

1 Introduction

- 1.1 On 1 September 2014 a new duty came into force for governing bodies to make arrangements to support pupils at school with medical conditions.

2 Aims and Objectives of this policy

The aim of this policy is to clarify the roles and responsibilities of all staff members with specific relation to supporting pupils with medical conditions. It also identifies the agreed procedures involved with management of medical conditions. The successful adherence to this policy will ensure that pupils with medical conditions:

- 2.1 Can access the same opportunities as any other pupil in the school
- 2.2 Have any prescribed medication administered safely
- 2.3 Have access to specific resources/facilities to support their inclusion in school activities and events

3 Identification

3.1 When the school is notified that a pupil has a medical condition, either new or existing, the designated person (Class teacher and SENDCo) will coordinate a meeting with parents (and a healthcare professional where necessary) to discuss the child's individual needs. During this meeting, the level of support that the child needs will be assessed and a decision will be made as to whether the child requires an Individual Healthcare Plan.

3.2 Where no formal diagnosis has yet been made, the school will use all available information to agree a course of action in collaboration with parents/carers and healthcare professionals where appropriate. The school will seek the advice of a medical professional should evidence of a medical condition be conflicting.

3.3 In instances where medical conditions are deemed to be short-term, the administrative team will liaise with parents/carers regarding any specific guidance to be followed including the administration of prescribed medication.

3.4 Should a member of school staff identify any symptoms, which could indicate the presence of a medical condition, they should communicate these to the parent/carer and the designated staff member at the earliest possible convenience. A record of this discussion should be made in the pupil file.

4 Individual Healthcare Plan (IHP)

4.1 When a medical condition has been identified which requires an Individual Healthcare Plan an appropriate format will be used for the specific condition. The DfE flowchart can be found in Appendix 1 to support this process.

4.2 A healthcare plan can be initiated by a member of school staff or a healthcare professional in consultation with parents/carers.

4.3 All healthcare plans will include:

- The condition, its triggers, signs and symptoms
- The resulting needs of the pupil including medication, equipment
- The level of support and intervention needed
- Emergency procedure and signs

4.4 Depending on the nature of the condition, Healthcare plans will be reviewed annually or sooner should there be a change in condition or need.

4.5 Each IHP will include key information and actions that are required to support the child in fully accessing the school curriculum.

4.6 Where a pupil has a special educational need that is identified either in a statement or EHC plan, the IHP will form part of the EHC plan.

5 Managing Medication

5.1 Guidance from the DfE states that 'Staff must not give prescription medicines or undertake healthcare procedures without appropriate training'. In some cases, written instructions from the parent or on the medication container dispensed by the pharmacist may be considered sufficient.

5.2 As a school, we will only administer medication which has an advice label clearly printed, has been prescribed to that specific child and is still in date.

5.3 Should a child refuse to take their medication, parents/carers will be informed at the earliest possible convenience.

5.4 Medication will not be administered without the written consent of a parent/carer.

5.5 No medications containing Aspirin will be administered unless they have been prescribed by a doctor.

5.6 All medication will be stored in a secure cupboard (or refrigerated where required) and will only be accessed by the adult responsible for its administration.

5.7 Medications that are managed by the pupil such as inhalers, should be accessible to the pupil at all times during the school day. These will be stored in the medical bags visible in all classrooms.

5.8 Where medication is administered, the time, date and amount administered will be recorded using the school's agreed format.

6 Staff Training

6.1 The school provides regular first aid training for a number of staff, the names of which can be found on display inside the school entrance.

6.2 Where an individual child's IHP requires a member of staff to carry out a medical procedure, appropriate training is provided.

6.3 On occasion where a child in school is required to carry an Epi pen, whole staff training will be provided.

7 Unacceptable Practice

DfE Guidance states that:

Although school staff should use their discretion and judge each case on its merits with reference to the child's individual healthcare plan, it is not generally acceptable practice to:

- Prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary
- Assume that every child with the same condition required the same treatment
- Ignore the views of the child or their parents; or ignore medical evidence or opinion
- Send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHP
- Send an ill child to the school office or medical room unaccompanied or with someone unsuitable
- Prevent pupils from eating, drinking or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Require parents, or otherwise make 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
- Prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips

8 Relevant Documents

- School's complaints policy
- SEND Code of practice
- Supporting pupils at school with medical conditions, DfE September 2014
- Education Act 2002
- Children Act 1989
- Health and Safety at Work Act 1974
- Misuse of Drugs Act 1971
- The Medicines Act 1968
- SEND Code of Practice

Re-adopted by the Governing Body on: 6.7.23

Signed by Chair of Governors Date.....

Review Date: June 2026

Version Control

Version Number	Changes Made	Date	Changes made by
1	New policy	June 2020	
2	4.1- Change to policy around format of care plan. 4.3- Dfe guidance added around process for health care plan Appendix 3- now appendix 1	May 2023	Z Cahalan

Appendix 1:

Annex A: Model process for developing individual healthcare plans