



Stapeley Broad Lane C.E. Primary School Supporting Pupils with Medical Needs Policy

Written 2011	Ian Shackleton
Reviewed 2014 in light of "Supporting pupils at school with medical conditions"	Ian Shackleton
Reviewed in Summer 2021 with no changes	Ian Shackleton with advice from medical professionals
Reviewed October 2023	Jen Holden with advice from medical professionals

Most pupils will at some time have a medical condition that may affect their participation in school activities. For many this will be short-term. Other pupils have medical conditions that, if not properly managed, could limit their access to education. Such pupils are regarded as having **medical needs**. Most pupils with medical needs are able to attend school regularly and, with some support from the school, can take part in most normal school activities. This policy should be read in conjunction with the Administering Medicines policy and, if applicable, the SEN 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.

See separate "Administration of Medicines" policy for short-term medical needs.

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 children with medical conditions are effectively supported in consultation with health and social care professionals, their parents and the pupils themselves.

Practicalities

The headteacher 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 child's condition
- supply teachers are briefed
- risk assessments for visits and activities out of the normal timetable are carried out
- individual healthcare plans are monitored (at least annually)
- transitional arrangements between schools are carried out
- if a child's needs change, the above measures are adjusted accordingly

Where children are joining Stapeley Broad Lane CE Primary School at the start of a new academic year, these arrangements should be in place for the start of term. Where a child

joins mid-term or a new diagnosis is given, arrangements should be in place as soon as possible, ideally within two weeks.

Any pupil with a medical condition requiring medication or support in school should have an individual healthcare plan which details the support that child needs. If the parents, healthcare professional and school agree that a healthcare plan is inappropriate or disproportionate, a record of the child's medical condition and any implications for the child will be kept in the school's medical record and the child's individual record.

Care Plans

The following information should be considered when writing an individual healthcare plan:

- 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 child's condition and the support required
- arrangements for written permission from parents and the head teacher for medication to be administered by a member of staff or self-administered (children 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 child can participate
- confidentiality
- what to do if a child refuses to take medicine or carry out a necessary procedure
- what to do in an emergency, who to contact and contingency arrangements
- where a child has SEN but does not have an Education, Health and Care plan, their special educational needs should be mentioned in their care/support plan.

Responsibilities

The Governing Body

- 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 to support children with medical conditions.

The Head Teacher

- 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 child's condition
- should ensure sufficient numbers of staff are trained to implement the policy and deliver care plans, including in emergency and contingency situations, and they are appropriately insured
- is responsible for the development of care plans
- should contact the school nursing service in the case of any child 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, including the administering of medicines, 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 children 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

School Nurses and Other healthcare professionals

- are responsible for notifying the school when a child has been identified as having a medical condition which will require support in school
- may provide advice on developing care plans
- may support staff on implementing a child's care plans
- specialist teams may be able to provide support for particular conditions (eg. Asthma, diabetes)

Pupils

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

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 care plan
- should carry out any action they have agreed to as part of the care plan implementation

Summary

This policy, understood and accepted by governors, staff, parents and pupils, provides a sound basis for ensuring that pupils with medical needs receive proper care and support at school. Formal systems and procedures, drawn up in partnership with parents and staff, are an important aspect of this procedure.

Not all pupils who have medical needs will require a Care Plan. The purpose of such plans is to ensure that school staff have sufficient information to understand and support a pupil with medical needs. They will be drawn up in conjunction with the parents and, where appropriate, the child and the child's medical carers and will set out in detail the measures needed to support a pupil in school, including preparing for an emergency situation.

The information contained within the plans must be treated in confidence and will be used for no other purpose than for the school to set up a good support system. Copies are kept with the child's medication, in the file in the office. It is also advisable for staff to have notes about care plans in their classroom.