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## **POLICY STATEMENT**

### **SUPPORTING CHILDREN WITH MEDICAL NEEDS**

<b>APPROVED BY GOVERNORS</b>	<b>September 2024</b>
<b>TO BE REVIEWED BY</b>	<b>September 2025</b>

## FAIRLANDS PRIMARY SCHOOL

### SUPPORTING CHILDREN WITH MEDICAL NEEDS POLICY

#### STATEMENT OF INTENT

Fairlands Primary School wishes to ensure that pupils with medical conditions receive appropriate care and support at school. This policy aims to ensure that:

- Pupils, staff, and parents understand how our school will support pupils with medical conditions and what staff need to do in the event of an emergency
- Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including school trips and sporting activities and not prevent them from doing so
- Pupils and parents/carers/carers feel confident in the care they receive from this school and the level of that care meets their needs

The named member of school staff responsible for this policy, its implementation and annual review and the centralised register of IHPs is:

**Julie Jeffries, Assistant Headteacher & SENDCo (Special Educational Needs Coordinator).**

#### 1. LEGISLATION AND STATUTORY RESPONSIBILITIES

This policy has been developed in line with DfE (Department for Education) statutory guidance [Supporting pupils with medical conditions at school](#) 2015, updated August 2017 and meets the requirements under [Section 100 of the Children and Families Act 2014](#), which places a duty on governing boards to plan for supporting pupils at their school with medical conditions. This policy also complies with our funding agreement and articles of association.

#### 2. KEY ROLES AND RESPONSIBILITIES

##### The Trust is responsible for:

- Liaising with the local authority and other relevant partners and stakeholders regarding supporting pupils with medical conditions.
- Providing support, advice and guidance to schools and their staff.
- Making alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a medical condition.

##### The local governing body is responsible for:

- The overall implementation of the policy and procedures of Fairlands Primary School.
  - Ensuring that the policy, as written, does not discriminate on any grounds including, but not limited to ethnicity/national origin, culture, religion, gender, disability, or sexual orientation.
  - Ensuring that all pupils with medical conditions can participate fully in all aspects of school life.
  - 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
- Making staff aware of pupils' conditions, where appropriate
  - Ensuring the level of insurance in place reflects the level of risk

- The governing board will ensure that written records are kept of all medicine administered to pupils for as long as these pupils are at the school. Parents will be informed if their pupil has been unwell at school.

**The headteacher and the headship team is responsible for:**

- The day-to-day implementation and management of the policy
- Ensuring all staff are aware of this policy and understand their role in its implementation
- Ensuring that there is enough trained staff available to implement this policy and deliver against all individual healthcare plans (IHCPs), including in contingency and emergency situations
- Ensuring that reasonable adjustments which need to be made to enable these pupils to participate fully and safely on school trips, visits, and sporting activities
- Ensuring that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date
  - Liaising with healthcare professionals regarding the training required for staff
  - Making staff who need to know aware of a child's medical condition
  - Taking overall responsibility for the development of Individual Healthcare Plans (IHCPs)
- Ensuring that school staff are appropriately insured and are aware that they are insured to support pupils in this way
- Contacting 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
- Ensuring risk assessments are carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included in all aspects of school life. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.
- Ensuring IHPs are kept in a readily accessible place which all staff are aware of

**Staff members are responsible for:**

- 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. This includes the administration of medicines.
- Taking appropriate steps to support children with medical conditions
- Administering medication if they have agreed to undertake that responsibility
- Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help
- 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 and where necessary, make reasonable adjustments to include those pupils into lessons

**Parents and carers are responsible for:**

- providing the school with up-to-date information about their child's medical needs
- Being involved in the development and review of their child's IHCP
- Carrying out any action they have agreed to as part of the implementation of the IHCP, e.g., providing medicines and equipment, and ensuring they or another nominated adult are always contactable

- Completing a parental agreement for school to administer medicine form before bringing medication into school.
- Providing the school with the medication their child requires and keeping it up to date.
- Collecting any leftover medicine at the end of the course or year.

**Pupils are responsible for:**

- Where appropriate, providing information about how their condition affects them.
- Complying with their IHCPs. If pupils refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- Where appropriate, pupils will be encouraged to take their own medication under the supervision of a teacher.

**School nurses and other healthcare professionals are responsible for:**

- Notifying the school when a child has been identified with requiring support in school due to a medical condition. They may also support staff to implement a child's IHCP and provide advice on developing IHCPs

**3. DEFINITIONS**

- "Medication" is defined as any prescribed or over the counter medicine.
- "Prescription medication" is defined as any drug or device prescribed by a doctor.
- A "staff member" is defined as any member of staff employed at Fairlands Primary School, including teachers.

