



**Thorpe St Andrew School and  
Sixth Form**

**Supporting Students with Medical  
Conditions Policy**

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### **Appendix A – Process for Developing Individual Healthcare Plans**

## 1. Introduction

- The [Children and Families Act 2014](#) (Section 100) includes a duty for schools to support children with medical conditions.
- Where children have a disability, the requirements of the Equality Act 2010 will also apply. Where children have an identified special need, the SEN Code of Practice will also apply. [SEND Policy](#).
- This policy pays due regard to the [DfE Statutory Guidance Supporting Pupils at School with Medical Conditions](#).
- All children have a right to access the full curriculum, adapted to their medical needs and to receive the on-going support, medicines or care that they require at school to help them manage their condition and keep them well.
- We recognise that medical conditions may impact on social and emotional development as well as having educational implications.
- Our schools will build relationships with healthcare professionals and other agencies in order to effectively support students with a medical condition.

## 2. Roles and Responsibilities

The Year School BEST Team are responsible for children with medical conditions.

The Year School BEST Team member(s) are responsible for:

- Informing relevant staff of medical conditions
- Arranging training for identified staff
- Ensuring that staff are aware of the need to communicate necessary information about medical conditions to supply staff and where appropriate, taking the lead in communicating this information
- Assisting with risk assessment for school visits and other activities outside of the normal timetable
- Developing, monitoring and reviewing Individual Healthcare Plans
- Working together with parents, students, healthcare professionals and other agencies.

The Local Governing Body is responsible for:

- Monitoring the school's general policy and ensuring that arrangements are in place to support children with medical conditions.

The Principal is responsible for:

- Overseeing the management and provision of support for children with medical conditions
- Ensuring that sufficient trained numbers of staff are available to implement the policy and deliver individual healthcare plans, including to cover absence and staff turnover
- Ensuring that school staff are appropriately insured and are aware that they are insured.

Teachers and Associate Staff are responsible for:

- The day to day management of the medical conditions of children they work with, in line with training received and as set out in their Individual Healthcare Plan (IHCP).

- Working with the named person, ensure that risk assessments are carried out for school visits and other activities outside of the normal timetable
- Providing information about medical conditions to supply staff who will be covering their role where the need for supply staff is known in advance.

*Any teacher or associate staff member may be asked to provide support to a child with a medical condition, including administering medicines. However, no member of staff can be required to provide this support.*

Parents/Carers and if applicable a medical professional are responsible for:

- Notifying the school when a child has been identified as having a medical condition which will require support in school. Wherever possible this should be done before the child starts at a Trust school
- Providing support for staff on implementing a child's individual healthcare plan and providing advice and liaison including with regard to training.

### **3. Procedure When Notification is Received That a Student has a Medical Condition**

- The Year School BEST will liaise with relevant individuals, including as appropriate parents, the individual student, health professionals and other agencies to decide on the support to be provided to the child.
- Where appropriate, an Individual Healthcare Plan (IHCP) will be drawn up.
- **Appendix A** outlines the process for developing Individual Healthcare Plans.

### **4. Individual Healthcare Plans (IHCPs)**

- An IHCP will be written and available on Class Charts for students with a medical condition that is long term and complex.
- It will clarify what needs to be done, when and by whom and include information about the student's condition, special requirements, medicines required, what constitutes an emergency and action to take in the case of an emergency.
- Where a child has special educational needs but does not have a statement or Educational Health Care Plan (EHCP), 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.

### **5. Administering Medicines**

- Written consent from parents/carers must be received before administering any medicine to a child at school.
- Medicines will only be accepted for administration if they are:
  - Prescribed
  - 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 be in date but will generally be available inside an insulin pen or pump, rather than in its original container.

- Medicines should be stored safely in Year School BEST Offices. Students should know where their medicines are at all times.
- Written records will be kept of all medicines administered to children.
- Students who are competent to manage their own health needs and medicines, after discussion with parents/carers, will be allowed to carry their own medicines and relevant devices or will be allowed to access their medicines for self-medication.

## **6. Staff Training and Support**

- 6.1 Any staff member providing support to a student with medical conditions will receive suitable training.
- 6.2 Staff will not undertake healthcare procedures or administer medication without appropriate training.
- 6.3 Training needs will be assessed by the school through the development and review of IHCPs, on a regular basis for all school staff, and when a new staff member arrives.
- 6.4 Through training, staff will have the requisite competence and confidence to support students with medical conditions and fulfil the requirements set out in IHCPs. Staff will understand the medical conditions they are asked to support, their implications, and any preventative measures that must be taken.
- 6.5 Parents/carers of students with medical conditions will be consulted for specific advice and their views are sought where necessary, but they will not be used as a sole trainer.

## **7. Action in Emergencies**

A copy of this information will be displayed in the Year School Operations Offices and Year School BEST Offices:

- Request an ambulance – dial 999 and be ready with the information below. Speak slowly and clearly and be ready to repeat information if asked.
  1. The school's telephone number
  2. Your name
  3. Your location
  4. Provide the exact location of the patient within the school
  5. Provide the name of the child and a brief description of their symptoms
  6. Inform ambulance control of the best entrance to use and state that the crew will be met and taken to the patient
- Ask office staff to contact the site team to open relevant gates for entry.
- Contact the parents/carers to inform them of the situation.
- A member of staff should stay with the student until the parent/carer arrives. If a parent/carer does not arrive before the student is transported to hospital, a member of staff should accompany the child in the ambulance.

## **8. Activities Within the Extended Curriculum**

- Reasonable adjustments will be made to enable students with medical needs to participate fully and safely in day trips, residential visits, sporting activities and other activities within the extended curriculum.

- When carrying out risk assessments, parents/carers, students and healthcare professionals will be consulted where appropriate.

## 9. Unacceptable Practice

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

- Preventing students from easily accessing their inhalers and medication and administering their medication when and where necessary
- Assuming that every student with the same condition requires the same treatment
- Ignoring the views of the student or their parents/carers; or ignoring medical evidence or opinion
- Sending students 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 student becomes ill, sending them to the Year School medical room unaccompanied or with someone unsuitable
- Penalising a student for their attendance record if their absences are related to their medical condition, for example hospital appointments
- Preventing students from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Requiring parents/carers, or otherwise making them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs
- Preventing students from participating, or create unnecessary barriers to students participating in any aspect of school life, including school trips, for example by requiring parents/carers to accompany the child.

## 10. Complaints

- An individual wishing to make a complaint about actions regarding the school's actions in supporting a child with medical conditions should discuss this with the school in the first instance.
- If the issue is not resolved, then a formal complaint may be made, following the [Trust's Complaints Procedure](#).

## 11. Equality Impact Statement

We will do all we can to ensure that this policy does not discriminate, directly or indirectly. We shall do this through regular monitoring and evaluation of our policies. On review we shall assess and consult relevant stakeholders on the likely impact of our policies on the promotion of all aspects of equality, as laid down in the Equality Act (2010). This will include, but not necessarily be limited to: race; gender; sexual orientation; disability; ethnicity; religion; cultural beliefs and pregnancy/maternity. We will use an appropriate Equality Impact Assessment to monitor the impact of all our policies and the policy may be amended as a result of this assessment.



## Appendix A

### Process for Developing Individual Healthcare Plans

