# A Policy for Supporting Pupils with Medical Conditions

# Hillborough Infant and Nursery School

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| **Owned and Written by:**<br>SENDCo | **Date:**<br>May 2025 |
| **Approved by:**<br>Full Governing Body | **Date:**<br>May 2025 |
| **Next Review:** | **Date:**<br>May 2027 |
| **This policy has been updated to reflect the General Data Protection Regulation (GDPR) and Data Protection Act 2018, and it supersedes the HM Government Information Sharing Guidance for Practitioners and Managers published in March 2015.** | |

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## 1. Rationale

Hillborough Infant and Nursery School understands that it has a responsibility to make the school welcoming and supportive to pupils with medical conditions who currently attend, and to those who may join in the future. Staff are committed to safeguarding and promoting the welfare of all children, but parents have the prime responsibility for their child's health and should provide the school with essential or necessary information about their child's medical condition.

## 2. Aims

This policy aims to ensure that:

- Pupils, staff and parents understand how our school will support pupils with medical conditions
- Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including school trips and sporting activities The governing board will implement this policy by:
- Making sure sufficient staff are suitably trained
- Making staff aware of pupils' conditions, where appropriate
- Making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions
- Providing supply teachers with appropriate information about the policy and relevant pupils
- Developing and monitoring individual healthcare plans (IHCPs)

## 3. 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.

## 4. Roles and Responsibilities and Training

Supporting a child with a medical condition during school hours is not the sole responsibility of one person. Collaborative working arrangements and working in partnership will ensure that the needs of pupils with medical conditions are met effectively.

### 4.1 The governing board

The governing board has ultimate responsibility to make arrangements to support pupils with medical conditions. The governing board will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

### 4.2 The Headteacher

The Headteacher will:

- 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 child's condition
- Take overall responsibility for the development of IHCPs
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way
- Contact the school nursing service in the case of any pupil 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 child's medical needs and that this information is kept up to date

### 4.3 The SENDCo

At Hillborough Infant and Nursery School the Special Needs and Disability Coordinator (SENDCo) is the person responsible for children with medical conditions. This person is responsible for:
Informing relevant staff of medical conditions;

- Arranging training for identified staff;
- Assisting with risk assessments for school visits;
- Liaising with Healthcare professionals to implement Individual Healthcare Plans (IHCPs)
- Working together with parents, pupils, healthcare professionals and other agencies.

### 4.4 The staff

Supporting pupils 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 pupils with medical

conditions, although they will not be required to do so. This includes the administration of medicines.

Those staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.

Teachers will take into account the needs of pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

### 4.5 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

### 4.6 Pupils

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Pupils 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.

### 4.7 School nurses and other healthcare professionals

Our school nursing service will notify the school when a pupil has been identified as having a medical condition that will require support in school. This will be before the pupil 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 pupils identified as having a medical condition. They may also provide advice on developing IHCPs.

Luton Borough Council's Public Liability cover explicitly provides insurance for appropriately trained staff (those trained by a member of the medical profession) to use EpiPens, defibrillators, injections, dispensing prescribed medicines, application of appliances such as splints and oral and topical medicine. All such medication must be administered as prescribed by a medical professional. In other situations, staff are covered provided they have followed the Care Plan in place and have had relevant training.

Clinical commissioning groups (CCGs) should ensure that commissioning is responsive to children's needs and that health services are able to co-operate with schools supporting children with medical conditions.

Ofsted – Inspectors consider the needs of pupils with chronic or long term medical conditions and also those of disabled children and pupils with SEN. The school will demonstrate that the policy dealing with medical needs is implemented effectively.

## 5. Procedures when notification is received that a pupil has a medical condition

When the school is notified by a parent or health professional that a pupil has a medical condition, the SENDCo will liaise with relevant individuals, including as appropriate parents or carers, the individual pupil, health professionals and other agencies to decide on the support to be provided to the child. When appropriate, an IHCP will be drawn up by health professionals.

## 6. Individual Health Care Plans (IHCPs)

An IHCP will be written by health professionals for pupils with a medical condition that is long term and complex, and one which needs interventions whilst at school. It will clarify what needs to be done, when and by whom and include information about the child's condition, special requirements, medicines required, what constitutes an emergency and action to take in the case of an emergency. If a child requires emergency treatment staff should stay with the child until the parent arrives or accompany a child taken to hospital by ambulance.

Where a child has SEN/D but does not have a statement or Educational Health Care plan, their special educational needs will be mentioned in their IHCP. IHCPs will be reviewed annually or earlier if evidence is provided that a child's needs have changed.

## 7. Training for Staff

All staff will be expected to have an awareness of those children with medical conditions and how to respond in an emergency, if staff are in doubt they should call 999 and ensure the pupil is not left unattended. This policy will form part of the school's induction arrangements.

Suitable training should have been identified during the development or review of IHCPs. Some staff may already have some knowledge of the specific support needed by a child with a medical condition and so extensive training may not be required. Staff who provide support to pupils with medical conditions should be included in meetings where this is discussed.

The relevant healthcare professional should normally lead on identifying and agreeing with the school the type and level of training required, and how this can be obtained. School may choose to arrange training themselves and should ensure this remains up-to-date.

