



**Newall Green
Primary School**

Aiming High To Reach Our Goals

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Supporting Pupils with Medical Conditions Policy

Approved by:	Trustees	Date: 07/07/22
Last reviewed on:	09/06/2024	
To be read conjunction with the	Equality Act 2010 and Schools NGPS Equality Policy	
Next review due by:	July 2025	
Abbreviations used in the policy	HCP Health Care Plan RA Risk Assessment	

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1. Aims

This policy aims to ensure that all children with medical conditions, in terms of both physical and mental health, are supported in school so they can play a full and active role in school life, remain healthy and achieve their academic potential. The aim of this policy is to out-line the procedures so that:

- Pupils, staff and parents understand how our school will support pupils with medical conditions.
- That Pupils with medical conditions are properly supported so they have full access to education including school trips and sporting activities.
- The Governing Board 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 (HCPs)

The named person with responsibility for implementing this policy is Kirstie McKenzie

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 Boards 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.

It is also based on guidance provided by our local authority-Supporting Children with Medical Conditions Policy - School Hub (manchester.gov.uk): This policy also complies with our funding agreement and articles of association.

3. Roles and responsibilities

3.1 The Governing Board

The Governing Board has ultimate responsibility to make arrangements to support pupils with medical conditions. These arrangements should give parents and pupils confidence in the school's ability to provide effective support for medical conditions in school. The arrangements should show an understanding of how medical conditions impact on the child's ability to learn, as well as increase confidence and promote self-care. They should ensure that the staff are properly trained to provide the support that pupil need.

In -line with the Governances safeguarding duties, the Governing Board will ensure that a child's health in not put at unnecessary risk, for example, infectious diseases. They therefore do not have to accept a child in school at times where it would be detrimental to the health of that child or others to do so.

3.2 The Headteacher

The Headteacher will:

- Make sure all staff are aware of this policy and understand their role in its implementation. This includes ensuring the SENDCo team use established procedures for recording the decision making used in defining a child's EHCP.
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against the actions on the individual healthcare plans (HCPs) if they are deemed to be 'a reasonable adjustment' to meet the child's physical or mental health needs.
- Ensure plans are in place for contingency and emergency situations
- Ensure that all staff who need to know are aware of a child's condition and they understand the requirements that are needed to effectively support the child.
- Review the EHCP and Risk Assessments to identify training, support and guidance needed. This will ensure procedures are safe to comply with the guidance of the RPA insurance.
- Review any pupil exclusions for those children who have a disability to ensure the pupil has not been discriminated against due to their medical condition.

3.3 The SENDCO

- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date
- Will assess the inform which may come directly from the parent, or from Teacher observations or via an EHCP plan. If the child has a diagnosis of a medical condition and may be considered to be disabled under the definition set out in the Equality Act 2010 then under the duties set out in the act certain considerations need to be made. A decision-making commentary log needs to evidence the decisions and actions from these decisions. See Appendix 1.
- Contact the School Nursing service or other Health Professionals in the case of any pupil who has a medical condition that may require support at school.
- Review the job description of the allocated support staff to ensure they are suitably qualified.
- Identify and Organise the training needs of the support staff. Including certifying that a member of staff is competent to complete the assistance required having been signed off by a medical professional who agrees that the competency has been agreed. Records of this training to be kept ion the staff file for the Teaching Assistant.

3.4 Staff

- Supporting pupils with medical conditions during school hours is not the sole responsibility of one person.
- In the Teacher's Terms and Conditions, teachers can be asked if they would support a child but cannot be directed to do so.

