



## **Pupils with Medical Needs Policy**

Section 100 of the Children and Families Act 2014 places a duty on governing bodies of maintained schools to make arrangements for supporting pupils with medical conditions at their school. The DfE publication '**SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS**' published April 2014 includes statutory guidance for governing bodies of maintained schools in England.

### **Definition of the term Medical Condition used in this context**

A medical condition that is long term with acute episodes, requires ongoing support, and involves the need for medication and/or care whilst at school. The condition will need monitoring and could require immediate intervention in emergency circumstances. Some children with medical conditions may be disabled. Where this is the case the Governing body must comply with their duties under the Equality Act 2010. Some may also have special educational needs (SEN) and may have an Education, Health and Care Plan (EHCP) which brings together health and social care needs, as well as their special educational provision. For children with Special Educational Needs and Disability (SEND), this guidance should be read in conjunction with the 'SEND code of practice: 0 to 25 years which came into force on 1 September 2014, Lancashire Authority's 'Local Offer' and the School's SEN Information Report published on the school's website [www.st-marks.lancs.sch.uk](http://www.st-marks.lancs.sch.uk)

At St Mark's school pupils with medical conditions will be properly supported so that they have full access to education, including educational visits and physical education and sporting activities.

### **The Role of the Governing Body**

- To ensure that arrangements are in place to support pupils with medical conditions so they can access and enjoy the same opportunities at school as any other child.
- To take into account that many of the medical conditions that require support at school will affect quality of life, and may be life-threatening, so the focus of action taken is on the needs of each individual child, and how their medical condition impacts on their school life.
- To make arrangements that give parents and pupils confidence in the school's ability to provide effective support for medical conditions in school; showing an understanding of how medical conditions impact on a child's ability to learn, as well as increasing confidence and promoting self-care; and finally ensuring staff are properly trained to provide the support that pupils need.

- To monitor arrangements put in place to ensure that policies, plans, procedures and systems are properly and effectively implemented in accordance with statutory requirements - in particular procedures for the administration of medicines.
- To ensure that the appropriate level of insurance is in place and appropriately reflects the level of risk.
- To ensure that the school's policy is explicit about what practice is not acceptable when administering medicines in school.
- To ensure that there is a process for complaints to be made and heard concerning the support provided to pupils with medical conditions.
- To review regularly the policy for supporting pupils with medical conditions and to ensure it is readily accessible to parents and school staff.

### **The Role of the Headteacher**

- To ensure that the school's policy for supporting pupils with medical conditions is developed and effectively implemented with partners. This includes ensuring that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation.
- To ensure that all staff who need to know are aware of the child's condition and that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations.
- To ensure that: there are adequate cover arrangements, in the case of staff absence, or staff turnover; briefing for supply teachers takes place; risk assessments are undertaken for school visits, and other school activities outside of the normal timetable.
- To monitor individual healthcare plans.

### **The Role of the Staff**

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. Administering medicines is not part of teachers' professional duties, but it is hoped that they will take into account the needs of pupils with medical conditions that they teach. School staff will receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions.

### **The Role of the School Nurse**

The school nursing services should notify the school when a child has been identified as having a medical condition which will require support in school. Wherever possible, they should do this before the child starts at the school. They would not usually have an extensive role in ensuring that schools are taking appropriate steps to support children with medical conditions, but they should support staff on implementing a child's individual healthcare plan

and provide advice and liaison. For example training on the administering of an Epi-pen in the case of a child who could suffer anaphylactic shock.

### **The Role of Pupils**

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

### **The Role of Parents**

Parents should provide the school with sufficient and up-to-date information about their child's medical needs. They may in some cases be the first to notify the school that their child has a medical condition.

Parents are key partners and should be involved in the development and review of their child's individual healthcare plan, and they may be involved in its drafting.

Parents are asked at the beginning of each school year to inform school of any changes to the Healthcare Plan. The plan is kept in the school Medical File & updated if there are any changes.

### **Individual Healthcare Plans**

The named person Mrs M Freeman (Headteacher) is responsible for ensuring that procedures are in place and followed whenever the school is notified that a pupil has a medical condition.

The Headteacher is responsible for individual healthcare plans and their development and use in supporting pupils at school with medical conditions. Individual Health Care plans are reviewed at least annually or earlier if evidence is presented that the child's needs have changed. Individual Healthcare Plans are developed with the child's best interests in mind; assess and manage risks to the child's education, health, and social well-being, and minimise disruption.

When deciding what information should be recorded on individual healthcare plans, the Headteacher will consider the following:

- 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 areas;

- Specific support for the pupil'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, (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 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 parent/child, the designated individuals to be entrusted with information about the child's condition; and
- What to do in an emergency, including whom to contact, and contingency arrangements.

Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan.

This policy supports St Mark's policy for Administration of Medication in School.

This policy together with the policy for administration of medication in schools will be reviewed September 2025