



# **Supporting Pupils at School with Medical Conditions**

Lionel Walden Primary School

Updated:  
September 2023

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## **Policy for Supporting Pupils at School with Medical Conditions**

This policy should be read in conjunction with the Administration of Medications Policy, the Intimate Care Policy and, if applicable, the SEND Policy.

This policy is written in regard to 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 also adheres to the statutory guidance in 'Supporting Pupils at School with Medical Conditions' DFE April 2014

Pupils with special medical needs have the same right of admission to school as other pupils and cannot be refused admission or excluded from school on medical grounds alone. Teachers and other school staff in charge of pupils have a common law duty to act in loco parentis and may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off the school site. This could extend to a need to administer medicine.

In addition to the educational impacts, there are social and emotional implications associated with medical conditions. Long term absences due to health problems affect pupils' educational attainment, impact on their ability to integrate and affect their general wellbeing and emotional health. Reintegration back into school should be properly supported so that pupils with medical conditions fully engage with learning and do not fall behind when they are unable to attend. Short term and frequent absences, including those for appointments connected with a pupil's medical condition, also need to be effectively managed and appropriate support put in place to limit the impact on the pupil's educational attainment and emotional wellbeing.

For pupils who are disabled the Governing Body **must** comply with their duties under the Equality Act 2010.

**The prime responsibility for a pupil's health lies with the parent who is responsible for the pupil's medication and should supply the school with information from medical professionals. This should be carried out as soon as the pupil starts at the school with updates provided, as necessary.**

### **Aims**

- To ensure pupils at school with medical conditions, in terms of both physical and mental health, are properly supported so they can play a full and active role in school life, remain healthy and achieve their academic potential.
- To ensure the needs of pupils with medical conditions are effectively supported in consultation with health and social care professionals, their parents and the pupils themselves.

## **Procedure**

The SENDCo is responsible for ensuring that whenever the school is notified that a pupil has a medical condition:

- sufficient staff are suitably trained
- all relevant staff are made aware of a pupil's condition
- cover arrangements in case of staff absence/turnover is always available
- risk assessments for visits and activities out of the normal timetable are carried out
- individual healthcare plans are monitored and reviewed (at least annually and earlier if any significant changes occur)
- transitional arrangements between schools are carried out
- if a pupil's needs change, the above measures are adjusted accordingly

Where pupils are joining Lionel Walden Primary School at the start of a new academic year, these arrangements should be in place for the start of term. Where a pupil joins mid-term or a new diagnosis is given, every effort will be made to put arrangements in place as soon as possible (within two weeks of the pupil starting school).

Schools do 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 needed about what support to provide based on the available evidence. This would normally involve some form of medical evidence and consultation with parents.

Some pupils with a medical condition requiring medication or support in school should have an Individual Healthcare Plan (IHP) which details the support the pupil needs. However, not all pupils with a medical condition require an IHP in school. If the parents, healthcare professional and school agree that an IHP is inappropriate or disproportionate, a record of the pupil's medical condition and any implications for the pupil will be kept in the school's medical record and the pupil's individual record. If consensus cannot be reached, the Headteacher or SENDCo is best placed to take a final view. A flow chart for identifying and agreeing the support a pupil needs and developing an IHP is provided at Appendix A.

## **Individual Healthcare Plans (IHPs)**

The following information should be considered when writing an IHP:

- the medical condition, its triggers, signs, symptoms and treatments

- the pupil's resulting needs, including medication and other treatments, times, facilities, equipment, testing, dietary requirements and environmental issues
- specific support for the pupil's educational, social and emotional needs
- the level of support needed including in emergencies
- who will provide support, their training needs, expectation of their role, confirmation of their proficiency and cover arrangements?
- who in 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 (pupils who are competent should be encouraged to take responsibility for managing their own medicines and procedures, with an appropriate level of supervision)
- 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
- confidentiality
- what to do if a pupil refuses to take medicine or carry out a necessary procedure
- what to do in an emergency, who to contact and contingency arrangements
- where a pupil has SEND but does not have an Educational Healthcare Plan, their special educational needs should be mentioned in their IHP

An example of a school IHP can be found in Appendix B

## **Roles and Responsibilities**

Supporting a pupil with a medical condition during school hours is not the sole responsibility of one person. The school will work collaboratively with any relevant person or agency to provide effective support for the pupil.

## **The Board of Governors**

- must make arrangements to support pupils with medical conditions and ensure this policy is developed and implemented
- must ensure sufficient staff receive suitable training and are competent and confident to support pupils with medical conditions

- must ensure the appropriate level of insurance is in place and appropriately reflects the level of risk

### **The Headteacher**

- should ensure all staff are aware of this policy and understand their role in its implementation
- should ensure all staff who need to know are informed of a pupil's condition
- should ensure sufficient numbers of staff are trained to implement the policy and deliver IHPs, including in emergency and contingency situations, and they are appropriately insured
- is responsible for the development of IHPs
- should contact the school nursing service in the case of any pupil with a medical condition who has not been brought to the attention of the school nurse

### **School Staff**

- any staff member may be asked to provide support to pupils with medical conditions, although they cannot be required to do so
- should receive sufficient and suitable training and achieve the necessary level of competency before taking on the responsibility of supporting pupils with medical conditions
- any staff member should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help
- Class teacher to ensure that any supply cover has a copy of the IHP and is fully aware of appropriate procedures.

### **School Nurses and other healthcare professionals**

- are responsible for notifying the school when a pupil has been identified as having a medical condition which will require support in school
- may support staff on implementing a pupil's IHP and provide advice and liaison
- may provide advice on developing healthcare plans
- specialist local teams may be able to provide support for particular conditions

## **Pupils**

- should, wherever possible, be fully involved in discussions about their medical support needs and contribute to, and comply with, their IHP

## **Parents**

- must provide the school with sufficient and up-to-date information about their child's medical needs
- are the key partners and should be involved in the development and review of their child's IHP
- should carry out any action they have agreed to as part of the IHP implementation

## **Notes**

- In line with their safeguarding duties, Governing Bodies should ensure that pupils' health is not put at risk from, for example, infectious diseases. The school, therefore, does not have to accept a pupil identified as having a medical condition at times when it would be detrimental to the health of that pupil or others to do so.

## **Unacceptable Practice**

Although school staff should use their discretion and judge each case on its merits with reference to the pupil's IHP, it is not generally acceptable practice to:

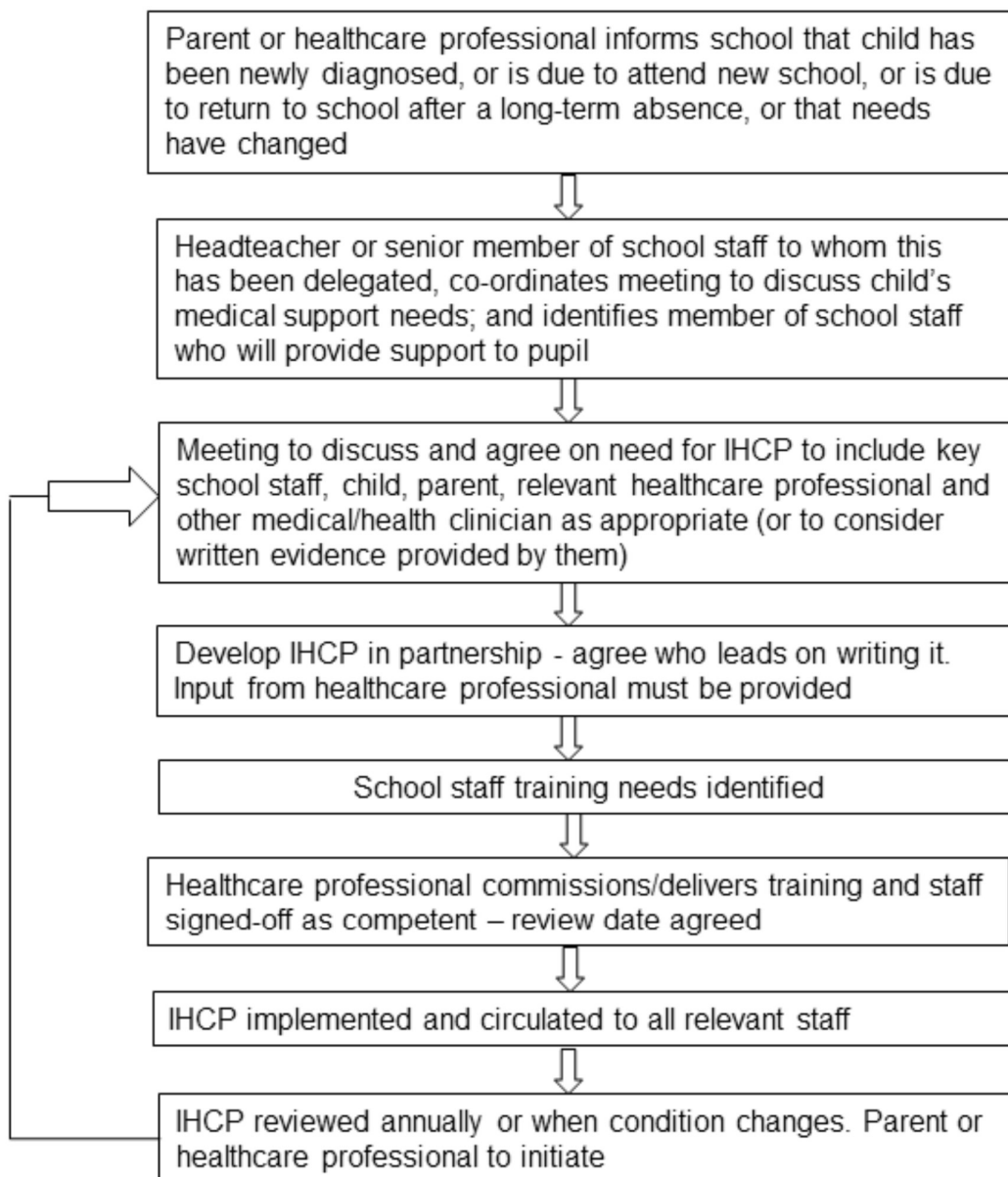
- prevent pupils from easily accessing their medication and administering it when and where necessary
- assume pupils with the same condition require the same treatment
- ignore the views of the pupil or their parents
- ignore medical advice or opinion
- send pupils with medical conditions home frequently or prevent them from staying for normal school activities (unless specified in IHP)
- penalize pupils for their attendance record if their absences are related to their medical condition that is recognized under this policy
- if the pupil becomes ill, send them to the School Office unaccompanied or with someone unsuitable.

- prevent pupils from drinking, eating or taking toilet breaks whenever they need to in order to manage their medical condition effectively
- to require parents to attend school to administer medication or provide medical support to their pupil, including 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 (such as requiring parents to accompany the pupil)

### **Complaints**

Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. If this does not resolve the issue, they may make a formal complaint through the school's complaints procedure.

## Appendix A: Model process for developing individual healthcare plans





## Appendix B: Individual Healthcare Plan

<b>Pupil's name</b>	
<b>Class</b>	
<b>Date of Birth</b>	
<b>Address</b>	
<b>Medical Diagnosis or Condition</b>	
<b>Date</b>	
<b>Review Date</b>	
<b>Name of Parent/Carer 1</b>	
<b>Contact Numbers</b>	<b>Work:</b> <b>Home:</b> <b>Mobile:</b>
<b>Relationship to Pupil</b>	
<b>Name of Parent/Carer 2</b>	
<b>Contact Numbers</b>	<b>Work:</b> <b>Home:</b> <b>Mobile:</b>
<b>Relationship to Pupil</b>	
<b>Health Professionals Involved</b>	
<b>Contact Numbers</b>	
<b>GP Name</b>	
<b>Contact Number</b>	

**Describe medical needs and give details of pupil's symptoms, triggers, signs, treatments, etc.**

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**Describe equipment or devices, environmental issues, etc.**

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**Name of medication, dose, method of administration, when to administer medication, administered by who**

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**Staff trained to administer**

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**SEND**

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**Daily care requirements**

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**Specific support for the pupil's educational, social and emotional needs**

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**Arrangements for school visits/trips, etc.**

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**Other information**

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**Describe what constitutes an emergency and the action to take if this occurs**

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**Staff training needed/undertaken**

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**Plan developed with**

**Signed**

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**Form copied to**

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