

Supporting students with medical conditions policy

Introduction

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 enable the fullest participation in all aspects of school life

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

Roles and responsibilities

The governing board has ultimate responsibility to make arrangements to support students 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 CoHeadteachers 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 individual healthcare plans (IHPs), including in 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 student 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

Staff will use their best endeavours to support students with medical needs during school hours. 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.

Parents/Carers 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
- Carry out any actions they have agreed to as part of the implementation of the IHP
- Comply with the school's Managing Medicines policy if it applies to their child

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. Students are expected to comply with their IHPs.

The School nursing service will notify the school when they have identified a student as having a medical condition that will require support in school. This will be before the student starts school, wherever possible. They will also support school staff to implement IHPs.

Equal opportunities

The 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 students with medical needs 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.

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 as quickly as possible or by the beginning of the relevant term for students who are new to the school.

Individual Healthcare Plans (IHP)

The Co-Headteachers have overall responsibility for the development of IHPs for students with medical conditions and have delegated this to the Director of Operations/Welfare Lead

Plans will be reviewed annually, or earlier if there is evidence that 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 and by who.

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 Co-Headteachers will make the final decision.

An IHP will be drawn up in partnership with the school, parents/carers and a relevant healthcare professional, who can advise on the student's specific needs. The student will be involved wherever appropriate.

The content of the IHP will depend on the complexity of the medical condition and how much support is needed. The following will be considered:

- The medical condition, its triggers, signs, symptoms and treatments
- The student's needs, including medication 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 support, any training needs, expectations of the role and proficiency to provide support for the student's medical condition and cover arrangements for when they are unavailable
- Who in school needs to be aware of the student's condition and the support required

- Arrangements for permission from parents 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 timetable
- 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

Managing medicines

Prescription medicines will only be administered at school when it would be detrimental to the student's health not to do so and where parents have given their written consent.

Students who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be reflected in their IHP.

Students will be allowed to carry their own medicines and relevant devices wherever possible. Staff will not force a student 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.

See also the school **Managing Medicines policy**

Emergency procedures

Staff will follow the school's normal emergency procedures. 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.

Training

Staff who are responsible for supporting students with medical needs will receive suitable and sufficient training to do so.

Training will be identified during the development or review of IHPs.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the CoHeadteachers. Training will be kept up to date.

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

Record keeping

Written records are kept of all medicine administered to students for as long as these students are at the school.

Liability and indemnity

The governing board will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

Complaints

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

Policy date: January 2023

Appendix 1: Being notified a child has a medical condition

