

**Policy Updated: September 2023**  
**Policy Review: September 2024**



## Whitehouse Primary School

### Supporting Pupils at School with Medical Conditions Policy

This policy aims to provide clear guidance and procedures to staff and parents. It forms the basis of a supportive environment in which pupils with medical needs may receive suitable medical care enabling their continuing participation in mainstream schooling. We aim to ensure that all children will “aspire, believe and achieve” despite any medical needs they may have.

Section 100 of the Children and Families Act 2014 places a duty on the Governing Body and Senior Leadership Team to make arrangements for supporting pupils at Whitehouse Primary School with medical conditions. Some children with medical conditions may be disabled. Where this is the case the school will comply with the duties placed on us by the Equality Act 2010. Some pupils with medical conditions may also have a Special Educational Needs (SEN). If this is the case this policy should be read in conjunction Whitehouse Primary School SEN policy.

#### **Definitions of Medical Conditions:**

Pupils’ medical needs may be broadly summarised as being of two types:

- Short-term, affecting their participation in school activities because they are on a course of medication, or have a short term illness or injury.
- Long-term, potentially limiting their access to education and requiring extra care and support (deemed special medical needs).

Whitehouse Primary School aims to:

- Ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported in school so they can, play a full and active role in school life, remain healthy and achieve their academic potential.
- Ensure that children with medical conditions have the same opportunities at school as every other child. (Where possible, and where appropriate to each individual child.)
- Ensure that each child with a medical condition has the same rights of admission as other children.
- Respond flexibly to each individual case to ensure the best opportunities possible for the child with a medical condition. Eg part time schooling

- Ensure smooth transition for a child with a medical condition into the school and when they move on to another educational setting. We also aim to ensure smooth reintegration back into school following a period of absence.
- Ensure that parents feel confident that Whitehouse Primary School will provide effective support for their child's medical condition.
- Ensure that the child feels safe at school.
- Establish effective relationships with the relevant health services to ensure optimum support for the child.
- Listen to, and value, the views of parents and pupils.
- Support for Whitehouse Primary staff to ensure they are confident in meeting the particular needs of each child.

### **Policy Implementation**

The overall responsibility for the successful administering and implementation of this Policy is given to the Headteacher. They will:

- ensure that sufficient staff are suitably trained to support the child.
- endeavor to ensure cover arrangements, in case of staff absences or staff turnover that someone is available to support a child as necessary.
- brief additional teachers, visitors and trainee teachers.
- ensure risk assessments for school visits and other school activities outside of the normal timetable are in place.
- ensure the establishment and monitoring of individual healthcare plans.

All staff will be expected to show a commitment and awareness of children's medical conditions. All new members of staff will be inducted into the arrangements and guidelines set out in this Policy as part of the induction process.

Whitehouse Primary School will liaise with any appropriate professional to ensure appropriate care is in place for the child. These professionals will include the school nurse, GP, Paediatrician, and local specialist health teams.

We will ensure that the correct procedures are followed whenever we are notified that a pupil has a medical condition. The procedures will also be in place to cover any transitional arrangements between schools, the process to be followed upon reintegration or when pupil's needs change and arrangements for any staff training or support.

For children starting at Whitehouse Primary School at the beginning of the school year or where significant risk to safety (of child or others) is associated with the child's condition, arrangements will be in place before the child joins/returns to school. In all other cases, every effort will be made to ensure that arrangements are put in place within two weeks.

In making the arrangements, the school will take into account that many of the medical conditions that require support at school will affect quality of life and may be life-threatening. We acknowledge that some will be more obvious than others. We will therefore ensure that the focus is on the needs of each individual child and how their medical condition impacts on their school life.

Whitehouse Primary will ensure that arrangements give Parents/Carers and pupils confidence in the school's ability to provide effective support for medical conditions in school.

The arrangements will show an understanding of how medical conditions impact on a child's ability to learn, as well as increase their confidence and promote self-care.

We will ensure that staff are properly trained to provide the support that pupils need. The school will ensure that arrangements are clear and unambiguous about the need to support actively pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so. The school will make arrangements for the inclusion of pupils in such activities with any adjustments as required unless evidence from a clinician such as a GP states that this is not possible.

At Whitehouse Primary, we recognise that a first-aid certificate does not constitute appropriate training in supporting children with medical conditions. Healthcare professionals, including the school nurse, who we have regular access to, will provide training and subsequent confirmation of the proficiency of staff in a medical procedure, or in providing medication.

The school will make sure that no child with a medical condition is denied admission or prevented from attending the school because arrangements for their medical condition have not been made. However, in line with our Safeguarding duties, we will ensure that pupils' health is not put at unnecessary risk from, for example infectious diseases. We will therefore not accept a child in school at times where it would be detrimental to the health of that child or others.

The school does not have to wait for a formal diagnosis before providing support to pupils. In cases where a pupil's medical condition is unclear, or where there is a difference of opinion, judgements will be needed about what support to provide based on the available evidence. This would normally involve some form of medical evidence and consultation with Parents/Carers. Following the discussions, with all involved, an Individual Health Care Plan will be written by the school nurse.

Where a child has an Individual Health Care Plan, this should 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 child (regardless of whether they have an Individual Health Care Plan) needs to be taken to hospital, staff should stay with the child until the Parent/Carer arrives, or accompany a child taken to hospital by ambulance.

