



# Supporting Pupils With Medical Conditions Policy

Resilience  
Respect  
Responsibility

**This policy was reviewed by the Governing Body:  
September 2023**

**Next review: July 2024**

**Head Teacher:** Ilona Sanderson

**Lead:** Ilona Sanderson

## Policy Framework:

1. North Clifton Primary School is an inclusive community that aims to support and welcome pupils with medical conditions, such as those identified under the Children and Families Act 2014 (asthma, cancer, diabetes, epilepsy). North Clifton Primary School recognises the NHS definition of “Children with Medical Conditions” as meaning; “a long-term lifelong health condition or illness which needs medicines for the foreseeable future.” We aim to provide all pupils with any medical condition the same opportunities as others at school.
2. The school makes sure all staff understand their duty of care to children and young people in the event of an emergency. All staff feel confident in knowing what to do in an emergency. This school understands that certain medical conditions are debilitating and potentially life threatening, particularly if poorly managed or misunderstood. This school understands the importance of medication and care being taken as directed by healthcare professionals and parents. All staff understand the medical conditions that affect pupils at this school. Staff receive training on the impact medical conditions can have on pupils.
3. The Supporting Pupils with Medical Conditions (SPMC) policy is supported by a clear communication plan for staff, parents/carers and other key stakeholders to ensure its full implementation. This means:
  - parents/carers are informed about the medical conditions policy as the a copy of the policy can be found on the school’s website and
  - school staff are informed and regularly reminded about the school’s SPMC policy through staff meetings, updates, and via the medical conditions notice area near the first aid equipment in the staff room.

## General Responsibilities:

- All staff understand and are updated in what to do in an emergency for children with medical conditions at this school.
- All school staff, including temporary or supply staff, are aware of the medical conditions at this school and understand their duty of care to pupils in an emergency. In an emergency situation school staff are required by common law duty of care to act like any responsible prudent parent/carer.
- All staff receive training in what to do in an emergency and this is refreshed at least once a year.
- If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent/carer arrives. This staff member should keep in regular contact with the SLT

### **Individual Healthcare Plans (IHP):**

- All children with a long term, complex medical condition should have an individual healthcare plan (IHP).
- This school uses an IHP for such children to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. The following is also undertaken:
  - A child's IHP should explain what they need in an emergency and who will accompany a pupil should they need to attend hospital. Parental permission will be sought and recorded for sharing the IHP within emergency care settings.
  - The IHP should be drawn up at the start of the year; at enrolment when a diagnosis is first communicated to the school, with input from the child (if appropriate) their parent/carer, relevant school staff and healthcare professionals, ideally a specialist if the child has one.
  - Parents/carers are regularly reminded to update their child's IHP if their child has had an emergency or if there have been any changes to their symptoms or their medication and treatments change.
- See APPENDIX 1 for Letter to Parents and APPENDIX 2 North Clifton Individual Healthcare Plan Template.

### **Administering Medication:**

4. This school has clear guidance on providing care and support and administering medication at school. See school policy on Administration of Medicines. A consent form with dosage information and GP details must be completed and found there.

### **Storage of Medicine and Medical Equipment:**

5. This school has clear guidance on the storage of medication and equipment at school, these are as follows:
  - This school makes sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment is readily available wherever the child is in the school and on off-site activities, and is not locked away.
  - Pupils may carry their own medication/equipment if this is appropriate, or they should know exactly where to access it.
  - This school will make sure that all medication is stored safely, and that pupils with medical conditions know where they are at all times and have access to them immediately.
  - All medication should be supplied and stored in its original containers. All medication should be labelled with:
    - Pupil's Name.
    - Name of medication.
    - Dosage.
    - Frequency of administration.

- Date of dispensing.
- Storage requirements (if important).
- Expiry date.
- The school will not accept items of medication in unlabelled containers.
- Each item of medication must be delivered to the office, in normal circumstances by the parent, in a secure and labelled container as originally dispensed. The exception to this is insulin, which though must still be in date, will generally be supplied in an insulin injector pen or a pump.
- Some medication for pupils at this school may need to be refrigerated. Refrigerators used for the storage of medication are inaccessible to unsupervised pupils (staff room).
- School staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parent at the end of each term. Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal.
- This school disposes of needles and other sharps in line with local policies.

