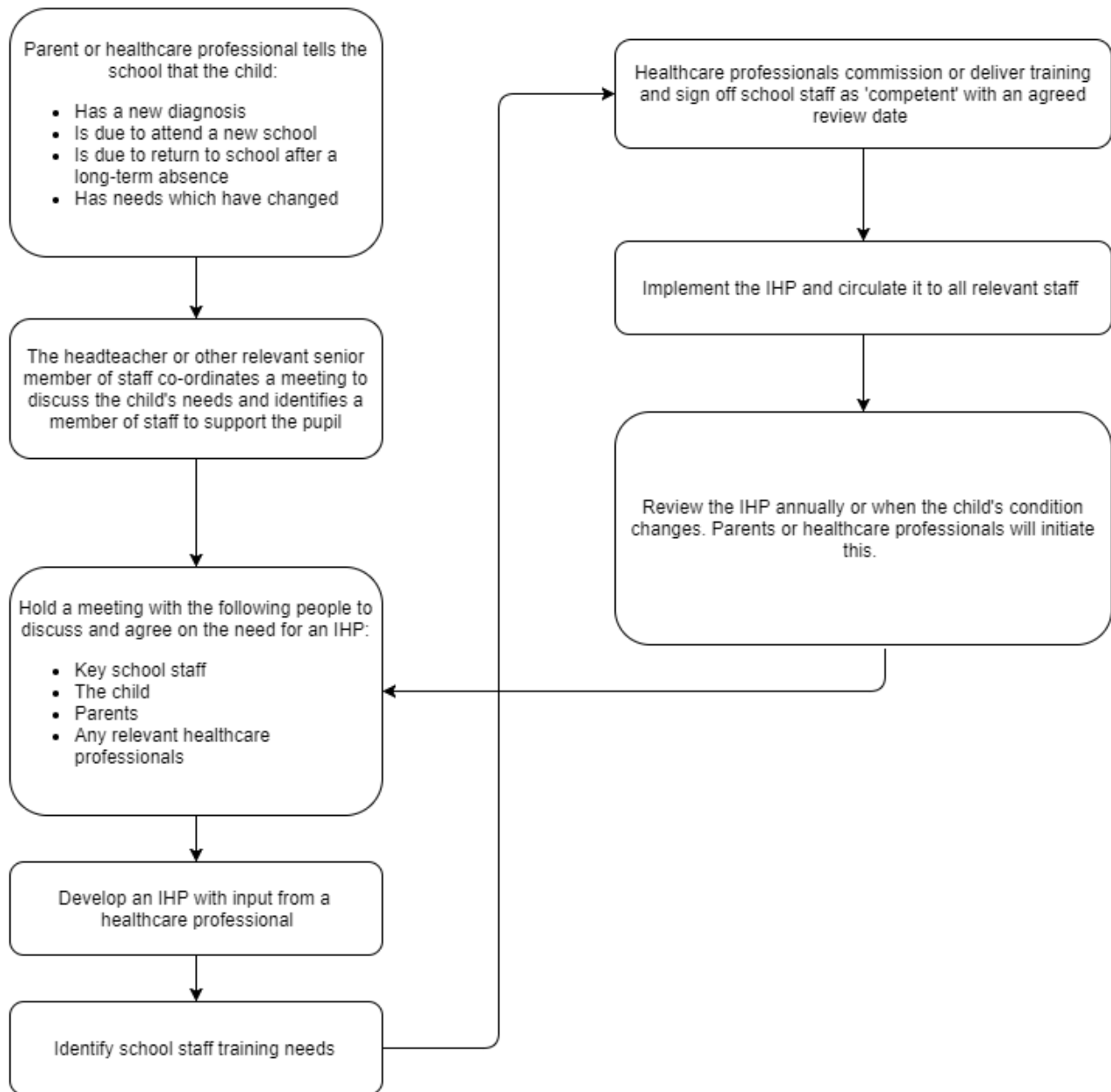
Parents with a concern about their child's medical condition should discuss these directly with the Inclusion Manager in the first instance. If the Inclusion Manager cannot resolve the matter, they will direct parents to the Headteacher. If it is not resolved at this point parents will be directed to the school's complaints procedure.

