



Ashton St. Peter's Church of England Voluntary Aided Primary School

Supporting Pupils with Medical Conditions Policy

School Vision: Finding the keys to life and learning

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1. Aims

In line with our vision of **finding the keys to life and learning**, this policy ensures that all pupils with medical conditions are supported to participate fully and safely in school life.

This policy aims to ensure that:

- Pupils, staff and parents understand how the school supports pupils with medical conditions
- Pupils with medical conditions access the same education and opportunities as others
- Pupils are safe, included and supported to achieve their potential
- Appropriate arrangements are in place for school activities, visits and sporting participation

The governing board will implement this policy by:

- Ensuring sufficient trained staff are available
- Making staff aware of pupils' conditions where appropriate
- Ensuring appropriate cover arrangements
- Providing relevant information to temporary and supply staff
- Developing and monitoring individual healthcare plans (IHPs)

The named person with responsibility for implementing this policy is **David Bower**.

2. 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 with medical conditions.

It is based on statutory guidance **Supporting pupils at school with medical conditions** published by the Department for Education.

This policy also operates in line with:

- Equality Act 2010
- SEND Code of Practice: 0 to 25 years
- Keeping Children Safe in Education
- Health and Safety at Work etc. Act 1974
- Data Protection Act 2018 and UK GDPR

The governing board will ensure arrangements are in place to support pupils so they can access and enjoy the same opportunities as other pupils.

3. Roles and responsibilities

3.1 Governing board

The governing board has ultimate responsibility for ensuring arrangements are in place to support pupils with medical conditions. It will ensure staff are appropriately trained and competent.

3.2 Headteacher

The headteacher will:

- Ensure staff understand this policy
- Ensure sufficient trained staff are available
- Ensure relevant staff know about a pupil's condition
- Oversee development and review of IHPs
- Ensure staff are appropriately insured
- Liaise with healthcare professionals and school nursing services
- Ensure information about pupils' needs is accurate and up to date
- Ensure reasonable adjustments are made where required

- Review arrangements following serious incidents

3.3 Staff

Staff may provide support to pupils with medical conditions where they are willing and appropriately trained. Staff will:

- Follow IHPs
- Undertake required training
- Respond appropriately to medical needs
- Promote inclusion and safety

3.4 Parents

Parents will:

- Provide up-to-date medical information
- Participate in developing IHPs
- Provide medicines and equipment
- Ensure emergency contact availability

3.5 Pupils

Pupils will be involved in decisions about their support and are encouraged to manage their condition where appropriate.

3.6 Healthcare professionals

Healthcare professionals will provide medical advice, support staff training where required and contribute to IHP development.

4. Equal opportunities

The school recognises many medical conditions may constitute disabilities under the Equality Act 2010.

The school will:

- Make reasonable adjustments
 - Avoid discrimination
 - Support full participation in all school activities
 - Conduct risk assessments for trips and activities
 - Consult pupils, parents and healthcare professionals
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5. Being notified that a child has a medical condition

When the school is notified that a pupil has a medical condition:

- Arrangements will be put in place as soon as possible
- An IHP will be considered
- Support will be implemented promptly
- Transition arrangements will be planned where relevant

See Appendix 1 for process.

6. Individual healthcare plans

The headteacher holds overall responsibility for IHPs. Day-to-day coordination is undertaken by the SENDCO.

IHPs will:

- Be developed in partnership with parents, the pupil and healthcare professionals
- Be reviewed at least annually or sooner if needs change
- Be created before a pupil starts school where possible
- Align with EHCPs or other support plans where applicable

IHPs will include:

- Medical condition details
- Required support and medication
- Staff responsibilities
- Emergency procedures
- Participation arrangements for school activities
- Confidentiality arrangements
- Transition arrangements

Not all pupils will require an IHP. Decisions will be based on evidence and professional advice.

7. Managing medicines

Medicines will be administered at school when:

- Necessary for a pupil's health or attendance
- Written parental consent is provided
- Administration follows prescriber instructions

The school will:

- Accept prescribed and necessary non-prescription medicines

- Store medicines safely and accessibly
- Keep administration records
- Ensure trained staff administer specialist medication

Controlled drugs

Controlled drugs may be administered by trained staff in accordance with the pupil's IHP and stored securely.

Self-management

Pupils who are competent may carry and administer their own medication where appropriate.

Unacceptable practice

The school will not:

- Prevent access to medication
 - Ignore medical evidence
 - Exclude pupils due to medical conditions
 - Require parents to attend school to administer routine medication
 - Administer medication in unsuitable environments
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8. Emergency procedures

The school will ensure:

- Immediate access to emergency medication
 - Staff know how to call emergency services
 - Staff follow IHP emergency guidance
 - A member of staff accompanies pupils to hospital where required
 - Incidents are reviewed to improve practice
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9. Training

The school will ensure:

- Staff receive appropriate medical awareness training
- Named staff receive competency-based training
- Training is refreshed regularly
- Training records are maintained
- Supply staff receive relevant information

Healthcare professionals will advise on training where required.

10. Record keeping

The school will:

- Keep records of medicine administration
- Maintain accessible IHPs
- Share information on a need-to-know basis
- Comply with data protection law

Parents will be informed of significant medical events.

11. Liability and indemnity

The governing board will ensure appropriate insurance is in place and staff acting in accordance with policy and training are indemnified.

Insurance is covered by CBC.

12. Complaints

Parents should raise concerns with the headteacher in the first instance. If unresolved, the school complaints procedure should be followed.

13. Monitoring arrangements

This policy will be:

- Reviewed annually
 - Reviewed following legislative change or serious incident
 - Monitored by the governing board
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14. Links to other policies

- Safeguarding and child protection
- SEND policy
- Equality policy
- Health and safety
- Accessibility plan
- Educational visits
- Attendance

