



Supporting Pupils with Medical Conditions Policy

Endeavour MAT Schools

DOCUMENT CONTROL		
Approved for operation within	All Endeavour Multi Academy Trust Schools	
Version number	V 3 4.0	
Consulted on with recognised trade unions	N/A	
Reviewed By	Logistics Local Governing Committee	
Recommended to Full Trust Board by:	Trust Policy Oversight Committee	
Date approved by the Trust Board		
Risk Register Item Number	N/A	
Review Period	Annual	
Next Review Date	Autumn 202 5 6	
Policy status	Statutory	
Location published	External	
Owner	Logistics Local Governing Committee	
DOCUMENT HISTORY DATE	DOCUMENT VERSION	DOCUMENT HISTORY
17/11/2022	V1.0	Scheduled Review
23/11/2023	V2.0	Scheduled Review
Autumn 2024	V3.0	Scheduled Review
<u>Autumn 2025</u>	<u>V4.0</u>	<u>Scheduled review – addition of action plan information</u>

Introduction and Aims of the Policy

All Endeavour Multi Academy Trust's schools committed to supporting pupils at school with medical conditions so that they have full access to education, including school trips and physical education.

The Local Governing Committee will ensure that arrangements are in place to support pupils with medical conditions.

The Local Governing Committee will ensure that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of pupils with medical conditions are effectively supported.

The aim is to ensure that:

- Children with medical conditions are supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.
- Parents are confident that the school makes the necessary arrangements to care for their child
- The impact of any emotional responses to medical conditions is reduced
- Awareness is raised of the link between medical conditions and SEN and disability
- The Local Governing Committee will check that arrangements are in place to support pupils with medical conditions. In doing so they will ensure that such children can access and enjoy the same opportunities at school as any other child.
- In addition, and in line with their safeguarding duties, Governing Committees should not place other pupils at risk or accept a child in school where it would be detrimental to the child and others to do so.

Principles and Procedures

Individual Healthcare Plans

- Individual healthcare plans are initiated by a member of the school nursing team or another healthcare professional involved in providing care to the child. It is then distributed to and checked by staff.
- Plans are drawn up with input from a number of professionals e.g. a specialist nurse, who will be able to determine the level of detail needed in consultation with the school, the child and their parents. Plans will be reviewed at least annually or earlier if the child's needs change.

The Individual Plans and Information Records should include:

- The medical condition, its triggers, signs, symptoms and treatments
- The pupil's resulting needs, including medication (its side-effects and its storage) and other treatments, dose, time, facilities, equipment, testing, dietary requirements and environmental issues.
- Specific support for the pupil's educational, social and emotional needs – e.g. how absences will be managed.
- The level of support needed, (some pupils will be able to take responsibility for their own health needs), including in emergencies. If a pupil is self-managing their own medication, this should be clearly stated with appropriate arrangements for monitoring.
- Who will provide this support, what training they have received, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional
- Who in the school needs to be aware of the child's condition and the support required.
- Written permission from parents for medication to be administered by a member of staff or self-administered by individual pupils during school hours.
- 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 - e.g. risk assessment.
- Where confidentiality issues are raised by the parent/pupil, the designated individuals to be entrusted with information about the child's condition.
- What to do in an emergency, including whom to contact, and contingency arrangements.

Roles and Responsibilities

Supporting a pupil with a medical condition during school hours is not the sole responsibility of one person. Partnership working between school staff, healthcare professionals, and parents and pupils are critical. The school will ensure that they will co-operate with others to ensure that the needs of pupils with medical conditions are met effectively.

- **The Headteacher** – will ensure that the policy is developed and effectively implemented with partners. They will ensure that there are sufficiently trained staff available to implement the policy and deliver against all individual healthcare plans, including contingency and emergency situations.
- **School Staff** - any member of the school staff may volunteer or be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so. The Headteacher will ensure that staff have received suitable training and are competent before they take on responsibility to support children with medical conditions.
- **The School Nurse** or other qualified healthcare professional should have the lead role in ensuring that pupils with medical conditions are properly

supported in schools, including supporting staff on implementing a pupil's plan.

- **GPs and Paediatricians** or other appropriate healthcare professional should notify the school nurse when a child has been identified as having a medical condition that will require support at school.
- **Local Authorities** – are commissioners of school nurses for maintained schools and academies.

