

**Supporting Pupils at School**

**with Medical Conditions**

**Reviewed by Rachel Woollam Spring 2024**

**Review Date: to be reviewed in the light of operating experience and/or changes in legislation.**

**Introduction**

Alsager Highfields Primary School wishes to ensure that all children with medical conditions, in terms of both physical and mental health, receive appropriate care and support at school, so they can play a full and active role in school life, remain healthy and achieve their academic potential.

This policy has been developed in line with the Department for Education’s guidance released in September 2014 – “Supporting pupils at school with medical conditions”.

Ofsted places a clear emphasis on meeting the needs of pupils with SEN and Disabilities and this includes children with medical conditions.

Some children with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Where this is the case the governing body must comply with their duties under that Act. Some may also have special educational needs (SEN) and may have an Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special education provision. For children with SEN, this policy should be read in conjunction with the SEND code of practice and school’s Local Offer. For pupils with medical conditions which require EHC plans, compliance with the SEND code of practice ensures compliance with the statutory elements of the Department for Education guidance published in January 2015 with respect to those children.

**Key Roles and Responsibilities**

**The Governing Body is responsible for:**

* The overall implementation of the Supporting Pupils with Medical Conditions Policy and procedures of Alsager Highfields Primary School.
* Ensuring that the Supporting Pupils with Medical Conditions Policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
* Ensuring that all pupils with medical conditions are able to participate fully in all aspects of school life.
* Ensuring that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions.
* Guaranteeing that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy.
* Ensuring that the school’s policy is clear about the procedures to be followed for managing medicines on school premises and that written records are kept of all medicines administered to children.
* Ensuring that the school’s policy sets out what should happen in an emergency situation.
* Ensuring that the school’s policy is explicit about what practice is not acceptable.
* Ensuring that the school’s policy sets out how complaints may be made and will be handled concerning the support provided to pupils with medical conditions.

**The Headteacher is responsible for:**

* The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures of Alsager Highfields Primary School.
* Ensuring the policy is developed and effectively implemented with partners.
* Making sure that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation.
* Making sure that all staff who need to know are aware of a child’s medical condition.
* Overall responsibility for the development of Individual Healthcare Plans (IHCPs).
* Liaising with healthcare professionals regarding the training required for staff. Including training in the administration of injections.
* Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
* If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.
* Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.
* Contacting the school nursing service (or equivalent age appropriate professional) in the case of any child who has a medical condition.

**Staff members are responsible for:**

* Taking appropriate steps to support children with medical conditions.
* Where necessary, making reasonable adjustments to include pupils with medical conditions into lessons.
* Administering medication, if they have agreed to undertake that responsibility.
* Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, if they have agreed to undertake that responsibility.

Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.

**Pupils with medical conditions –** it is recognised that pupilswill often be best placed to provide information about how their condition affects them however the ability to do this is dependent on their age and ability to communicate. Other pupils will often be sensitive to the needs of those with medical conditions, even at nursery age (3-4 years).

**Parents and carers are responsible for:**

* Providing the school with sufficient and up-to-date information about their child’s medical needs.
* Keeping the school informed about any changes to their child/children’s health.
* Completing a [parental agreement for school to administer medicine](#_Appendix_2_-) form before bringing medication into school.
* Discussing medications with their child/children prior to requesting that a staff member administers the medication.
* Providing the school with the medication their child requires and keeping it up to date and collecting any leftover medicine at the end of the course or year.
* Involvement in the development and review of their child’s [Individual Healthcare Plan](#_Appendix_1_–) (IHCP) in collaboration with the Headteacher, other staff members and healthcare professionals.
* Carrying out any action they have agreed to implement as part of their child’s IHCP e.g. provide medicines and equipment.
* Ensuring they or another nominated adult are contactable at all times.

**The Local Authority (LA) is responsible for:**

* Promoting cooperation between relevant partners and stakeholders regarding supporting pupils with medical conditions.
* Providing support, advice and guidance to schools and their staff.
* Working with schools to support pupils with medical conditions to attend for their full entitlement.
* Making alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a medical condition.

**Healthcare professionals, including school nurses, GPs and paediatricians are responsible for:**

* Notifying the school when a child has been identified as having a medical condition which will require support at school.
* Liaising locally with lead clinicians on appropriate support, (e.g. support in schools for children with particular conditions such as asthma, diabetes, epilepsy).

**Providers of health services**:

* Should co-operate with schools that are supporting children with a medical condition, including appropriate communication, liaison with health visitors, school nurses and other healthcare professionals such as specialist and children’s community nurses.
* Participate in locally developed outreach and training.
* Provide valuable support, information, advice and guidance to schools, and their staff to support children with medical conditions at school.

**Clinical Commissioning Groups:**

* Have a reciprocal duty to co-operate under Section 10 of the Children Act 2004 to ensure that commissioning is responsive to children’s needs, and that health services are able to co-operate with schools supporting children with medical conditions.

# **Definitions**

* “Medication” is defined as any prescribed or over the counter medicine.
* “Prescription medication” is defined as any drug or device prescribed by a doctor.
* A “staff member” is defined as any member of staff employed at Alsager Highfields Primary School.

# **Training of staff**

* Teachers and support staff will receive training on the Supporting Pupils with Medical Conditions Policy as part of their new starter induction.
* Teachers and support staff will receive regular and ongoing training as part of their development.
* Training will be provided 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.
* Teachers and support staff who undertake responsibilities under this policy will receive appropriate training as required.
* No staff member may administer drugs by injection unless they have received training in this responsibility.
* The Admin Officer will keep a record of training undertaken and dates, the name of the clinical lead for the training and a list of staff qualified to undertake responsibilities under this policy.

**Individual Healthcare Plans:**

* Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with parents/carers, Headteacher, Special Educational Needs Coordinator (SENCO) and medical professionals.

**Individual Healthcare Plans must:**

* Be clear and concise.
* Be easily accessible whilst preserving confidentiality.
* Contain details of the medical condition, its triggers, signs, symptoms and treatments.
* List who needs to be made aware of the child’s medical condition.
* Outline specific support for the pupil’s educational, social and emotional needs
* Include relevant SEN information.
* Be reviewed annually or when a child’s medical circumstances change, whichever is sooner.
* Outline the level of support needed and state who will provide this support, their training needs, and expectations of their role and confirmation of proficiency to provide support for the child’s medical condition from a healthcare professional; and cover arrangements for when they are unavailable.
* A plan of what action needs to be taken in an emergency.
* Written permission from parents and the head teacher for medication to be administered by staff or self-administered by the pupil if appropriate.
* Arrangements for school trips or other activities outside of normal school sessions that will ensure the child can participate (i.e. risk assessments).

**Unacceptable Practice**

When considering the acceptability of practice, school staff should use their discretion and reference to the child’s Individual Health Care Plan.

It is not generally acceptable practice to;

* Prevent children from easily accessing their inhalers and medication and administering when and where necessary.
* Assume that every child with the same condition requires the same treatment.
* Ignore the views of the child or their parents; or ignore medical evidence or opinion (although this may be challenged).
* Send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their Health Care Plans.
* If a child becomes ill, leave them unaccompanied or with someone unsuitable.
* Penalise children for their attendance record if their absences are related to their medical conditions e.g. hospital appointments.
* Prevent children from eating, drinking, taking toilet or other breaks whenever they need in order to manage their medical condition effectively.
* Require parents to attend school to administer medicine or provide medical support to their child, including toileting issues.
* Prevent children from participating, or create any barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the child.

**Complaints**

Parent/carers concerns about the support provided for their child with a medical condition should be directed, in the first instance, to the designated lead for supporting pupils with medical conditions. If, for whatever reason parents/carers feel their concerns have not been addressed, they may make a formal complaint via the school’s complaint procedure. (See school website for further details).

**Supporting Documents:**

Equality Act 2010

SEN Code of Practice

SEN and/or Disability Local Offer

Supporting Children at school with Medical Conditions – DfE April 2014, updated August 2017

**Review Framework**

**The policy will be reviewed in the event of revised legislation or guidance**

# **Individual healthcare plan implementation procedure**

**Alsager Highfields Foundation Primary School**

**Healthcare Plan for pupil with Medical Needs.**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Photo

Date of birth\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Condition\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Review date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Condition or illness\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CONTACT INFORMATION**

**Family contact 1 family contact 2**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone No. (Work)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone No.(Work)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Home)\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Home)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Clinic/hospital contact G.P.**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone no.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone no.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe condition and give details of pupil’s individual symptoms:

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**Description of the condition**

It is not necessary to provide a full medical history. Staff members only need to know informtion relevant to the person’s attendance, learning and well- being in education, childcare or community support services.

**Implications for education and care settings**

Please include only information that supervising staff need to teach and care for this person, for example:

* Impact on capacity to attend and participate in routine learning activities
* Limitations on physical activities
* Need for rest/privacy
* Need for additional emotional support
* Behaviour management plan
* Considerations for camps, excursions, social outings

Please provide details

**Description of any warning signs, triggers or circumstances and recommended responses.**

**Additional information**

Daily care requirements (e.g. before sport/ at lunchtime)

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Describe what constitutes an emergency for the pupil, and the action to take if this occurs:

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Follow up care:

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Who is responsible in an emergency: (state if different on off-site activity)

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**Medication**

Name/type of medicaton (as described on container) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For how long will your child take this medication\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date dispensed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Full directions for use**

Dosage and method\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Timing\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Special precautions\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Self administration\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Procedures to take in emergency\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Alsager Highfields Foundation Primary School**

**Positive Handling Plan**

**Name: Date:**

**Trigger behaviours:** describe common behaviours/situations which are known to have led to to positive handling being required. When is such behaviour likely to occur?

**Description of behaviour:** (what behaviour looks/sounds like.)

**Preferred supportive & intervention strategies** (other ways of reducing behaviours, Strategies that where and when possible should be attempted prior to positive handling.)

|  |  |  |  |
| --- | --- | --- | --- |
| verbal advice and support |  | Distraction |  |
| Reassurance |  | Time out |  |
| CALM talking/ stance |  | Withdrawal |  |
| Negotiation |  | Cool off (directed/offered) |  |
| Choices/ Limits |  | Humour |  |
| Consequences/ rewards |  | Change of adult |  |
| Planned ignoring |  | Success reminder |  |
| other |  |  |  |

**Praise points/ strengths:** - areas that can be developed and built upon.



**Medical conditions that should be taken into account:**

**Preferred handling strategies** (describe preferred holds, number of staff and preferred staff if available; get outs for staff and student)

**Debriefing process following incident:** (where, when and additional care to be provided)

**Recording and notifications required:** (parents, social care, etc)

**Review date:**

Parent/ Guardian: Signed: Date:

School staff: Signed: Date:

**Other key factor to consider:**

* **Behaviour difficulties**
* **Staff understanding of behaviour difficulties**
* **Preferred behaviour**
* **Possible environmental changes**
* **Monitoring progress**
* **Help from parents/guardians**
* **Rewards**

**(Form adapted from team teach materials)**