



# **Pupils with Medical Conditions Policy**

**Includes: The Care of Children with health needs who cannot  
attend school**

Approved by:	GFM Board	Date:	27 February 2023
Maintained by:	Kerry Payne	Next review due:	February 2025

# Medical Conditions Policy

This policy is revised and updated when necessary and reviewed every two years and uses pupil to refer to children and students in the age range of the GFM schools.

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## **GFM Ethos and core principles**

Our collective and moral accountability is to provide a fully inclusive education with the best quality learning for all so everyone in the school community makes progress, achieves their best, and is happy and well. As such this policy sets out support for pupils with a medical condition, and for pupils with health needs who are unable to attend a GFM school.

## **Policy aims**

This policy aims to ensure that:

- Pupils, staff and parents/carers understand how the GFM will support pupils with medical conditions
- Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including school trips and sporting activities

The GFM will implement this policy by:

- Developing and monitoring individual healthcare plans (IHPs)
- Making sure sufficient staff are suitably trained
- Making staff aware of pupils' conditions, where appropriate
- Making sure someone is always available to support pupils with medical conditions.

The named persons with responsibility for implementing this policy are:

- Chris Berry (special phase)
- Georgine Mulhall (primary phase)
- Emma Arnold (secondary phase)

## **Legislation and statutory responsibilities**

This policy meets the requirements under [Section 100 of the Children and Families Act 2014](#), which places a duty on schools to make arrangements for supporting pupils at their school with medical conditions.

It is also based on the Department for Education (DfE)'s statutory guidance on [supporting pupils with medical conditions at school](#).

This policy also complies with our funding agreement and articles of association.

## **Roles and responsibilities**

### **The Board**

The Board has ultimate responsibility to make arrangements to support pupils with medical conditions. The GFM will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

The Trustee with responsibility for Inclusion will report back to the Board on the implementation of this policy.

## **The Executive**

Executive headteachers will:

- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations and the care of children with a health need who cannot attend school
- Ensure that all staff who need to know are aware of a child's condition
- Take overall responsibility for the development of IHPs
- Ensure there is contact the school nursing service in the case of any pupil who has a medical condition that may require support at school, or in the home, but who has not yet been brought to the attention of the school nurse
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

The Executive, through the Finance Director, will make sure that GFM staff are appropriately insured and aware that they are insured to support pupils in this way.

## **Staff**

Supporting pupils with medical conditions during school hours is the responsibility of all staff as it is with safeguarding. All staff are expected to work 'in loco parentis' and act thoughtfully and responsibly in the event of being faced with a child who is unwell. Any member of staff may be asked to provide support to pupils with medical conditions, including the administration of medicines.

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 are expected to take into account the needs of pupils with medical conditions that they teach and adapt their teaching to support a pupil with a medical condition or a child in their teaching class who may not be able to attend school as a result of a health need.

All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

## **Parents**

Parents will:

- Provide the school with sufficient and up-to-date information about their child's medical needs
- Be involved in the development and review of their child's IHP and may be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the IHP, e.g. provide medicines and equipment, and ensure they or another nominated adult are contactable at all times

## **Pupils**

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

Pupils will be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs.

Pupils are expected to, and supported to comply with their IHPs.

### **School nurses and other healthcare professionals**

The school nursing service will notify a GFM school when a pupil has been identified as having a medical condition that will require support in school. This will be before the pupil starts school, wherever possible. They may also support staff to implement a child's IHP.

Healthcare professionals, such as GPs and paediatricians, will liaise with the school nursing service, and appropriate staff in a GFM school to notify them of any pupils identified as having a medical condition. They may also provide advice on developing IHPs.

### **Equity**

The GFM is committed to actively support pupils with medical conditions to fully participate in the life of the school and their education, including attending school trips and visits, or in sporting activities. The GFM will put in place measures to ensure a child is not prevented from inclusion.

A GFM school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

### **Being notified that a child has a medical condition**

When a GFM school is notified that a pupil has a medical condition, the GFM 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.

There will be a meeting of the child, parent/carer, the person responsible at the school and setting, and relevant health care professionals which may include the school nursing service. This meeting will develop an Individual Healthcare plan.

### **Individual healthcare plans (IHPs)**

The Executive has overall responsibility for the development of IHPs for pupils with medical conditions. This has been delegated to the named 'responsible person' in each phase.

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
- By whom

Plans will identify staff training, learning and development needs and a plan for staff communication.

Not all pupils with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the Executive 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 SEN but does not have an EHC plan, the SEN 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 person responsible will consider the following when deciding what information to record on IHPs:

- 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/carers and the person responsible 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.

## **The Care of Children with health needs who cannot attend school**

GFM schools work with children, their families and where appropriate the local authority to make arrangements for education for children with health needs who cannot attend school. This includes ensuring as far as possible continuous and consistent provision and maintaining contact with peers and the GFM school. In assessing need and setting up provision the person responsible will ensure:

- the needs of the child are prioritised
- liaison with the family, takes place through a named colleague who will link to the person responsible
- as appropriate Google Classroom and other online learning tools are utilised
- the child is able to, and encouraged as appropriate to maintain communication with their classmates through online learning platforms.

- as appropriate, close partnership working with The Local Authority ensures the child / young person is able to access their learning and make progress. If a child is under the care of a hospital and attending provision through a hospital school, GFM schools will liaise directly with the hospital school.
- an individually tailored reintegration plan is designed with the child/young person and their family and other relevant agencies at an appropriate point. The plan may include reasonable adjustments, progress and learning planning and reintegration with peers.

## 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 the GFM school has parent or carer written consent

*The only exception to this is where the medicine has been prescribed to the pupil without the knowledge of the parent carer which only happens in exceptional circumstances and the rationale known to the person responsible.*

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/carers will always be informed.

A GFM school will only accept prescribed medicines that are:

- In-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage
- A GFM school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely.

Pupils will be informed about where their medicines are at all times and 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 returned to parents/carers to arrange for safe disposal when no longer required.

## Controlled drugs

[Controlled drugs](#) are prescription medicines that are controlled under the [Misuse of Drugs Regulations 2001](#) and subsequent amendments, such as morphine or methadone.

A pupil who has been prescribed a controlled drug may have it in their possession if they are competent to do so, and when expectations around their responsibility for the drug onsite have been agreed through the IHP. All other controlled drugs are kept in a secure cupboard in a nominated area in the GFM school with only named staff having access.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

### **Pupils managing their own needs**

Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents/carers and it will be reflected in their IHPs.

Pupils will be allowed to carry their own medicines and relevant 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/carers so that an alternative option can be considered, if necessary.

### **Emergency procedures**

Staff will follow the GFM school's normal emergency procedures (for example, calling 999) and are expected to follow the pupil's IHPs which clearly sets 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 or carer arrives, or accompany the pupil to hospital by ambulance.

### **Staff training, learning and development**

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so, and are expected to continue with appropriate and relevant learning and development.

The training will be identified during the development or review of IHPs. Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed with ongoing learning and development needs for staff discussed with the person responsible.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the person responsible. Training will be kept up to date.

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 IHPs
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures
- Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

Ongoing learning and development will be provided and encouraged to those who have participated in training.

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.



## **Expected practice**

GFM staff are expected to use their discretion and professional judgement, placing the care of the child at the forefront, and acting thoughtfully and responsibly with each pupil with a medical condition. It is therefore expected that:

- A pupil with a medical condition is able to easily access their inhalers and medication, and administering their medication when and where necessary
- Staff know each pupil with a condition does not necessarily require the same approach or treatment as another child with the same condition
- Staff take into account the views of the pupil and their parents/carers
- Staff actively engage with medical evidence or opinion (although this may be challenged)
- children with medical conditions are not sent home frequently for reasons associated with their medical condition or prevented from staying for normal school activities, including lunch, unless this is specified in their IHPs
- Staff take sensible measures if the pupil becomes ill, calling for support from another adult as appropriate
- a pupil's attendance record is carefully considered when looking at attendance trends, taking into account if their absences are related to their medical condition, e.g. hospital appointments
- Staff allow pupils to drink, eat or take toilet or other breaks whenever they need to in order to manage their medical condition effectively
- parents/carers do not feel obliged to attend school to administer medication or provide medical support to their pupil, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs
- Staff actively encourage pupils to participate, help overcome any barriers to pupils participating in any aspect of school life, including school trips, e.g. it would be inappropriate to require a parent or carer to accompany their child on a school visit
- Staff are sensitive to where a child might administer medicine e.g. a school toilet would be inappropriate.

## **Record keeping**

The Board and executive will ensure that written records are kept of all medicine administered to pupils for as long as these pupils are at the school. Parents/carers will be informed if their child has been unwell at school.

IHPs are kept in a readily accessible place which all staff are aware of.

## **Liability and indemnity**

The Executive will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk. The Executive ensures that the GFM follows the Department for Education's expected practices with risk management.

## **Complaints**

Parents/carers with concerns or a complaint about their child's medical condition should discuss these directly with the person responsible in the first instance. If the concern or complaint cannot be resolved at this stage, parents/carers will be directed to the GFM's complaints policy.

## **Links to other policies**

This policy links to the following policies:

- Accessibility plan
- Complaints
- Equality information and objectives
- First aid
- Health and safety
- Safeguarding
- Special educational needs information report and policy