

# Supporting children with medical conditions policy

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It is the responsibility of all Cathedral Schools Trust employees, governors and volunteers to familiarise themselves with the contents of all Trust policies and any amendments hereafter.

**Cathedral Schools Trust**  
**Headley Park Primary School**

June 2024

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## 1.Aims

1 This policy aims to ensure that:

- Learners, staff and parents understand how CST schools will support pupils with medical conditions
- Learners with medical conditions are properly supported to allow them to access the same education as other learners, including school trips and sporting activities

1.2 The School will implement this policy by:

- Making sure sufficient staff are suitably trained
- Ensuring that the procedures and arrangements for managing medical conditions and medical emergencies are understood by all staff
- Making staff aware of learners' conditions, where appropriate
- Ensuring they are satisfied that the schools understand the impact of medical conditions on learners' wellbeing and ability to achieve
- Making sure there are cover arrangements to ensure someone is always available to support learners with medical conditions
- Providing supply teachers with appropriate information about the policy and relevant learners
- Developing and monitoring Individual Healthcare Plans (IHCPs)
- Being satisfied that learners are encouraged and supported in managing their own health needs and medicines, as appropriate
- Ensuring that written records are promptly and accurately maintained
- Ensuring that staff have been made aware of unacceptable practice
- Ensure that, in schools with EYFS (children under 5 years), at least one person has a current paediatric first aid certificate and this person must accompany children on outings.

1.3 All schools will welcome and support students with medical needs and ensure that all learners with medical conditions have the same opportunities as others.

## 2. Introduction

2.1 Ofsted guidance "Learners with Medical Needs' and DfE statutory guidance 'Supporting Pupils at School with Medical Conditions Dec 2015' were used as reference documents as the policy was developed. Supporting pupils at school with medical conditions ([publishing.service.gov.uk](http://publishing.service.gov.uk))

Relationship to Other Policies

- Health and Safety Policy
- Equality Opportunities (Students) Policy
- SEND and Inclusion Policy, including the SEN Information Report

- Accessibility Plan
- Attendance Policy
- Complaints Policy

Legislation and statutory responsibilities

This policy meets the requirements under Section 100 of the Children and Families Act 2014, which places a duty on governing boards to make arrangements for supporting pupils at their school with medical conditions.

It is also based on the Department for Education (DfE)'s statutory guidance on supporting pupils with medical conditions at school.

### **3. Transition, Welcome and Support Arrangements on Entry**

The Trust is an inclusive community that aims to welcome and support learners with medical conditions.

### **4. Inclusive Practice and Reintegration after Long Term Absence**

Schools within the Trust will ensure that learners with medical conditions are included in all activities within the school and appropriate adjustments are made to the activities where possible.

### **5. Roles and Responsibilities**

#### **5.1 The Headteacher**

- The headteacher has ultimate responsibility to make arrangements to support learners with medical conditions.
- The headteacher will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions .
- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all Individual Healthcare Plans (IHCPs), including in contingency and emergency situations.
- Ensure that all staff who need to know are aware of a learner's condition.
- Take overall responsibility for the development of IHCPs, see section 8 for any delegation of this.

- Make sure that school staff are appropriately insured and aware that they are insured to support learners in this way.
- Contact the school nursing service in the case of any learner who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse
- Ensure that systems are in place for obtaining information about a learner's medical needs and that this information is kept up to date

In practice these responsibilities may be carried out through directing others within the management chain of the school. However, Headteachers remain ultimately responsible for ensuring those persons with delegated responsibility carry out the requirements in full. The Headteacher will therefore need to monitor that the required actions are being undertaken on their behalf.

## **5.2 Staff**

Supporting learners with medical conditions during school hours is not the sole responsibility of one person.

- Any member of staff may be asked to provide support to learners with medical conditions, although they will not be required to do so.
- Those staff who take on the responsibility to support learners with medical conditions will receive sufficient and suitable training in administering medicines, and will achieve the necessary level of competency before doing so.
- Teachers will take into account the needs of learners with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a learner with a medical condition needs help.

