



Alfred Lord Tennyson School	Page 1 of 9
Supporting Children with Medical Conditions Policy	Issued: December 23
	Review date: December 24
APPROVAL BY	FULL GOVERNING BODY

Supporting Children with Medical Conditions Policy

Table of Contents

1. Introduction	1
2. Notification that a pupil has a medical condition.....	2
3. Individual Health Care Plans (HCPs).....	2
4. Roles and Responsibilities.....	4
4.1. The Governing Body	4
4.2. The Headteacher	4
4.3. Members of staff	4
4.4. Pupils.....	5
4.5. Parents.....	5
4.6. The Local Authority.....	5
4.7. Providers of health services.....	5
5. Staff Training and Support	5
6. Pupils able to manage their own medical needs.....	6
7. Emergency Procedures	7
8. Day trips, residential visits and sporting activities	7
9. Unacceptable Practice	7
10. Liability and Indemnity.....	8
11. Complaints.....	8
12. Further sources of information	8
13. References.....	8
14. Safeguarding.....	9

1. Introduction

This Policy follows closely the guidance contained in the DfE's document Supporting pupils at school with medical conditions [1].

Procedures for managing medication at school are outlined in the Policy for Administering Medication [2]. Reference should also be made to the Intimate Care Policy [3] for pupils requiring support with intimate care.

For the purposes of this policy, reference to 'parents' includes all adults who have a caring responsibility for a child or children in the school. This may include parents, step-parents, grandparents and other relatives, foster carers and adoptive parents as well as other adults who have a legal responsibility for a child.

2. Notification that a pupil has a medical condition

When a pupil enters the school, parents will be asked about any medical conditions they might have. If a pupil transfers from another school the previous school will be contacted to find out details of special arrangements made to support these medical needs.

Where information is received that a pupil has a medical condition, arrangements to manage the condition will be put in place as soon as reasonably practicable.

In cases where a pupil's medical condition is unclear, or where there is a difference of opinion, judgements will be made about what support to provide based on the available evidence. This will normally involve some form of medical evidence and consultation with parents. Where evidence conflicts some degree of challenge may be necessary to ensure that the right support can be put in place. In this case the school will liaise with medical practitioners involved in the child's medical care.

3. Individual Health Care Plans (HCPs)

Individual HCPs will be used where necessary to ensure that the school effectively supports pupils with medical conditions. They will clarify what needs to be done, when and by whom. The Special Educational Needs Co-ordinator (SENDCO) will lead the development of HCPs, and will be responsible for their regular review and updating.

HCPs are essential in some cases, for example, where conditions fluctuate or where there is a high risk that emergency intervention will be needed. They are likely to be helpful in many other cases, especially where medical conditions are long-term and complex.

The school, health care professional and parent will agree, based on evidence, whether a HCP would be inappropriate or disproportionate. If consensus cannot be reached, the Headteacher will make the determination.

The school will use the model procedure, provided in Annex A (of Supporting pupils at school with medical conditions [1]), in identifying and agreeing the support needed, and developing an individual HCP.

The school will endeavour to ensure that HCPs are presented in a format which makes them most effective for the specific needs of each pupil, and is understood by all involved including the pupil (as appropriate) and their parents. They will be accessible to all who need to refer to them, while preserving confidentiality. Plans will capture the key information and actions that are required to support the pupil effectively. The level of detail

within plans will depend on the complexity of the pupil's condition and the degree of support needed.

Where a pupil has Special Educational Needs (SEN) but does not have an Education Health Care Plan (EHCP), their special educational needs will be mentioned in their HCP.

Individual HCPs (and their review) may be initiated, in consultation with the parent, by a member of school staff (usually the SENDCO) or a health care professional involved with the pupil. Plans should be drawn up in partnership between the school, parents and a relevant health care professional (for example, specialist or children's community nurse), who can best advise on the particular needs of the pupil. Pupils should also be involved whenever appropriate.

HCPs will be developed with the individual pupil's best interests in mind. They will ensure that the school assesses and manages any risks to the pupil's education, health and social well-being, while minimising any disruption. Their aim will be to outline the steps the school will take to help pupils manage their condition and overcome any potential barriers to getting the most from their education.

The SENDCO will take responsibility for ensuring that HCPs are completed correctly, and for their implementation within the school.

Every HCP will be reviewed termly, or at any time when the school receives or is presented with evidence that the pupil's needs have changed.

Where the pupil has a special educational need (SEN) identified in an EHC plan (EHCP), the individual HCP should be linked to, or become part of, that statement or EHCP

Where a pupil is returning following a period of hospital education or alternative provision (including home tuition), the school will work with the Local Authority and/or education provider (as appropriate) to ensure that the individual HCP identifies the support the pupil will need to reintegrate effectively.

HCPs will include the following information:

- The medical condition, its triggers, signs, symptoms and treatments.
- The pupil'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 (for example, crowded corridors, travel time between lessons).
- Specific support for the pupil'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.
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the pupil's medical condition from a health care professional, and cover arrangements for when they are unavailable.
- Who in the 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 by the pupil during school hours (see Managing and Administering Medication policy [2]).

- Separate arrangements or procedures required for trips or other activities outside the normal timetable that will ensure the pupil can participate (for example, risk assessments).
- Where confidentiality issues are raised by the parent or the pupil, the designated individuals to be entrusted with information about the pupil's condition.
- What to do in an emergency, including whom to contact, and contingency arrangements. Some pupils may have an emergency HCP prepared by their lead clinician that could be used to inform development of their individual HCP.

4. Roles and Responsibilities

4.1. The Governing Body

The Governing Body is responsible for:

- Maintaining and reviewing this policy, and for overseeing its operation.
- Ensuring that pupils with medical conditions are supported to enable the fullest possible participation in all aspects of school life.
- Ensuring that sufficient staff have received suitable training and are competent before they take on responsibility to support pupils with medical conditions.
- Ensuring that any members of staff who provide support to pupils with medical conditions are able to access information and other teaching support materials as needed.

4.2. The Headteacher

The Headteacher is responsible for:

- Ensuring that the school's policy is developed and effectively implemented with partners.
- Ensuring that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation.
- Ensuring that all staff who need to know, including temporary or supply staff, are aware of the pupil's condition.
- Ensuring that sufficient trained numbers of staff are available to implement the policy and deliver against all individual HCPs, including in contingency and emergency situations.
- Recruiting a member or members of staff for this purpose, where necessary.
- Ensuring that school staff are appropriately insured and are aware that they are insured to support pupils in this way.

4.3. Members of staff

Any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers' professional duties, staff will take into account the needs of pupils with medical conditions who they teach.

School staff will receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support pupils with medical conditions.

Every member of staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

The school nursing service is responsible for notifying the school when a pupil has been identified as having a medical condition which will require support. Wherever possible, they should do this before a pupil starts at the school. They may support staff on implementing a pupil's individual HCP and provide advice and liaison, for example on training.

The school nursing service will liaise, as required, with lead clinicians on appropriate support for the pupil and associated staff training needs. This may involve the use of community nursing teams.

4.4. Pupils

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. They should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual HCP. Other pupils will often be sensitive to the needs of those with medical conditions.

4.5. Parents

Parents are expected to provide the school with sufficient and up-to-date information about their child's medical needs. They are key partners and should be involved in the development and review of their child's individual HCP, and may be involved in its drafting. They should carry out any action they have agreed to as part of its implementation, for example, provide medicines and equipment and ensure they or another nominated adult are contactable at all times. They must ensure that medication is administered as prescribed at home, and that sufficient supplies of medication are provided to the school. They are also responsible for ensuring that the school has adequate and in-date supplies of medication.

4.6. The Local Authority

The role of the Local Authority is to:

- Provide support, advice and guidance, including suitable training for staff, to ensure that the support specified within individual HCPs can be delivered effectively.
- Work with the school to support pupils with medical conditions to attend full time.
- Make other arrangements in cases where a pupil's health needs prevent them receiving a suitable education within the school.

4.7. Providers of health services

Providers of health services are expected to co-operate with the school in supporting pupils with a medical condition, including appropriate communication, liaison with school nurses and other health care professionals such as specialist and children's community nurses, as well as participating in locally developed outreach and training.

5. Staff Training and Support

The school will ensure that any member of staff providing support to a pupil with medical needs has received appropriate training. The training required will be identified within HCPs.

The relevant health care professional will take the lead in identifying and agreeing with the school the type and level of training required, and how this can be obtained. However, it is the school's responsibility to arrange training and ensure that it remains up-to-date.

Training will 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 HCPs. This will include an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures.

Staff will not give prescription medicines or undertake health care procedures without appropriate training. In some cases, it will be sufficient for them simply to follow written instructions from the parent or on the medication container, but the school will decide on this based on the requirements specified in individual HCPs.

A first-aid certificate does not constitute appropriate training in supporting pupils with medical conditions. Health care professionals, including the school nurse, will be relied upon where appropriate to provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

The school will ensure that all members of staff are aware of the contents of this Policy and their role in implementing it. Information on specific pupils will be disseminated as required, including preventative and emergency measures to enable staff to recognise and act quickly when a problem occurs. Where necessary, a relevant health care professional will be involved in advising on training, to help ensure that all medical conditions affecting pupils in the school are understood fully.

Staff joining the school undergo an Induction Programme which will include the relevant information referred to above.

Where it is considered appropriate, family members will also be involved in providing relevant information to school staff about how their child's needs can be met.

6. Pupils able to manage their own medical needs

After discussion with parents, pupils who are competent should be encouraged to take responsibility for managing their own medicines and procedures. This should be clearly stated within individual HCPs, along with appropriate arrangements for monitoring.

Wherever possible, pupils should be allowed to carry their own medicines and relevant devices or should be able to access their medicines for self-medication quickly and easily. Pupils who can take their medicines themselves or manage procedures may require an appropriate level of supervision. If it is not appropriate for a pupil to self-manage, then a member of staff will be identified to help administer medicines and manage procedures for them.

If a pupil refuses to take medicine or carry out a necessary procedure, staff should not force them to do so, but follow the procedure agreed in the individual HCP. Parents should be informed so that alternative options can be considered.

7. Emergency Procedures

Individual HCPs 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. Other pupils in the school should know what to do in general terms, such as informing a teacher immediately if they think help is needed.

If a pupil needs to be taken to hospital, a member of staff will stay with the pupil until the parent arrives, or accompany a pupil taken to hospital by ambulance.

The school will ensure that local emergency services cover arrangements are understood, and that the correct information is provided for navigation systems.

8. Day trips, residential visits and sporting activities

The school will make every effort to ensure that pupils with medical conditions are able to participate in trips and visits, and in sporting activities, and are supported in so doing according to their own abilities and through employing reasonable adjustments.

Staff will be aware of how a pupil's medical condition will impact on their participation. The school will make arrangements for the inclusion of pupils in such activities, unless evidence from a medical professional (for example, the pupil's GP) states that this is not possible.

The school will carry out risk assessments so that planning of such activities take account of any steps needed to ensure that pupils with medical conditions are included. This will include consultation with parents and pupils and advice from relevant health care professionals, as appropriate.

9. Unacceptable Practice

The school does not generally consider the following practice to be acceptable:

- Preventing pupils from accessing their inhalers and medication and from administering their medication when and where necessary.
- Assuming that every pupil with the same condition requires the same treatment.
- Ignoring the views of the pupil or their parents; or ignoring medical evidence or opinion (although this may be challenged).
- Sending pupils with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual HCPs.
- If the pupil falls ill, sending them to the office or medical room unaccompanied or with someone unsuitable.
- Penalising pupils for their attendance record if their absences are related to their medical condition (for example, hospital appointments).
- Preventing pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively.

- Requiring parents, or otherwise make them feel obliged, to come to school to administer medication or provide medical support to the pupil, including with toileting issues.
- Preventing pupils from participating, or creating unnecessary barriers to pupils participating in any aspect of academy life, including trips (for example, by requiring parents to accompany the pupil).

10. Liability and Indemnity

Insurance policies will provide liability cover relating to the administration of medication, but individual cover may need to be arranged for specific health care procedures. The level and ambit of cover required will be ascertained directly from the relevant insurers. Any requirements of the insurance, such as the need for staff to be trained, will be made clear and complied with.

11. 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, parents may make a formal complaint via the school Complaints Procedure [4], available separately.

12. Further sources of information

Inclusion Policy including SEND Policy [5]

Equality Statement [6]

13. References

[1] gov.uk, “Supporting pupils with medical conditions at school,” 16 August 2017. [Online]. Available: <https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>. [Accessed 6 January 2023].

[2] Alfred Lord Tennyson School, “Managing and Administering Medicines”.

[3] Alfred Lord Tennyson School, “Intimate Care Policy”.

[4] Alfred Lord Tennyson School, “Complaint Policy”.

[5] Alfred Lord Tennyson School, “Inclusion Policy including SEND”.

[6] Alfred Lord Tennyson School, "Equality Policy".

[7] Alfred Lord Tennyson School, "Child Protection and Safeguarding Policy".

[8] Alfred Lord Tennyson School, "Online Safety Policy".

[9] Alfred Lord Tennyson School, "ICT Acceptable Use Policy".

14. Safeguarding

Safeguarding our children is our priority – see Child Protection and Safeguarding Policy [7].

Online safety lessons are conducted regularly within the school to help to ensure that children stay safe online – see Online Safety Policy [8] and ICT Acceptable Use Policy [9]

All concerns must be reported to our Designated Safeguarding leads:

Mrs K O'Connor, Mrs S Smith, Mrs J Appleby and Mrs L Bunker.