

**Policy:** Supporting Students  
with Medical  
Conditions Policy

**Approval:** Board of Trustees

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**CHELtenham  
BOURNside  
SCHOOL**

**Policies**

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## 1. Aims

This policy aims to ensure that:

- students, staff and parent/carers understand how our school will support students with medical conditions
- students with medical conditions are properly supported to allow them to access the same education as other students, including school trips and sporting activities.

The governing board will implement this policy by:

- ensuring sufficient staff are suitably trained
- ensuring staff aware of student's condition, where appropriate
- ensuring there are cover arrangements to ensure someone is always available to support students with medical conditions
- providing supply teachers with appropriate information about the policy and relevant students
- developing and monitoring individual healthcare plans (IHCPs).

**The named person with responsibility for implementing this policy is Assistant Headteacher, Sally Groves.**

## 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 students at their school with medical conditions. It is also based on the Department for Education's statutory guidance: [Supporting students at school with medical conditions](#).

## 3. Roles and responsibilities

### 3.1 The governing board

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.

### 3.2 The Headteacher

The Headteacher will:

- ensure that the school's policy is developed and implemented with all stakeholders
- ensure all staff are aware of the policy and understand their role in its implementation
- ensure all relevant staff (including supply staff, if relevant) are aware of a student's condition
- ensure appropriate staff are trained and competent to implement the policy and deliver against Healthcare Plans, including in emergency situations
- ensure that training needs will be identified through the development of health care plans. Training would be commissioned as the needs are identified. The training will be provided by suitable trainers.
- ensure that staff are appropriately insured to support students
- ensure there are sufficient cover arrangements in case of staff absence or staff turnover to ensure trained staff are always available
- ensure that all educational visits are appropriately risk assessed and that the medical needs of students participating have been identified and provision is in place
- have overall responsibility for the development of individual health care plans (IHCP) and Educational Health and Care Plan (EHCP). They should be reviewed annually or earlier if needs change. The SENCO who has oversight of these plans will advise the First Aid team of any changes to the health care aspects of a plan if and when changes are made. The role of these plans is to ensure the school is effectively supporting students with medical conditions. These plans should capture the steps which the school should take

to help students manage their condition and overcome any potential barriers to getting the most from their education.

### **3.3 Staff**

- Know what to do and respond accordingly when aware that a student with a medical condition needs help.
- Be responsible for ensuring any cover work and lesson details including signposting for any student who has a special medical condition.
- Ensure off-site visits are fully risk assessed and staff will have full copies of the relevant Healthcare Plans and any other relevant pastoral or medical information which they can initially access electronically through SIMS. The First Aid team can also access these for trip leaders or other activity organisers. However, all leaders/organisers will have more up to date parental consent/medical forms which would be read alongside an initial Healthcare Plan. These should be carried at all times, or accessible at all times, by members of staff on the trip/visit. The IHCP and or EHCP will clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures.
- In an emergency situation, school staff are required under common law duty of care to act like any prudent parent/carer. This may include administering medication, where allowable by current legislation.
- All staff are responsible for the protection of student confidentiality with respect to medical information. Secure disposal of all paperwork is the responsibility of the member of staff who has copies of such paperwork.
- Ensure before sharing any medical information with any other party, such as when a student takes part in work experiences placement, permission is sought from parent/carer.
- Ensure all medicines must be stored correctly and safely.
- Follow the Statutory Guidance laid down in the document “Supporting Pupils at School with Medical Conditions” (DfE, December 2015).

### **3.4 Parent/carers**

Parent/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 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.

### **3.5 Students**

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 IHCPs. They are also expected to comply with their IHCPs.

### **3.6 School nurses and other healthcare professionals**

Our school nursing service will notify the school when a student has been identified as having a medical condition that will require support in school. This will be before the student starts school, wherever possible. Healthcare professionals, such as GPs and paediatricians, will liaise with the schools support team and notify them of any students identified as having a medical condition.

#### 4. Equal opportunities

Our 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 these students 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. In doing so, students, their parent/carers 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 student has a medical condition, the process outlined below will be followed to decide whether the student 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 students who are new to our school. See Appendix 1.

#### 6. Individual healthcare plans

The headteacher has overall responsibility for the development of IHCPs for students with medical conditions. This has been delegated to Sally Groves, Assistant Headteacher. Plans will be reviewed at least annually, or earlier if there is evidence that the student's 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
- By whom.

Not all students with a medical condition will require an IHCP. It will be agreed with a healthcare professional and the parent/carers when an IHCP would be inappropriate or disproportionate. This will be based on evidence. If there is not a consensus, the headteacher will make the final decision.

Plans will be drawn up in partnership with the school, parent/carers and a relevant healthcare professional, such as the school nurse, specialist or paediatrician, who can best advise on the student's specific needs. The student will be involved wherever appropriate. IHCPs will be linked to, or become part of, any statement of special educational needs (SEN) or education, health and care (EHC) plan. If a student has SEN but does not have a statement or 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 board and the SENCo will consider the following when deciding what information to record on IHCPs:

- The medical condition, its triggers, signs, symptoms and treatments
- The student'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 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 this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the student'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 student's condition and the support required
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the student can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parent/carer/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.

## 7. Managing medicines

Students requiring medicine should have them on their person where possible for self-administering. Any medicines kept by the school (e.g. spares) will be stored safely. Students 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 students and not locked away.

Medicines will be returned to parent/carers 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 student who has been prescribed a controlled drug may have it in their possession if they are competent to do so, but they must not pass it to another student to use
- 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
- first aiders will not administer controlled drugs unless responding to an emergency situation e.g. anaphylaxis.

### 7.2 Students managing their own needs

Students who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parent/carers and it will be reflected in their IHCPs.

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 IHCP and inform parent/carers 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 student's IHCP, but it is generally not acceptable to:

- prevent students from easily accessing their inhalers and medication, and administering their medication when and where necessary
- assume that every student with the same condition requires the same treatment
- ignore the views of the student or their parent/carers
- 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 student becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- penalise students for their attendance record if their absences are related to their medical condition, e.g. hospital appointments
- prevent students from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- require parent/carers, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their student, including with toileting issues. No parent/carer should have to give up working because the school is failing to support their child's medical needs
- prevent students from participating, or create unnecessary barriers to students participating in any aspect of school life, including school trips, e.g. by requiring parent/carers to accompany their child
- administer, or ask students to administer, medicine in school toilets.

## 8. Emergency procedures

Staff will follow the school's normal emergency procedures (for example, calling 999). All students' IHCPs 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/carer arrives, or accompany the student to hospital by ambulance.

## 9. Training

Staff who are responsible for supporting students 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 students 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 the headteacher. 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 students
- 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.

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 students. Parent/carers will be informed if their student has been unwell at school. IHCPs are kept in a readily accessible place which all staff are aware of.

## 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. Cheltenham Bournside School is a member of the Department for Education's risk protection arrangement (RPA). The RPA will provide an indemnity if a Member becomes legally liable to pay for damages or compensation in respect of or arising out of personal injury occurring during the Membership Year within the Territorial Limits and in connection with the provision of medicines or medical procedures.

Indemnity will also be provided to any member of staff (other than any doctor, surgeon or dentist while working in a professional capacity) who is providing support to pupils with medical conditions and has received sufficient and suitable training.

## **12. Complaints**

Parent/carers with a complaint about their child's medical condition should discuss these directly with Sally Groves, Assistant Headteacher in the first instance. If the headteacher cannot resolve the matter, they will direct parent/carers 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
- Complaints Procedure
- Equality and Diversity Policy
- First Aid Policy
- Health and Safety Policy
- Child Protection and Safeguarding Policy
- Special Educational Needs Information Report and Policy.