Under Section 10 of the Children Act 2004, they have a duty to promote co-operation between relevant partners such as Local Governing Boards of maintained schools, proprietors of academies, clinical commissioning groups and the NHS Commissioning Board. The Local Authority should provide support, advice and guidance, including suitable training for school staff, to ensure that the support specified within individual healthcare plans can be delivered effectively. The Local Authority has a duty to work with school to support pupils with medical conditions to attend full time.

- **Providers of Health Services** - should co-operate with the school to ensure they are supporting pupils with a medical condition, including appropriate communication, liaison with school nurses, and participation in locally developed outreach and training.
- **Pupils**– where appropriate 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 health care plan.
- **Parents** – should provide the school with sufficient and up-to-date information about their child's medical needs. They may in some cases notify the school that their child has a medical condition. They are a key partner and should be involved in the development and review of their child's individual health care plan.

Staff Training and Support

- Staff should not give prescription medicines or undertake health care procedures without appropriate training from a healthcare professional. A first-aid certificate does not constitute appropriate training in supporting children with medical conditions.
- The school nurse or other suitably qualified healthcare professional should confirm that staff are proficient before providing support to a specific child.

Children Managing their own Medical Needs

- Where children are competent to manage their own health needs and medicines this should be clearly stated in their individual healthcare plan.

Administration of medication

The DfE guidance 'Supporting Pupils at school with medical conditions – December 2015' can be downloaded via the link below.

[Supporting pupils at school with medical conditions \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

This guidance is designed to help schools and early years settings and their employers develop effective management systems to support individual children with medical needs who require access to their medicines whilst in school, in accordance with the 'National Service Framework for Children'.

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, they should take into account the needs of pupils with medical conditions that they teach. School staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions. Any member of school staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

All medication administered in school must adhere to the 'Medication Guidance for Children & Young People'.

Managing Medicines on School Premises

- Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so.
- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.
- School will only accept prescribed medicines with the parental agreement (**Appendix 1**), that are in-date, labelled, provided in the original containers as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date, but will generally be available to school inside an insulin pen or a pump, rather than in its original container.
- All medicines should be stored safely.
- Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenalin pens should be always readily available to staff and not locked away. This is particularly important to consider when on school trips.
- School keeps controlled drugs that have been prescribed for a pupil securely stored in a non-portable container, behind two locked doors, and only named first aiders have access. Controlled drugs are easily accessible in an emergency.

- A member of staff may administer a controlled drug to the child for whom it has been prescribed providing they have received specialist training/instruction.
- School keeps a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school should be noted.
- When no longer required, medicines should be returned to the parent to arrange for safe disposal.
- Sharps boxes are always used for the disposal of needles and other sharps.

Intimate handling and invasive/intrusive action

It is sometimes necessary for intimate procedures to be undertaken with pupils, either routinely or in the event of an emergency. This might include hygiene/toileting procedures and personal care. However, schools need to be additionally aware of the potential child protection issues when undertaking any intimate procedure. We write and follow a personal care plan for pupils who need additional assistance. This information is shared with parents/carers (**Appendix 2**).

Record keeping

- The Local Governing Committee will check that written records are kept of all medicines administered to children.

Emergency Procedures

- The Local Governing Committee checks that emergency procedures are included in individual healthcare plans. For all off site visits staff complete comprehensive risk assessments that assign roles and responsibilities to individual staff should an emergency arise

Day Trips, Residential Visits and Sporting Activities

- All Endeavour Multi Academy Trust's schools are inclusive schools and as such the Local Governing Committee ensures that they actively support pupils with medical conditions to participate in school trips and visits ref Equality Act 2010

Home to School Transport for Pupils Requiring Special Arrangements

- Where pupils have life threatening conditions, specific transport healthcare plans should be carried on vehicles. This should include what should be done in emergency situations.

Endeavour Multi Academy Trust Schools will ensure that they will not:

- Prevent pupils from easily accessing their inhalers and medication and administering their medication when and where necessary.
- Assume that every pupil with the same condition requires the same treatment.
- Ignore the views of the pupil or their parents.
- Send pupils with medical conditions home frequently or prevent them from staying for normal school activities including lunch.
- Send pupils who become ill to the school office or medical room unaccompanied.
- Penalise pupils for their attendance record if their absences are related to their medical condition e.g. hospital appointments.
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively.
- Require parents, or otherwise make them feel obliged to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs.
- Prevent or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. requiring parents to accompany the child.