### **Individual Health Care Plans**

Individual Health Care Plans will be written and reviewed by the SENDCo and Medical Lead, in conjunction with health care professionals and the child's parents, but it will be the responsibility of all members of staff supporting the individual children to ensure that the Plan is followed. The child's class teacher will be responsible for their development and ensuring that they and their medical conditions are supported at school.

Individual Healthcare Plans will help to ensure that the school effectively supports pupils with medical conditions. They will provide clarity about what needs to be done, when and by whom. They will often be essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed. They are likely to be helpful in the majority of other cases too, especially where medical conditions are long-term and complex. However, not all children will require one. The school, health care professional and Parents/Carers should agree, based on evidence when a Health Care Plan would be inappropriate or disproportionate.

Individual Health Care Plans will be easily 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 child effectively. The level of detail within plans will depend on the complexity of the child's condition and the degree of support needed. This is important because different children with the same health condition may require very different support. Where a child has Special Educational Needs but does not have a statement or Education Health & Care Plan (EHC) plan, their SEN should be mentioned in their Individual Health Care Plan.

Individual Health Care Plans, (and their review), may be initiated, in consultation with the Parent/Carer, by a member of school staff or a healthcare professional involved in providing care to the child. The Individual Health Care Plan must be completed by the SENDCo with support from Parents/Carers, and a relevant healthcare professional, e.g. school, specialist or children's community nurse, who can best advise on the particular needs of the child. Pupils should also be involved whenever appropriate. The responsibility for ensuring it is finalised and implemented rests with the school.

The school will ensure that Individual Health Care Plans are reviewed at least annually or earlier if evidence is presented that the child's needs have changed. They will be developed and reviewed with the child's best interests in mind and ensure that the school assesses and manages risks to the child's education, health and social wellbeing and minimises disruption.

The Individual Health Care Plan will contain 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 e.g. crowded/noisy conditions, 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 tests, use of rest periods, additional support in catching up with lessons or counselling sessions;
- the level of support needed, (some children will be able to take responsibility for their own health needs), including in emergencies. If a child is self-managing their medication, this should 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 child'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 child's condition and the support required;
- arrangements for written permission from Parents/Carers for medication to be administered by a member of staff, or self-administered by the pupil 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 assessments;
- where confidentiality issues are raised by the Parents/Carers or child, 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. Some children may have an Emergency Health Care Plan prepared by their lead clinician that could be used to inform development of their Individual Health Care Plan.

### **The Child's Role in managing their own Medical Needs**

If it is deemed, after discussion with the Parents/Carers, that a child is competent to manage their own health needs and medicines, the school will encourage them to take responsibility for managing their own medicines and procedures. This will be reflected within Individual Health Care Plans.

Wherever possible, children should be able to access their medicines for self-medication quickly and easily. They will be stored in the cupboard in the school medical room. The school does also recognise that children who can take their medicines themselves or manage procedures may require an appropriate level of supervision. If a child is not able to self-medicate then relevant staff should help to administer medicines and manage procedures for them.

If a child refuses to take medicine or carry out a necessary procedure, staff should not force them to do so but instead follow the procedure agreed in the Individual Health Care Plan. Parents/Carers should be informed, outside of the review, so that alternative options can be considered.

### **Managing Medicines**

The following are the procedures to be followed for managing medicines:

- Medicines should only be administered at the school when it would be detrimental to a child's health or school attendance not to do so.
- No child will be given prescription or non-prescription medicines without their Parents/Carers written consent.
- The school will only give non-prescribed drugs to a child if we have specific written permission from the parent. We will not administer aspirin or medicines containing ibuprofen unless prescribed by a doctor.
- The school will only accept prescribed medicines that are in-date, labelled, provided in the original container 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 inside an insulin pen or a pump, rather than in its original container.

- All medicines will be stored safely in the office, or in a designated place within the classroom. Children should know where their medicines are at all times and be able to access them immediately. All First Aiders, and staff who work directly with the child, must be aware where medication is stored.
- Medicines and devices that may be required at short notice such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available to children and not locked away; these will be stored in the classroom if appropriate, or in the medicine cupboard in the office where both class teacher and child know how to access them. If a child requires an asthma inhaler it is crucial that there is an inhaler in the school at all times.
- During school trips, and residential, the first aid trained member of staff/member of staff in charge of first aid will carry all medical devices and medicines required.
- Staff administering medicines should do so in accordance with the prescriber's instructions. The school will keep a written 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 the school should be noted. These records offer protection to staff and children and provide evidence that agreed procedures have been followed.
- When no longer required, medicines should be returned to the Parent/Carer to arrange for safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps.
- It is the responsibility of the parent to ensure that all appropriate medicine and medical equipment is available in school and that medicines are in date.

(Please also read the Medical Procedures/Administration of Medicine Policy)

### **Unacceptable Practice**

Although Whitehouse Primary staff should use their discretion and judge each case on its merits with reference to the child's Individual Health Care Plan, it is not generally acceptable practice to:

- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary
- assume that every child with the same condition requires the same treatment
- ignore the views of the child or their Parents/Carers; or ignore medical evidence or opinion, (although this may be challenged)
- send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans
- if the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- penalise children 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/Carers, or otherwise make them feel obliged, to attend the school to administer medication or provide medical support to their child, 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 children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring Parents/Carers to accompany the child.

### **Complaints**

Should Parents/Carers or pupils be dissatisfied with the support provided they should discuss their concerns directly with the Headteacher. If for whatever reason this does not resolve the issue, they may make a formal complaint via the complaints procedure outlined in the school's Complaints Policy.