- Any staff member administering medicines must be suitably trained and follow the procedures in the Policy including the directions of record keeping. See NGPS Administering Medicines Policy
- The job description for the Teaching Assistant undertaking a role that supports a child's medical needs will be reviewed to ensure they are suitably qualified.
- 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. This will be organised by the SENDCO and signed off by a qualified medical professional. Records of this training will be kept in the staff members personnel file.
- Teachers will consider the needs of pupils with medical conditions that they teach and plan learning for the pupil which is modified to meet the learners needs. Teachers, Teaching Assistants and the SENDCO team will work together to ensure the necessary paperwork is in place and stored on Provision Map so that all staff will know what to do and respond accordingly when they become aware that a pupil 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 which is included in the HCP.
- Parents will agree a list of information & equipment that is to be handed to the class teacher or supporting teaching assistant on a daily basis. This will form part of the EHC plan.
- Be involved in the development and review of their child's individual Health Care Plan (HCP) and may be involved in its drafting.
- Parents will be involved in the risk assessment process. When planning to reduce risk parents will be consulted in their methods & actions which can then be used as part of the Risk Assessment document. (RA)
- **Parents will sign to say that they agree with the HC plan and Risk Assessment before the child returns to school.** A copy of the plans will be stored on CPOMs and Provision Map which will be updated twice a year or sooner if needed.
- Carry out any action they have agreed to as part of the implementation of the individual HCP, e.g. provide medicines and equipment, and ensure they or another nominated adult are contactable at all times

3.5 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 individual HCP's. They are also expected to

- Give permission for the agreed support or procedures to take place (see Appendix 2)
- Help the support staff to understand their wishes either verbally or assisted communication.
- Comply with their HCPs.

3.6 School Nurses and other Healthcare Professionals

So that staff within school have a clear understanding of the child's medical condition and the requirements that need to be in place to support the child, our school nursing service or other healthcare professionals 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.)
- Offer support on implementing a child's HHCP.
- Provide advice and training, see page 18 of Supporting pupils at school with medical conditions. (DfE publication)
- Liaise with leading clinicians on appropriate support for the child and associated staff training needs.

Please see page 18 of the DfE document supporting pupils at school with medical conditions. Which states

Suitable training should have been identified during the development or review of individual healthcare plans. Some staff may already have some knowledge of the specific support needed by a child with a medical condition and so extensive training may not be required. Staff who provide support to pupils with medical conditions should be included in meetings where this is discussed. **The relevant healthcare professional should normally lead on identifying and agreeing with the school the type and level of training required, and how this can be obtained.** Schools may choose to arrange training themselves and should ensure this remains up-to-date. **Training should be sufficient to ensure that staff are competent and have confidence in their ability to support pupils with medical conditions, and to fulfil the requirements as set out in individual healthcare plans.** They will need an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures. A first-aid certificate does not constitute appropriate training in supporting children with medical conditions. **Healthcare professionals, including the school nurse, can provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.** The school's policy should additionally set out arrangements for whole-school awareness training so that all staff are aware of the school's policy for supporting pupils with medical conditions and their role in implementing that policy. Induction arrangements for new staff should be included. The relevant healthcare professional should be able to advise on training that will help ensure that all medical conditions affecting pupils in the school are understood fully. This includes preventative and emergency measures so that staff can recognise and act quickly when a problem occurs. **The family of a child will often be key in providing relevant information to school staff about how their child's needs can be met, and parents should be asked for their views. They should provide specific advice, but should not be the sole trainer. Governing bodies should consider providing details of continuing professional development opportunities.**

4. Equal opportunities –

to be read in conjunction with the Cherry Tree Trust Equality Policy & Guidance
www.newallgreen.manchester.sch.uk/serve_file/26047074

In this school we integrate equality and fairness into all aspects of school life. We are committed to ensuring equality of education for our pupils and equality of opportunity for all. We aim to create a fully inclusive school environment free of discrimination, harassment, bullying and victimisation, where dignity and respect are promoted, where individual differences and diversity are recognised and where the contributions of all our staff are valued. We want all our staff to feel respected and to be able to give their best. This school will not tolerate any discriminatory conduct or any behaviour that contravenes the Act or which compromises the school's aims or approach or which compromises the school's commitment to equality, diversity and inclusion. In this school we understand that equality law is about treating people fairly and that this does not always necessarily mean treating all people in the same way. We acknowledge that sometimes, in order to meet our general equality duty and to meet our duty to make reasonable adjustments for members of our school community with a disability, this may involve treating some people more favourably than others. We are committed to taking positive action where this is necessary and appropriate and where it complies with the statutory requirements for such action as detailed in the Act 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.

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 individual HCP.

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 individual HCPs for pupils 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 pupil's needs have changed.