Training should be sufficient to ensure that staff are competent and have confidence in their ability to support pupils with medical conditions, and to fulfil the requirements as set out in IHCPs. They will need an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures.

A first-aid certificate does not constitute appropriate training in supporting children with medical conditions. Healthcare professionals, including the school nurse, can provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

The family of a child will often be key in providing relevant information to school staff about how their child's needs can be met, and parents should be asked for their views. They should provide specific advice, but should not be the sole trainer.

## 8. Administration and Storage of Medicine

Hillborough Infant and Nursery School has clear guidance on the administration and storage of medication at school. Please see Administration of Medicines Policy.

## 9. Record Keeping

Hillborough Infant School has clear guidance about record keeping. Parents at this school are asked if their child has any health conditions or health issues on an enrolment form which is completed at the start of each school year. Parents of new pupils starting at other times during the year are also asked to provide this information on enrolment forms. Parents should alert school if any changes to a child's health needs occur. At the beginning of a new school year, parents are asked to update their data forms, including any changes to medical needs.

## 10. Long-term medical conditions – provision at home or hospital

Where children have complex or long-term health issues, the pattern of illness can be unpredictable. In these cases, school will consult with the relevant health care professionals, parents, and where appropriate with the child, to discuss their needs and how these may best be met. That may be through individual support or by them remaining at school and being supported back into school after each absence. How long the child is likely to be out of school will be important in deciding this. The Local Authority should make provision available as soon as the child is able to benefit from it. and work with schools to support pupils with medical conditions to attend full time.

Where a child has been in hospital for a longer period and returns home, if appropriate, the Local Authority should aim to provide education at home or otherwise as quickly as possible. The child's education may well have been disrupted by their time in hospital, so further discontinuity should be avoided if at all possible.

This may be organised through a referral to the Local Authority by the school or by the medical professionals. The school will liaise regularly with the child's parents and the healthcare professionals when the pupil is able to begin a transition back into school and a plan will be agreed.

A child unable to attend school because of health needs must not, therefore, be removed from the school register without parental consent and certification from the school medical officer, even if the LA has become responsible for the child's education. Continuity is important for children and knowing that they can return to their familiar surroundings and school friends can help their recovery and their educational progress.

## 11. Activities Beyond the Usual Curriculum

**Educational Visits**

At Hillborough Infant and Nursery School we encourage children with medical needs to participate in safely managed visits. We consider what reasonable adjustments we might make to enable children with medical needs to participate fully and safely on visits. This includes reviewing and revising the Educational Visits Policy and procedures so that planning arrangements will include the necessary steps to include children with medical needs. It might also include risk assessments for such children.

Sometimes additional safety measures may need to be taken for educational visits and it may be that a parent might need to accompany a particular child. Arrangements for taking any necessary medicines will also need to be taken into consideration. Staff supervising visits will always be aware of any medical needs and relevant emergency procedures. Copies of IHCPs will be taken on visits in the event of the information being needed in an emergency. If staff are concerned about whether they can provide for a child's safety or the safety of other children on a visit they will seek parental views and medical advice from the school nurse.

**Sporting Activities**

Most children with medical conditions can participate in physical activities. Teachers plan lessons to allow for pupils to follow in ways appropriate to their own abilities. Any restrictions on a child's ability to participate in PE are recorded in their IHCP. All adults are made aware of issues of privacy and dignity for children with particular needs.
Some children may need to take precautionary measures before or during exercise and may also need to be allowed immediate access to their medicines. Staff supervising sporting activities consider whether risk assessments are necessary for some children, are aware of relevant medical conditions, and any preventative medicine that may need to be taken and emergency procedures.

## 12. Unacceptable Practice

The following items are not generally acceptable practice with regard to children with medical conditions, although the school will use discretion to respond to each individual case in the most appropriate manner:

- Preventing children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- Assuming that every child with the same condition requires the same treatment;
- Ignoring the views of the child or their parents; or ignoring medical evidence or opinion, (although medical evidence may be requested);
- Sending children with medical conditions home frequently or preventing them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
- If the child becomes ill, sending them to the medical room unaccompanied or with someone unsuitable;
- Penalising parents for their attendance record if their absences are related to their medical condition e.g. hospital appointments;
- Preventing pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
- Requiring parents, or otherwise making them feel obliged, to attend school to administer medication or provide medical support to their child, including toileting issues No parent should have to give up working because the school is failing to support their child's medical needs and Hillborough Infant and Nursery school will endeavour to find adequate support;
- Preventing children from participating, or creating unnecessary barriers to children partaking in any aspect of school life, including school educational visits.

## 13. Complaints

An individual wishing to make a complaint about the school's actions in supporting a child with medical conditions should discuss this with the Headteacher in the first instance. If the issue is not resolved, then a formal complaint may be made, following the complaints procedure as set out in the school prospectus.

## 14. Implementation, Monitoring and Review

This policy was drawn up, and will be monitored by, Aleise Breen, SENCO, in consultation with Josie Walter, Headteacher and with all members of staff. The policy will be reviewed in March 2024.