Managing learners with allergies

For all pupils with diagnosed allergies, an individual Allergy Action Plan must be in place prior to the child's start at school. This plan must be developed and signed by a qualified medical professional, such as the child's GP or specialist allergy nurse, and shared with the school to ensure staff are fully informed and prepared to respond appropriately. The plan should clearly outline the allergen(s), symptoms of a reaction, emergency procedures, and any prescribed medication, including administration instructions. School staff will be trained in accordance with the plan to ensure the safety and wellbeing of the pupil at all times.

Safety and well-being of pupils and staff

The school must ensure that all reasonable steps are taken to ensure the safety and well-being of all its pupils, including those with medical needs, disabilities, and special educational needs. In order to meet the medical needs of an individual pupil, the first step is to draw up a Health Care Plan which draws on advice from a range of sources.

The school may consider that a risk assessment should be undertaken in addition to the Health Care Plan; this could be in relation to the individual pupil, to the class as a

whole, or to staff. The Staffordshire County Council Health, Safety and Wellbeing Service (01785 355777) can provide advice.

If the school requires legal advice, the school should contact the legal services at Hill Dickinson (0151 600 8974).

Disability issues

Some medical needs may affect the young person's ability easily to access all the educational and other opportunities offered to pupils in school. In this case, the young person may be described as having a disability: that is a physical or mental impairment which has an effect on the ability to carry out normal day-to-day activities. In this case, the young person is protected by the Special Educational Needs and Disability Act whose purpose is to prevent discrimination.

Full details of the requirements on schools to avoid treating disabled pupils less favourably, and to take reasonable steps to ensure that disabled pupils are not placed at a substantial disadvantage, are to be found in the Equality Act 2010 and the SEND Code of Practice 2015.

Integration/reintegration of pupils absent through illness

Some pupils are unable to attend school other than intermittently or for long periods because of medical needs; this could be due to physical illness or injury or because of mental health problems.

The DfE publication ['Ensuring a good Education for Children who cannot attend school because of health needs – December 2023'](#) gives guidance on providing access to as much education as their medical condition allows so that they are able to maintain momentum and keep up with their studies. For these pupils we undertake specific risk assessments to ensure they are safe and well. We also follow policies and procedure which includes health and well checks as part of safeguarding.

Funding for Inclusion of Pupils with Medical Needs

Funding is delegated to mainstream schools to support children with special needs via their EHCP and to support children with other additional needs. The amounts are set out in every school's annual budget statement.

A medical diagnosis or a disability does not necessarily imply SEN; it is the child's educational needs rather than a medical diagnosis that must be considered. Whether or not there is a need for Statutory Assessment is discussed in the Special Educational Needs Code of Practice (DfE 2015).

Pupils with medical needs who attend special schools, or are supported in mainstream schools through a Special Support Centre, already have EHC Plans. Funding to cover the needs of such individual pupils with EHC Plans is generally included in these schools' budget shares.

Liability and Indemnity

- The Local Governing Committee ensures that the school has appropriate level of insurance in place. Insurance is currently provided by Zurich Municipal.

Complaints

- The school has a Complaints Policy and any complaints regarding the support provided to pupils with medical conditions should follow the procedures laid out in this policy.

Parental agreement for setting to administer medicine

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Name of school/setting	
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	

Pupils who arrive with parents carers:
I understand that I must deliver the medicine personally to the school office to be signed in.

Signed and date

Pupils who arrive on transport:
I understand that medication must be handed to the escort/ driver then handed to a member of staff who will sign the medication in at the office.

Signed and date

I understand that under no circumstance a pupil will bring medication in.

Signed and date

Appendix 2



Intimate/Personal Care Plan

Child's Name: (we could also add a photo)

Main areas of need/ Aims:

- Change pad
- Apply cream
- Sit on toilet for 10 seconds
- To increase independence

Agreed Language used: toilet, wee, poo, etc

Detailed Plan:

Step by step detail

Where are items located (clothes, pads, wipes, PPE), where (which toilet/ changing facility), who to support the pupil (1 person 2people, shadow, verbally support, physical clean and change)

Information to be aware of: behaviour, allergies, medical needs etc.

This plan was written by _____ on _____

The pupil was consulted and views obtained (if appropriate) YES N/A

Signed (member of SLT) _____ Date _____

Signed (TA, Support staff)

_____ Date _____
_____ Date _____
_____ Date _____
_____ Date _____
_____ Date _____
_____ Date _____

Signed (Parent/carer) _____ Date _____

Reminder – please cover this document (with a confidential cover) if displaying on the wall as per GDPR Guidance