13. 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



Appendix 2

Policy – Medical treatment table (NB this policy cover will also cover specialist provision)

Procedure/Activity/Use of	Cover available	
Acupuncture	No	But may be considered on receipt of written details of procedures
Administration of medicines	Yes	<p>Subject to being pre-prescribed by a medical practitioner and written guidelines. Via nasogastric tube, gastrostomy tube or orally.</p> <p>Where this involves children, wherever possible parents/guardians should provide the medication prior to the child leaving home.</p> <p>A written consent form will be required from parent/guardian and this should be in accordance with LEA procedure on medicines in schools etc.</p> <p>Similar considerations should be given when asked to administer 'over the counter' medicines.</p>
Bathing	Yes	Following training and in accordance with written guidelines.
Blood samples	Yes	But only by glucometer following written guidelines.
Buccal midazolam	Yes	Following written guidelines
Bladder washout	No	
Catheters	Yes	Following written guidelines for the changing of bags and the cleaning of tubes. There is no cover available for the insertion of tubes.
Colostomy / Stoma care	Yes	Following written guidelines in respect of both cleaning and changing of bags.
Chest drainage exercise	Yes	Following written healthcare plan provided under the direction of a medical practitioner.
Counselling services	No	Cover is available via our Med Mal policy for Counselling services provided by the insured's own qualified employees within schools and to third parties.
Defibrillators / First aid only	Yes	Following written instructions and appropriate documented training.
Denture cleansing	Yes	Following appropriate training.
Ear syringe	No	
Ear / Nosedrops	Yes	Following written guidelines.
Epipen / Medipens	Yes	Following written guidelines with a preassembled epipen.
Enema suppositories	No	
Eyecare	Yes	Following written guidelines for persons unable to close eyes.

First aid	Yes	Should be qualified first aiders and applies during the course of the business for the benefit of employees and others.
Gastrostomy tube – peg feeding	Yes	Cover available in respect of feeding and cleaning following written guidelines but no cover available for tube insertion.

Procedure/Activity/Use of	Cover available	
Hearing aids	Yes	For assistance in fitting / replacement of hearing aids following written guidelines.
Inhalers, cartridges and nebulisers	Yes	
Injections	Yes	But only for the administering of pre-packaged dose on a regular basis pre-prescribed by a medical practitioner and written guidelines (see below for insulin injections)
Insulin injections	Yes	Where possible, these should be self-administered but can be undertaken by trained staff in accordance with written care plan. Cover will operate in respect of the administration of doses that need to be determined due to individual needs of the person as long as this is set out in their care plan and, for school children, has parental approval.
Intranasal midazolam	Yes	Following written guidelines
Manual evacuation	Yes	
Mouth toilet	Yes	
Nasogastric tube feeding	Yes	Following written guidelines but cover is only available for feeding and cleaning of the tube. There is no cover available for tube insertion or reinsertion which should be carried out by a medical practitioner.
Occupational therapy	No	
Oxygen – administration of and assistance with	Yes	Following written guidelines and suitable training in use of the equipment including oxygen saturation monitoring where required. Excludes filling of oxygen cylinders from main tank.
Pessaries	No	
Reiki	Yes	
Physiotherapy	Yes	When undertaken by suitably trained staff but excluding treatment by qualified physiotherapists.
Pressure bandages	Yes	Following written guidelines
Rectal midazolam in pre-packaged dose	Yes	Following written guidelines and two members of staff must be present.
Rectal diazepam in pre-packaged dose	Yes	Following written guidelines and two members of staff must be present.

Rectal paraldehyde	No	
Splints	Yes	As directed by a medical practitioner.
Suction machine	No	
Syringe drivers – programming of	No	
Suppositories	No	Other than rectal diazepam and midazolam.

Procedure/Activity/Use of	Cover available	
Swabs – external	Yes	Following written guidelines.
Swabs – internal	Yes	Other than oral following written guidelines.
Toenail cutting	Yes	Following written guidelines.
Tracheostomy	No	Cover is only available for cleaning around the edges of the tube only, following written guidelines.
Ventilators	No	Other than for a person with a predictable medical condition and stable ventilation requirements following written guidelines.