**4. TRAINING OF STAFF**

- All staff will receive regular and ongoing training - including Basic First Aid Training (Emergency Aid Level) - so that they are aware of this policy and understand their role in implementing it, e.g. with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for staff during their induction.
- Training will be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils, fulfil the requirements in the IHCPs and help staff to understand the specific medical conditions they are being asked to deal with, their implications and preventative measures.
- Staff who are responsible for supporting pupils with medical needs will receive training which has been identified in the development of a child's IHCP.
- Staff who undertake specific responsibilities under this policy will receive the following training externally:
  - Managing Medication Training – Lower & Upper Site Medical Officers
  - EYFS (Early Years Foundation Stage) Paediatric First Aid – Lower Site Medical Officers
  - Emergency First Aid at Work (EFAW) – Lower & Upper Site Medical officers
  - Epi-Pen Training - staff identified for individual children
- No staff member may administer prescription medicines, undertake any healthcare procedures, or administer drugs by injection without undergoing training specific to the responsibility
- An up-to-date record of training undertaken, and a list of teachers qualified to undertake responsibilities under this policy will be maintained and monitored by the person responsible for this policy.

- The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the person responsible for this policy.

## **5. BEING NOTIFIED THAT A CHILD HAS A MEDICAL CONDITION**

- When the school is notified that a pupil has a medical condition, the process outlined in Appendix 1 will be followed to decide whether the pupil requires an IHCP.
- The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for pupils who are new to our school by inviting parents to attend a meeting (see Appendix 6).

## **6. INDIVIDUAL HEALTHCARE PLANS (IHCPs)**

- The headteacher has overall responsibility for the development of IHCPs for pupils with medical conditions. This has been delegated to the person responsible for this policy.
- Plans will be reviewed at least annually, or earlier if there is evidence that the pupil's needs have changed.
- Plans will be developed with the pupil's best interests in mind and will set out: What needs to be done, when and by whom (see Appendix 2).
- Not all pupils with a medical condition will require an IHCP. It will be agreed with a healthcare professional and the parents when an IHCP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the headteacher will make the final decision.
- Plans will be drawn up in partnership with the school, parents, and a relevant healthcare professional, such as the school nurse, specialist, or paediatrician, who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate.
- IHPs will be linked to, or become part of, any education, health, and care (EHC) plan. If a pupil has SEND (Special Educational Needs and Disabilities) but does not have an EHC plan, the SEND will be mentioned in the IHP.
- The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The governing body and person responsible for this policy will consider the following when deciding what information to record on IHCPs:
  - 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 corridors, travel time between lessons
  - 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, including in emergencies. If a pupil is self-managing their medication, this will 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 pupil'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 pupil's condition and the support required
  - Arrangements for written permission from parents and the headteacher 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 pupil can participate, e.g., risk assessments
  - Where confidentiality issues are raised by the parent/pupil, the designated individuals to be entrusted with information about the pupil's condition
  - What to do in an emergency, including who to contact, and contingency arrangements

## 7. MANAGING MEDICINES

- Prescription and non-prescription medicines will only be administered at school when it would be detrimental to the pupil's health or school attendance not to do so **and** where we have parents' written consent (see Appendix 3).
  - Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor.
  - Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents will always be informed, and staff will record dosage given (see Appendix 4).
  - The school will only accept prescribed medicines that are in-date, labelled and provided in the original container, as dispensed by the pharmacist, including instructions for administration, dosage, and storage
  - All medicines will be stored safely. Where appropriate, pupils will always be informed about where their medicines are, and staff will be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils and not locked away.
  - Medicines will be collected by parents at the end of the pupil's school day and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will be collected at the end of the school year.
  - [Controlled drugs](#) are prescription medicines that are controlled under the [Misuse of Drugs Regulations 2001](#) and subsequent amendments, such as morphine or methadone. All controlled drugs are kept in a secure cupboard in the medical room and only named staff have access. They will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.
  - Pupils who are competent will be encouraged to manage their own medicines and procedures. This will be discussed with parents, and it will be reflected in their IHPs.
  - Pupils will be allowed to carry their own devices wherever possible. Staff will not force a pupil to take a medicine or carry out a necessary procedure if they refuse but will follow the procedure agreed in the IHP and inform parents so that an alternative option can be considered, if necessary.

## 8. EMERGENCY PROCEDURES AND DEVICES

- Staff will follow the school's normal emergency procedures, for example, calling 999 (see Appendix 5). All pupils' IHPs will clearly set out what constitutes an emergency and will explain what to do.
- If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent arrives or accompany the pupil to hospital by ambulance.
- Fairlands has a defibrillator located in the Upper site main entrance foyer. It is used in the event of sudden cardiac arrest when the heart stops beating. As recommended, Fairlands has notified the local NHS ambulance service of its location. Staff members appointed as first-aiders are trained in the use of CPR (cardiopulmonary resuscitation) and the use of the defibrillator.
- Fairlands has chosen to hold 2 emergency adrenaline auto injectors (epi-pens) for use by pupils who have been prescribed them and for whom medical authorisation and written parental consent for their use has been obtained. These are in the main offices on both upper and lower sites.
- Fairlands has chosen to hold 2 emergency inhalers for use by pupils who have been prescribed them and for whom medical authorisation and written parental consent for their use has been obtained. These are in the main offices on both upper and lower sites.

## 9. AVOIDING UNACCEPTABLE PRACTICE

- School staff should use their discretion and judge each case individually with reference to the pupil's IHP, but Fairlands Primary School understands that the following behaviour is unacceptable:

- Assuming pupils with the same condition require the same treatment.
- Ignoring the views of the pupil and/or their parents.
- Ignoring medical evidence or opinion (although this may be challenged)
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHPs
- Sending the pupil to the medical room or school office alone if they become ill.
- Penalising pupils for their attendance record if their absences are related to their medical condition, e.g. hospital appointments
- Prevent pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues.
- Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g., by requiring parents to accompany their child
- Refusing to allow pupils to eat, drink or use the toilet when they need to to manage their condition effectively
- Administer, or ask pupils to administer, medicine in school toilets

## 10. INSURANCE

- The governing board will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.
- Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions. Those who wish to see the documents should contact the Business Manager.
- The details of the school's insurance policy RPA (Risk Protection Arrangement), school number 143785.

## 11. LINKS TO OTHER POLICIES

This policy links to the following policies (all found on the school website <https://www.fairlands.herts.sch.uk/info/15-policies> or available as paper copies on request):

- Complaints
- Equalities, Diversity & Inclusion Plan (incorporating Accessibility Plan)
- Health and safety
- Safeguarding
- Special educational needs information report
- Special educational needs policy
- Intimate Care policy

## 12. COMPLAINTS

The details of how to make a complaint can be found in the Complaints Policy [https://fra1.digitaloceanspaces.com/fairlands-school-assets/system/downloads/attachment/187/Complaints\\_Policy\\_-\\_July\\_2024.pdf?1718963492](https://fra1.digitaloceanspaces.com/fairlands-school-assets/system/downloads/attachment/187/Complaints_Policy_-_July_2024.pdf?1718963492)





**APPENDIX 1 - INDIVIDUAL HEALTHCARE PLAN IMPLEMENTATION PROCEDURE**



**APPENDIX 2 - INDIVIDUAL HEALTHCARE PLAN TEMPLATE**

Child's name

Name of school

Class

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

**Family Contact Information**

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

**Clinic/Hospital Contact**

Name

Phone no.

**G.P.**

Name

Phone no.

Who is responsible for providing support in school

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision.

Daily care requirements

Specific support for the pupil's educational, social, and emotional needs

Arrangements for school visits/trips etc.

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

**APPENDIX 3 - PARENTAL AGREEMENT FOR A SCHOOL TO ADMINISTER MEDICINE TEMPLATE**

The school will not give your child medicine unless you complete and sign this form, and the school has a policy that the staff can administer medicine.

Date for review to be initiated by	
Name of school	
Name of child	
Date of birth	
Class	
Medical condition or illness	

**Medicine**

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

**NB: Medicines must be in the original container as dispensed by the pharmacy**

**Contact Details**

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) \_\_\_\_\_

Date \_\_\_\_\_

**APPENDIX 4 - RECORD OF MEDICINE ADMINISTERED TO AN INDIVIDUAL CHILD TEMPLATE**

Name of child	
Name of school	
Date medicine provided by parent	/ /
Class	
Quantity received	
Name and strength of medicine	
Expiry date	/ /
Quantity returned	
Dose and frequency of medicine	

Staff signature \_\_\_\_\_

Signature of parent \_\_\_\_\_

Date	/ /	/ /	/ /
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date	/ /	/ /	/ /
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

## APPENDIX 5 - CONTACTING EMERGENCY SERVICES

**Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.**

**Speak clearly and slowly and be ready to repeat information if asked.**

- Your telephone number – **01438 351053**
- Your name
- Your location as follows: **Fairlands Primary School, Pound Avenue, Stevenage, Hertfordshire SG1 3JA**
- The exact location of the patient within the school
- The name of the child and a brief description of their symptoms
- The best entrance to use and state that the crew will be met and taken to the patient

Put a completed copy of this form by the phone.

## APPENDIX 6 - MODEL LETTER INVITING PARENTS TO CONTRIBUTE TO INDIVIDUAL HEALTHCARE PLAN DEVELOPMENT

Dear Parent/Carer,

RE: DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting pupils at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership with the school, parents/carers, pupils, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in most cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will include add details of team. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I or add name of other staff lead would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely,