



**SUPPORTING PUPILS AT SCHOOL WITH  
MEDICAL CONDITIONS POLICY**

**2022**

## **1. Statement of intent**

The governing body of Black Horse Hill Junior School has a duty to ensure arrangements are in place to support pupils with medical conditions. The aim of this policy is to ensure that all pupils with medical conditions, in terms of both physical and mental health, receive appropriate support allowing them to play a full and active role in school life, remain healthy, have full access to education (including school trips and physical education) and achieve their academic potential.

Black Horse Hill Junior School believes it is important that parents/carers of pupils with medical conditions feel confident that the school provides effective support for their child's medical condition, and that pupils feel safe in the school environment.

There are also social and emotional implications associated with medical conditions. Pupils with medical conditions can develop emotional disorders, such as self-consciousness, anxiety and depression, and be subject to bullying. This policy aims to minimise the risks of pupils experiencing these difficulties.

Long-term absences as a result of medical conditions can affect educational attainment, impact integration with peers, and affect wellbeing and emotional health. This policy contains procedures to minimise the impact of long-term absence and effectively manage short-term absence.

Some pupils with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. The school has a duty to comply with the Act in all such cases.

In addition, some pupils with medical conditions may also have special educational needs and disabilities (SEND) and have an education, health and care plan (EHCP) collating their health, social and SEND provision. For these pupils, compliance with the DfE's "The Children and Families Act 2014" and "Special Educational Needs and Disability Code of Practice: 0 to 25 years" and the school's own SEND Policy will ensure compliance with legal duties.

To ensure that the needs of our pupils with medical conditions are fully understood and effectively supported, we consult with health and social care professionals, pupils and their parents/carers.

## **2. Implementation of Appropriate Procedures**

### **2a) Roles and Responsibilities of the Governing Body and School Leadership Team:**

- The governing body is legally responsible for fulfilling its statutory duties under legislation.
- The governing body ensures that no prospective pupil is denied admission to the school because arrangements for their medical condition have not been made.
- The Head Teacher and SENDCO, ensure that arrangements are in place to support pupils with medical conditions.
  - The SENDCO, works with the LA, health professionals, commissioners and support services to ensure that pupils with medical conditions receive a full education. They ensure that the focus is on the needs of each pupil and what support is required to support their individual needs.
  - The Headteacher and SENDCO work together to ensure that, following long-term or frequent absence, pupils with medical conditions are reintegrated effectively.

- The Senior Leadership Team, under the guidance of the SENDCO, ensures that members of staff are properly trained to provide the necessary support and are able to access information and other teaching support materials as needed.
- The Headteacher and SENDCO take responsibility for informing relevant staff of a pupil's condition.
- The SENDCO is responsible for meeting with pupils and parents to set up Medical Record Forms to support children with medical needs in school. MEDICAL RECORD FORMS will be reviewed with parents/carers and pupils annually or more frequently if important changes need to be made to a plan.
  - The school, healthcare professionals and parents/carers agree, based on evidence, whether a MEDICAL RECORD FORMS is required for a pupil, or whether it would be inappropriate or disproportionate. If no consensus can be reached, the Head Teacher makes the final decision.
- The Qualified first aiders are responsible for overseeing the safekeeping and administration of medicines in school and the headteacher is responsible for organising first aid training courses for members of staff.
- The governing body ensures that pupils' health is not put at unnecessary risk. As a result, it holds the right to not accept a pupil into school at times where it would be detrimental to the health of that pupil or others to do so, such as where the child has an infectious disease.
- Parents/carers will notify school of their child's medical condition and any changes to the condition. Parents/carers will support school with planning procedures to set up support for the child in school.

#### **2b) Roles and Responsibilities of the School Nurse:**

- The School Nurse, appointed by NHS Wirral, at the earliest opportunity, must notify the school when a pupil has been identified as having a medical condition which requires support in school.
- Support staff to implement Medical Record Forms, providing advice and training.
- Liaise with lead clinicians locally on appropriate support for pupils with medical conditions.

#### **2c) Roles and Responsibilities of Clinical Commissioning Groups (CCGs):**

- Ensure that commissioning is responsive to pupils' needs, and that health services are able to cooperate with schools supporting pupils with medical conditions.
- Make joint commissioning arrangements for education, health and care provision for pupils with SEND.
- Provide clinical support for pupils who have long-term conditions and disabilities.
- Ensure that commissioning arrangements provide the necessary ongoing support essential to ensuring the safety of vulnerable pupils.

#### **2d) Roles and Responsibilities of Parents / Carers:**

- Notify the school if their child has a medical condition.
- Provide the school with sufficient and up-to-date information about their child's medical needs.
- Are involved in the development and review of their child's Medical Record Forms.
- Carry out any agreed actions contained in the MEDICAL RECORD FORMS.
- Ensure that they, or another nominated adult, are contactable at all times.

### **2e) Roles and Responsibilities of School Staff:**

- There is a team of medically trained staff holding current first-aid certificates. However, a first-aid certificate does not constitute appropriate training for supporting pupils with medical conditions and staff will need training to support the specific medical needs of the child.
- Staff must receive sufficient training and achieve the required level of competency before taking responsibility for supporting pupils with medical conditions.
- School staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, but are not required to do so.
- Staff must take into account the needs of pupils with medical conditions in their lessons when deciding whether or not to volunteer to administer medication.
- Staff must know how to respond accordingly when they become aware that a pupil with a medical condition needs help.
- Staff must not give prescription medicines or undertake health care procedures without appropriate training.
- Supply teachers will be made aware of this policy, the medical needs of any pupils in their charge and have access to MEDICAL RECORD FORMS for children in their charge.

### **2f) Notification of a medical condition:**

- Arrangements will be put in place to support a pupil via transition from KS1 to KS2, transfer from another school, reintegration following absence or diagnosis of a medical condition.
- Appropriate medical advice will be sought from the school nurse and relevant professional services and staff will receive any necessary training.
- Where school is notified of a new medical condition mid-term, school will liaise closely with parents/carers to plan and set up support in school and will endeavour to have all necessary arrangements in place within two school weeks.
- The school does not wait for a formal diagnosis before providing support to pupils. Where a pupil's medical condition is unclear, or where there is a difference of opinion concerning what support is required, a judgement is made by the Head Teacher based on all available evidence (including medical evidence and consultation with parents/carers).

### **2g) Medical Record Forms**

Medical Record Forms set out details of medical conditions and agreed support for a pupil. The plans are kept in a central file and further copies are kept by class teachers and the SENDCO. The following details are included:

- The medical condition, along with its triggers, symptoms, signs and treatments.
- The pupil's needs, including medication (dosages, side effects and storage), other treatments, facilities, equipment, access to food and drink (where this is used to manage a condition), dietary requirements and environmental issues and any identified special educational needs.
- The support needed for the pupil's educational, social and emotional needs.
- The level of support needed, including in emergencies.
- Whether a child can self-manage their medication.
- Who will provide support where necessary.
- Who needs to be made aware of the pupil's condition and the support required.
- Separate arrangements or procedures required during school trips and activities.

- Where confidentiality issues are raised by the parent/carer(s) or pupil, the designated individual to be entrusted with information about the pupil's medical condition.
- What to do in an emergency, including contact details and contingency arrangements.

### 3. **Managing Medicines:**

- Black Horse Hill Junior School has a separate policy for managing medicines in school.
- The school only accepts medicines that are in-date, labelled, in their original container, and that contain instructions for administration, dosage and storage. The only exception to this is insulin, which must still be in-date, but is available in an insulin pen or pump, rather than its original container.
- All medicines are stored safely. Pupils know where their medicines are at all times and are able to access them immediately, whether in school or attending a school trip/residential visit. Where relevant, pupils are informed who holds the key to the relevant storage facility.
- When medicines are no longer required, they are returned to parents/carers for safe disposal. Sharps boxes are always used for the disposal of needles and other sharps.
- Controlled drugs are stored in a non-portable container and only named staff members have access; however, these drugs are easily accessed in an emergency. A record is kept of the amount of controlled drugs held and any doses administered.
- The school holds asthma inhalers for emergency use. The inhalers are stored in the medical cupboard and their use is recorded.
- Staff may administer a controlled drug to a child for whom it has been prescribed. They must do so in accordance with the prescriber's instructions.
- Records are kept of all medicines administered to individual children – stating what, how and how much was administered, when and by whom. A record of side effects presented is also held.

### 4. **Emergency Procedures:**

- Medical emergencies are dealt with under the school's emergency procedures.
- If a child has a Medical Record Form, detailed emergency procedures for the individual child will be recorded in the plan.
- Should the pupil require hospital treatment, a member of staff will remain with the pupil until a parent/carer arrives.
- Staff supervising trips should be aware of risk assessments and emergency procedures. Staff should have a mobile phone to use in case of an emergency.

5. **Unacceptable Practice:**

The following practice is deemed as unacceptable:

- Assuming that pupils with the same condition require the same treatment.
- Preventing pupils from easily accessing their inhalers and medication.
- Ignoring the views of the pupil and/or their parents/carers.
- Ignoring medical evidence or opinion.
- Sending pupils home frequently for reasons associated with their medical condition, or preventing them from taking part in activities at school, including lunch times, unless this is specified in their Medical Record Form.
- Penalising pupils with medical conditions for their attendance record, where the absences relate to their condition.
- Creating barriers to children participating in school life, including school trips.
- Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.
- Making a parent/carer attend a school trip to either administer medication or support their child to enable them to access an educational experience.

6. **Liability and Indemnity:**

- The school provides an appropriate level of insurance which covers staff when following the procedures laid out above. The governing body ensures that appropriate insurance is in place to cover staff providing support to pupils with medical conditions.
- The school holds an insurance policy covering liability relating to the administration of medication.

7. **Complaints Procedures:**

- In the first instance, any complaint should be raised with the Head Teacher.
- Should the complaint not be resolved at this stage, parents/carers may refer to the school's complaints procedure which is available on the school's website.

8. **Monitoring and Review:**

This policy will be reviewed annually by the relevant governor's committee. The policy will be amended in the light of any legislative changes as appropriate.