### **Keeping Medical Records:**

6. This school has clear guidance about record keeping and these including the following:
- Parents at this school are asked if their child has any medical conditions on the enrolment form.
  - This school has a centralised register of IHPs, and an identified member of staff has the responsibility for this register.
  - The pupil (where appropriate) parents, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the IHP. Other school staff are made aware of and have access to the IHP for the pupils in their care.
  - This school makes sure that the pupil's confidentiality is protected.
  - This school seeks permission from parents before sharing any medical information with any other party.
  - This school meets with the pupil (where appropriate), parent, specialist nurse (where appropriate) and relevant healthcare services prior to any overnight or extended day visit to discuss and make a plan for any extra care requirements that may be needed. This is recorded in the pupil's IHP which accompanies them on the visit.
  - This school keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.
  - This school makes sure that all staff providing support to a pupil and other relevant teams have received suitable training and ongoing support, to make sure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's IHP. This should be provided by the specialist nurse/school nurse/other suitably qualified healthcare professional and/or the parent. The specialist nurse/ school nurse/other suitably qualified healthcare professional will confirm their competence, and this school keeps an up-to date record of all training undertaken and by whom.

## **Wider School Approach to Supporting Pupils with Medical Conditions:**

- This school ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.
- This school is committed to providing a physical environment that is as accessible as possible to pupils with medical conditions.
- This school's commitment to an accessible physical environment includes out-of-school; it also recognises that this may sometimes mean changing activities or locations.
- This school ensures the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, including during breaks, extended school activities and residential visits.
- All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside the school's bullying policy, to help prevent and deal with any problems. They use opportunities such as PSHE and science lessons to raise awareness of medical conditions to help promote a positive environment.
- This school understands the importance of all pupils taking part in physical activity and that all relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all pupils. This includes out-of-school clubs and team sports.
- This school understands that all relevant staff are aware that pupils should not be forced to take part in activities if they are unwell. They should also be aware of pupils who have been advised to avoid/take special precautions during activity, and the potential triggers for a pupil's medical condition when exercising and how to minimise these.
- This school makes sure that pupils have the appropriate medication/equipment/food with them during physical activity.
- This school makes sure that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided.
- All school staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition. This school will not penalise pupils for their attendance if their absences relate to their medical condition.
- This school will refer pupils with medical conditions who are finding it difficult to keep up educationally to the SENCO who will liaise with the pupil (where appropriate), parent and the pupil's healthcare professional.
- Pupils at this school learn how to respond to common medical conditions and what to do in an emergency.
- This school makes sure that a risk assessment is carried out before any out-of-school visit, including work experience and educational placements. The needs of pupils with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.
- This school makes itself aware of the common triggers that can make a common medical condition worse or can bring on an emergency.

7. Each member of the school and health community knows their roles and responsibilities in maintaining and implementing an effective medical conditions policy. This school works in partnership with all relevant parties including the pupil (where appropriate), parent, school's governing body, all school staff, catering staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully. The school is also committed to keeping in touch with a child when they are unable to attend school because of their condition.
8. The SPMC policy is evaluated and reviewed every four years or earlier if required in line with school policy.

***[Insert Date]***

Dear Parent/Carer,

### **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 the each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents, 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 the majority of 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 on 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 ***[insert date]***. 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 involve the following people: ***[insert names]***. 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 another member of staff involved in developing the Individual Healthcare Plan, would be happy for you to contact us by email or phone if this would be helpful.

Yours sincerely

**Ilona Sanderson**  
**Headteacher**

**North Clifton Primary School Individual Healthcare Plan**

**Child Young Person Details:**

<b>Child's Name:</b>			
<b>Child's Address:</b>			
<b>Year Group and Class:</b>			
<b>Date of Birth:</b>			
<b>Medical Diagnosis:</b>		<b>Diagnosed since:</b>	
<b>Explanation of Condition:</b>			
<b>Other Conditions:</b>			
<b>Allergies:</b>			
<b>Date:</b>			
<b>Review Date:</b>			

**Family Contact Information:**

<b>1. Name:</b>			
<b>Relationship to child:</b>			
Telephone numbers:	<b>Home:</b>		
	<b>Work:</b>		
	<b>Mobile:</b>		
<b>Email address:</b>			
<b>Address if different to child:</b>			

<b>2. Name:</b>		
<b>Relationship to child:</b>		
<b>Telephone numbers:</b>	<b>Home:</b>	
	<b>Work:</b>	
	<b>Mobile:</b>	
<b>Email address:</b>		
<b>Address if different to child:</b>		

**Other Essential Information:**

<b>All the relevant contact details / numbers:</b>		
	<b>Named Contact:</b>	<b>Contact Number:</b>
<b>General Practitioner:</b>		
<b>Class Teacher:</b>		
<b>Health visitor / School nurse:</b>		
<b>SENDCO:</b>		
<b>Relevant teaching staff:</b>		
<b>Relevant non-teaching staff:</b>		

**Further Details:**

<b>Describe and give details of child's symptoms, triggers, signs and environmental issues:</b>

<b>Treatment, medication, dose, method of administration, when to be taken, administered by, with/without adult supervision:</b>



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<b>Daily care requirements:</b>

<b>Specific support for the pupil's education, social and emotional needs:</b>