## **5.3 Parents**

Parents will:

- Provide the school with sufficient and up-to-date information about their child's medical needs
- Be involved in the development and review of their child's IHCP and may be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the IHCP, e.g. provide medicines and equipment, and ensure they or another nominated adult are contactable at all times

## **5.4 Learners**

Learners with medical conditions will often be best placed to provide information about how their condition affects them. Learners should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHCPs. They are also expected to comply with their IHCPs.

### **5.5 School nurses and other healthcare professionals**

The school nursing service and other healthcare professionals will notify the school when a learner has been identified as having a medical condition that will require support in school. This will be before the learner starts school, wherever possible. They may also support staff to implement a child's IHCP.

Healthcare professionals, such as GPs and paediatricians, will liaise with the school's nurses and notify them of any learners identified as having a medical condition. They may also provide advice on developing IHCPs.

## **6. Equal opportunities**

The school is clear about the need to actively support learners with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so. The school will consider what reasonable adjustments need to be made to enable these learners to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that learners with medical conditions are included. In doing so, learners, their parents and any relevant healthcare professionals will be consulted.

## **7. Being notified that a child has a medical condition**

When the school is notified that a learner has a medical condition, the process outlined below will be followed to decide whether the learner requires an IHCP.

The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for learners who are new to the school.

## 8. Individual healthcare plans (IHCPs)

The headteacher has overall responsibility for the development of IHCPs for learners with medical conditions.

This has been delegated to the SENDCO.

Plans will be reviewed at least annually, or earlier if there is evidence that the learners's needs have changed. Plans will be developed with the learner's best interests in mind and will set out:

- What needs to be done
- When
- By whom

Not all learners with a medical condition will require an IHCP. It will be agreed with a healthcare professional and the parents when an IHCP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the headteacher will make the final decision.

Plans will be drawn up in partnership with the school, parents and a relevant healthcare professional (specialist or paediatrician) who can best advise on the learner's specific needs.

The learner will be involved wherever appropriate. IHCPs will be linked to, or become part of, any Education, Health and Care Plan (EHCP). If a learner has SEND but does not have an EHCP, the SEN will be mentioned in the IHCP. The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed.

The School and the SENDCO, will consider the following when deciding what information to record on IHCPs:

- The medical condition, its triggers, signs, symptoms and treatments.
- The learner'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 corridors, travel time between lessons.
- Specific support for the learner'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. If a learner is self-managing their medication, this will 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 learner'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 learner'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 learner 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 learner can participate, e.g. risk assessments.
- Where confidentiality issues are raised by the parent/learner, the designated individuals to be entrusted with information about the learner's condition.
- What to do in an emergency, including who to contact, and contingency arrangements.
- Each school within the Trust will maintain a central record of healthcare plans. Any learner with a serious medical condition will be highlighted to staff via a briefing and photographic information cards displayed in key locations.

## 9. Training

Staff who are responsible for supporting learners with medical needs will receive suitable and sufficient training to do so. The training will be identified during the development or review of IHCPs. Staff who provide support to learners with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the SENDCO.

Training will be kept up to date. Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the learners
  - Fulfil the requirements in the IHCPs
  - Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures
- Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency



measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

## 10. Record keeping

The School will ensure that written records are kept of all medicine administered to learners for as long as they are present at the school. Parents will be informed if their child has been unwell at school. IHCPs are kept in a readily accessible place which all staff are aware of.

## 11. Liability and indemnity

The Trust will ensure that the appropriate level of insurance is in place through the Department for Education's risk protection arrangement (RPA). Individual cover may need to be arranged for any healthcare procedures.

## 12. Complaints

Parents with a complaint about their child's medical condition should discuss these directly with the SENDCO in the first instance. If the SENDCO cannot resolve the matter, they will direct parents to the school's complaints procedure.