Not all pupils with a medical condition will require an HCP. It will be agreed with a healthcare professional and the parents when an individual HCP 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.

HCPs will be linked to, or become part of, any Education, Health and Care Plan (EHCP). If a pupil has SEND but does not have an EHCP, the SEND will be mentioned in the HCP.

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 board and the headteacher/SENDCo will consider the following when deciding what information to record on HCPs:

The content of an individual child's HCP will be dependent on the complexity of their needs and may include the following:

- a) an overview (Pen Portrait) of the child's needs and provision in place in school to manage those needs;
- b) a description of the medical condition, its presentation (signs, symptoms, triggers etc) and impact on access to the school environment and learning opportunities;
- c) arrangements around administration of medication(s) / medical intervention(s);
- d) arrangements around management of medical emergency situations;
- e) arrangements around management and support for personal care needs, including intimate and invasive care e.g. catheterisation, toileting support, gastro-tube feeding etc;
- f) risk assessment for access to the school environment and curriculum;
- g) arrangements for evacuation in the event of an emergency;
- h) the level of support required in school, who will provide this support, their training needs and cover arrangements for when they are unavailable;
- i) how, if agreed, the child is taking responsibility for their own health needs;
- j) a reference to staff confidentiality.

Appendix 2 is a Flow Chart to guide schools through deciding which elements of the HCP are relevant to an individual child.

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
- **The only exception to this is where the medicine has been prescribed to the pupil without the knowledge of the parents.**
- 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 and when the previous dosage was taken. Parents will always be informed.
- 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. Pupils 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 pupils and not locked away.

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 will have a named person(s) who have been trained in the administration of the drug. The drug will be stored in a secure place that is accessible in an emergency only by named person(s). 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 HCPs.

Pupils 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 HCP 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 HCP, 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 HCPs
- If the pupil becomes ill, send them to the school office or to a first aider 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.
- Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips
- 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' HCPs 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 HCPs. 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 SENDCo. Training will be kept up to date and a record of attending staff will be kept.

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 HCPs
- Help staff to understand 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 as advised in 'Supporting pupils at school with medical conditions'. Healthcare professionals, including a school nurse, can provide confirmation of the proficiency of staff in a medical procedure, or in provision medication. This confirmation will be in writing signed by the healthcare professional and the trained member of staff. See appendix 3.

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 board 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.

HCPs are kept in a readily accessible place which all staff are aware of. An electronic copy is held on the school's provision map.

11. 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.

The details of the school's insurance policy are:

School insurance policies provide liability cover relating to the administration of medicines.

In the case of medical interventions, individual cover may be arranged for any specific healthcare procedures, including information about appropriate staff training and other defined requirements of the insurance policy.

The expectation is that only appropriately trained and insured staff will be involved in supporting medical interventions.

12. Complaints

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

13. Monitoring arrangements

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

14. Links to other policies

This policy links to the following policies:

- Accessibility plan
- Equality information and objectives
- Supporting Children with health needs who cannot attend school policy
- First aid
- Health and safety
- Safeguarding
- Special educational needs information report and policy

Appendix 1 Decision Making Commentary Log

Date of decision-making log:

Child's name:

Medical condition:

Does the child have an EHCP?	Yes / no	Any training requirements?	Yes / no
Has a risk assessment been completed?	Yes / no	Lead SENDCo	

Initial considerations:

Auxiliary aids:

Services:

Reasonable adjustments:

Actions:

Appendix 2 Permission from Pupil

I give permission for school staff to support me with the actions listed in my Health Care Plan.

Signeddated.....

I understand that staff will need to record or discuss my medical needs and medicines that I need to take.

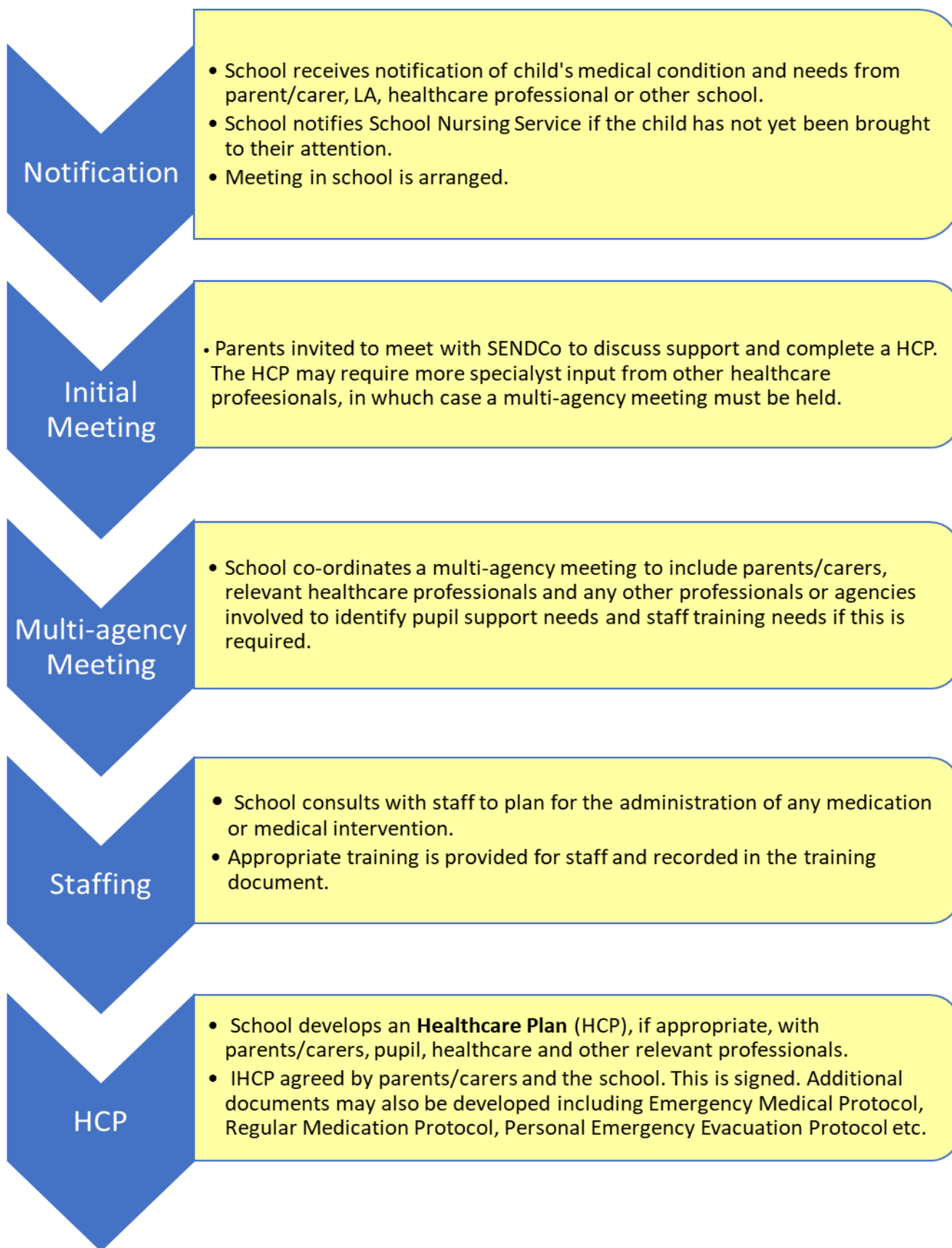
Outline below

I would like staff to know that.....

Appendix 3 Confirmation of the Learning about administering medicine/ sign off for the Competency to administer the medication.

I can confirm that I have provided the following training:	
> > >	
I have checked (insert staff members name) understands the following learning points.	
> >	
I have observed (insert staff members name) undertaking the following procedures and agree that they are competent to carry out these procedures:	
> >	
Signed Healthcare professional	Date
Staff member	Date
SENDCo	Date
Any further actions required;	
Whole school awareness training provided by.....	
Covering	
Refresher date arranged for	
Comments	

Sample Procedure following Notification of a Pupil's Medical Needs



Appendix 5: Individual Healthcare Planning Flow Chart

Appendix 2: HCP Planning Flow Chart courtesy of Lancasterian Outreach and Inclusion Service (LOIS)