## 13. Monitoring arrangements

The Policy will be reviewed every two years. In addition to the information gathered above, key staff, parents of learners with medical conditions and key health professionals will be asked for their views on the school's practice and adherence to the procedures.

## 14. Risk Assessments

Each school within the Trust will carry out individual risk assessments for learners who participate in out of school activities, work placements and trips to ensure that appropriate provision is made for the health, safety and wellbeing of both learners and staff.

## 15. Version Control

Version	Date	Amended by	Recipients	Purpose
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1	June 2024	Risk and Audit Committee	Members of CST, every Trustee, each Local Governor, all Cathedral Schools Trust employees and volunteers and others at the discretion of the Chairman of the Trustees of CST. CST Website updated.	Annual Review
2				

#### 16.Approvals (Annual)

Version	Date	Approved by
1	June 2024	CST Risk and Audit Committee/Trustees
2		
Date for next review of this policy	June 2025	

## Appendix A - Individual Healthcare Plan

### CST - Individual Healthcare Plan

Name of school/setting

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

### Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

### Clinic/Hospital Contact

**Name**

**Phone no.**

**G.P. Contact Details**

**Name**

**Phone no.**

**Who is responsible for providing support in school**

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency *(state if different for off-site activities)*

Plan developed with

[Empty rectangular box]

Staff training needed/undertaken – who, what, when

[Empty rectangular box]

Form copied to

[Empty rectangular box]

## Appendix B: Parental / Guardian Agreement for School 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.

<b>Date for review to be initiated by</b>	
<b>Name of school/setting</b>	
<b>Name of child</b>	
<b>Date of birth</b>	
<b>Group/class/form</b>	
<b>Medical condition or illness</b>	

### Medicine

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

**Procedures to take in an emergency**

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

**Contact Details**

**Name**

--

**Daytime telephone no.**

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**Relationship to child**

--

**Address**

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**I understand that I must deliver the medicine personally to**

--

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s)

Date



## Appendix C: Record of medicine administered to an individual child

**Name of school/setting**

**Name of child**

**Date medicine provided by parent**

**Group/class/form**

**Quantity received**

**Name and strength of medicine**

**Expiry date**

**Quantity returned**

**Dose and frequency of medicine**


Staff signature: \_\_\_\_\_

Signature of parent : \_\_\_\_\_

**Date**

**Time given**

**Dose given**

**Name of member of staff**

**Staff initials**


**Record of medicine administered to an individual child (Continued)**

<b>Date</b>			
<b>Time given</b>			
<b>Dose given</b>			
<b>Name of member of staff</b>			
<b>Staff initials</b>			

<b>Date</b>			
<b>Time given</b>			
<b>Dose given</b>			
<b>Name of member of staff</b>			
<b>Staff initials</b>			

<b>Date</b>			
<b>Time given</b>			
<b>Dose given</b>			
<b>Name of member of staff</b>			
<b>Staff initials</b>			

<b>Date</b>			
<b>Time given</b>			

**Dose given**

**Name of member of staff**

**Staff initials**









## Appendix D: Staff training record – administration of medicines

See Medi

**Name of school/setting**

**Name**

**Type of training received**

**Date of training completed**

**Training provided by**

**Profession and title**


I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [name of member of staff].

Trainer's signature

Date

**I confirm that I have received the training detailed above.**

Staff signature

Date

Suggested review date



## Appendix E: Contacting Emergency Services

**Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.**

**Speak clearly and slowly and be ready to repeat information if asked.**

1. your telephone number
2. your name
3. your location as follows [insert school/setting address]
4. state what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code
5. provide the exact location of the patient within the school setting
6. provide the name of the child and a brief description of their symptoms
7. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8. put a completed copy of this form by the phone



## Appendix F: Model letter inviting parents to contribute to individual healthcare plan development

Dear Parent

### DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting pupils at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents, pupils, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgments about how your child's medical condition impacts on their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will involve [the following people]. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I [or another member of staff involved in plan development or pupil support] would be happy for you to contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely