



**Alderman White School**

A member of The White Hills Park Trust

# **Supporting Students with Medical Conditions Policy**

**June 2024**

Statutory or non-statutory:	<b>Statutory</b>
Author/Reviewer:	<b>Mandy Holling</b>
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## 1. Statement of intent

Most students will at some time have a medical condition that may affect their participation in school activities and for many this will be short-term. Other students have medical conditions that, if not effectively managed, could limit their access to education. Most students with medical needs can attend school regularly and, with some support from the school, can take part in most normal school activities. Alderman White School is committed to ensuring that students with medical needs have the same right of access as other students.

Alderman White School wishes to ensure that all students with medical conditions receive appropriate care and support at school, focusing on the needs of each individual child and how their medical condition impacts on their school life. This policy has been developed in line with the Department for Education's guidance released in December 15 – "Supporting students at school with medical conditions", section 100 of Children and Families Act 2014.

Some students with medical conditions may have a disability, in which case, the Equality Act 2010 must be complied with. Some may also have SEN and may have an Education, Health, and Care Plan (EHCP) which brings together health and social care needs, as well as their special educational provision.

At the Alderman White School, we aim to:

- *Meet the duties under Section 100 of the **Children and Families Act 2014**, making arrangements to support students with medical conditions.*
- *Ensure that all students with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.*
- *Ensure effective management of short term and frequent absences connected with a student's medical condition and ensure appropriate support is in place to limit the impact on the child's educational attainment and emotional and general well-being.*
- *Ensure effective reintegration back into school so that children with medical conditions fully engage with learning and do not fall behind when they are unable to attend.*
- *Be inclusive with regard to all students with medical conditions, so that they have full access to education, including school trips and physical education.*

School staff will consult health and social care professionals, students and parents to ensure that the needs of children with medical conditions are effectively supported.

## 2. Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- Data Protection Act 2018

- DfE (2013) 'Ensuring a good education for students who cannot attend school because of health needs'
- DfE (2015) 'Supporting students at school with medical conditions'

### 3. 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
- Students with Health Needs who are Unable to Attend School
- Administration of Medications

### 4. 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.

“Controlled drugs” are prescription medicines that are controlled under the Misuse of Drugs Regulations 2001 and subsequent amendments, such as morphine and methadone.

A “staff member” is defined as any member of staff employed at the Alderman White School, including teachers.

### 5. Key Roles and Responsibilities

#### 5.1 The Governing Body

The Governing body will:

- Approve the Supporting Students with Medical Conditions policy and hold the Headteacher to account for its implementation.
- Ensure that the Supporting Students with Medical Conditions Policy does not discriminate against any students or parents with protected characteristics.

#### 5.2 The Headteacher

The Head Teacher will:

- Ensure compliance with the relevant statutory duties when supporting students with health needs
- ensure that the school's policy is developed and effectively implemented with partners.

- ensure that all students with medical conditions are taught consistently across the school and have access to full provision.
- ensure that this quality of provision is subject to regular and effective self-evaluation, is well led, effectively managed, and well planned.
- Ensuring enough trained members of staff are available to implement the policy and deliver Care Plans in normal, contingency, and emergency situations.

### **5.3 The member of SLT with responsibility for students with medical conditions**

A member of SLT will have responsibility for:

- The day-to-day implementation and management of Supporting Students with Medical Conditions Policy and procedures
- Ensuring the policy is developed effectively with partner agencies.
- Making staff aware of the policy.

### **5.4 The SENCO**

The SENCo is responsible for ensuring that the following take place:

- Liaising with healthcare professionals and parents/carers regarding implementation of relevant support to enable access to full provision.
- Liaising with healthcare professionals regarding the training required for staff.
- Making staff who need to know, aware of a student's medical condition.
- Contacting the Healthy Families School Nursing Service in the case of any child who has a medical condition.
- Providing a link between students and their parents, and the LA.
- Developing Care Plans and relevant risk assessments alongside medical professionals involved with the individual student.

### **5.5 Staff**

Staff are responsible for:

- Taking appropriate steps to support students with medical conditions.
- Where necessary, making reasonable adjustments to include students with medical conditions into lessons.
- Undertaking training to achieve the necessary competency for supporting students with medical conditions if they have agreed to undertake that responsibility.
- Familiarising themselves with procedures detailing how to respond when they become aware that a student with a medical condition needs help.

Any member of school staff should know what to do and respond accordingly when they become aware that a student with a medical condition needs help.

### **5.6 Healthy Families School Nursing Team**

The Healthy Families School Nursing Team is responsible for:

- Notifying the school when a child has been identified with requiring support in school due to a medical condition.
- Consulting locally with lead clinicians on appropriate support.

The school will work closely with health professionals and other support services to ensure that children with medical conditions receive a full education. In some cases, this will require flexibility and involve, for example, programmes of study that rely on part time attendance at school in combination with alternative provision arranged by the Health-Related Education Team.

## 5.7 Parents and Carers

Parents and Carers are responsible for:

- Keeping the school informed with sufficient and up-to-date information about their child's medical needs.
- Being involved in developing a Care Plan for their child in collaboration with designated staff members and healthcare professionals if one is required.
- Collaborating with the school towards the best interests of their child.

## 5.8 The young person's role in managing their own medical needs

Students with medical conditions will often be best placed to provide information about how their condition affects them. They should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their individual Medical Care Plan. After discussion with parents/carers, children who are competent should be encouraged to take responsibility for managing their own medicines and procedures. This should be reflected within Medical Care Plans.

Wherever possible, children who are competent should be allowed to carry their own medicines and relevant devices or should be able to access their medicines for self-medication quickly and easily. Children who can take their medicines themselves or manage procedures may require an appropriate level of supervision. If it is not appropriate for a child to self-manage, then relevant staff will help to administer prescribed medicines and manage procedures for them. If a child refuses to take medicine or carry out a necessary procedure, staff should not force them to do so, but will follow the procedure agreed in the Medical Care Plan. Parents/Carers will be informed so that alternative options can be considered.

## 6. Training and Support

Any member of school staff providing support to a student with medical needs will receive suitable training. This will be identified during the development or review of individual Healthcare Plans. Some staff may already have some knowledge of the specific support needed by a child with a medical condition and so extensive training may not be required. The relevant healthcare professional will normally lead on identifying and agreeing with the school, the type and level of training required, and how this can be obtained. Training will be sufficient to ensure that staff are competent and have confidence in their ability to support students with medical conditions, and to fulfil the requirements as set out in individual

Healthcare Plans. They will have an understanding, of the specific medical conditions they are being asked to deal with, their implications and preventative measures.

Staff must not give prescription medicines or undertake health care procedures without appropriate training. A first-aid certificate does not constitute appropriate training in supporting children with medical conditions. Healthcare professionals, including the school NHS nurse, can provide confirmation of the proficiency of staff in a medical procedure, or in providing prescription medication.

Arrangements will be made by pastoral staff for briefing teachers about specific issues related to individual students. This will include preventative and emergency measures so that staff can recognise and act quickly when a problem occurs (Medical Care Plan). Whole school and new staff induction awareness training will be set up as required so that all staff are aware of the school's policy for supporting students with medical conditions and their role in implementing that policy.

Relevant staff training on updates to supporting students with medical conditions are accessed as part of the continuing professional development calendar.

The Headteacher will also enable visitors from outside the school, such as school nurses or other health professionals, to provide support and training to staff supporting students with medical conditions.

The family of the child will often be key in providing relevant information to school staff about how their child's needs can be met, and parents should be asked for their views.

## **7. Individual Healthcare Plans**

Whenever the school is notified that a student has a medical condition, we will liaise with parents/carers and healthcare professionals to determine whether a Healthcare Plan should be produced and ensure we are able to support the student appropriately. Transitional arrangements will be put in place in conjunction with the previous school. This will be reviewed on an annual basis or as needs change (whichever is soonest). The level of detail within plans will depend on the complexity of the child's condition and the degree of support needed.

Healthcare Plans will be drawn up in partnership between the school, parents, and a relevant healthcare professional, who can best advise on the needs of the child. The child should also be involved whenever appropriate. A plan will identify the steps we need to take to help the child manage their condition and overcome any potential barriers to getting the most from their education. Where a child has SEN but does not have an Education, Health, and Care Plan (EHCP), their special educational needs will be mentioned in their individual Healthcare Plan.

The Healthcare Care Plan will provide details of the medical condition, any triggers, signs, symptoms, and treatment (e.g., students with a known nut allergy/diabetes/epilepsy); it is there to enable any member of staff to follow the instructions in an emergency relating to the

student's medical condition. A copy of the Healthcare Plan will be kept in the Base and saved in a secure and in an accessible location on the school system known to all staff.

The following considerations will be considered when producing individual Health Care Plans:

- Where necessary, the Healthcare Plan will be developed in collaboration with the child, parents/carers, Pastoral Leads/Family Support Worker, Special Educational Needs Coordinator (SENDCO) and as necessary, other medical professionals to identify triggers, signs, symptoms, and treatments.
- The Healthcare Plan will detail the child'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 child'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.
- The level of support needed, including in emergencies. If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring.
- Who in the school needs to be aware of the child's condition and the support required.
- Arrangements for written permission from parents for prescribed medication to be administered by a member of staff or self-administered by the student 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 child can participate, e.g., risk assessments.
- Care Plans will be easily accessible whilst preserving confidentiality.
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional; and cover arrangements for when they are unavailable.
- Care Plans will be reviewed at least annually or when a student's medical circumstances change, whichever is sooner.
- Where a student has an Education, Health and Care Plan, the Care Plan will be linked to it or become part of it.
- Where a student is returning from a period of hospital education or alternative provision or home tuition, we will work with the education provider, Healthy Families Team, and medical professionals to ensure that the Care Plan identifies the support the student needs to reintegrate.
- Some young people may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their Medical Care plan.
- Parents/Carers will always be informed if their child has been or felt unwell at school.



Where students need to drink, eat, or take toilet or other breaks to manage their condition effectively they will be enabled to do so. A Healthcare Plan will be issued to individual students where required, to assist staff in making an appropriate response.

Where a child with identified medical needs is returning to school following a period of hospital education or alternative provision (including home tuition), the school will work with the local authority and education provider to ensure that the individual healthcare plan identifies the support the child will need to reintegrate effectively.

## **8. Medicines**

The school Medicines policy outlines the arrangements for students who need to take medicine in school. This applies to students with ongoing, long term or short-term medical conditions.

## **9. Arrangements for Supply Staff**

Where possible, in a teacher's absence, lessons will be covered by other staff within school. Where this is not possible, supply staff will be provided with all relevant and necessary information to ensure that all students with medical conditions can play a full and active role in the lesson.

- The school will endeavour to request consistent supply staff for effective continuity.
- All supply staff and other students in school will be clear of where to go to access support and how to access it.

## **10. Emergencies**

Where a child has an individual Health Care Plan, this will clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other students in the school should know what to do in general terms, such as informing a teacher immediately if they think help is needed.

All medical emergencies will be dealt with under the school's emergency procedures by one of the school's qualified First Aiders.

First Aiders will have access to information about students with medical conditions.

Where a Care Plan is in place, it should detail:

- What constitutes an emergency?
- What to do in such an emergency

Students will be informed in general terms of what to do in an emergency such as informing a member of staff.

If a student needs to be taken to hospital, a member of staff will remain with them until their parents/carer arrive, or if necessary, accompany a child taken to hospital by ambulance.

## **11. Day Trips, Residentials, and Sporting Activities**

Students with medical conditions will be supported to participate in school trips and visits, and in sporting activities. Teachers should be aware of how a child's medical condition will impact on their participation, but there should be enough flexibility for all children to participate according to their own abilities and with any reasonable adjustments. Arrangements will be made for the inclusion of students in such activities with any adjustments as required unless evidence from a clinician such as a GP states that this is not possible, or if the school feels the adjustment is not reasonable.

The school will consider what reasonable adjustments might be made to enable children with medical needs to participate fully and safely on visits. A risk assessment will be carried out so that planning arrangements take account of any steps needed to ensure that students with medical conditions are included. This will require consultation with parents and students and advice from the relevant healthcare professional to ensure that students can participate safely. Health and Safety Executive (HSE) guidance on school trips will be considered.

## **12. Transition Arrangements**

We are fully committed to effective transitional arrangements between organisations as required, including as part of our regular process for Intake transition as well as changes of school through in-year transfers. This applies to all students with medical conditions whether they are entering and leaving our organisation. Any identified training or support needs will be established and acted upon as soon as possible. For children starting at Alderman White School, where possible, arrangements will be in place in time for the start of the relevant school term. In other cases, such as a new diagnosis or children moving to a new school mid-term, every effort will be made to ensure that arrangements are put in place within two weeks.

Where students experience an extended period of absence caused by a specific medical condition, or when needs change, meetings will take place upon reintegration between all relevant and necessary parties to ensure appropriate support is in place to limit the impact on the child's educational attainment and emotional and general well-being. Where a child is returning to school following a period of hospital education or alternative provision (including home tuition), Alderman White staff will work with the local authority and education provider to ensure that the individual healthcare plan identifies the support the child will need to reintegrate effectively.

It is not always necessary to wait for a formal diagnosis before providing support to our students. In cases where a student's medical condition is unclear, or where there is a difference of opinion, judgements will be made about what support to provide based on the available evidence. This will normally involve some form of medical evidence and consultation with parents/carers. Where evidence conflicts, some degree of challenge may be necessary to ensure that the right support can be put in place.

### **13. Liability and Indemnity**

Teachers who undertake responsibilities within this policy are covered by the school's insurance policy.

Full written insurance policy documents are available to be viewed by members of staff who are providing support to students with medical conditions. Those who wish to see the documents should contact the School Administrator.

### **14. Complaints**

Details of how to make a complaint can be found in the School's Complaints Procedure.

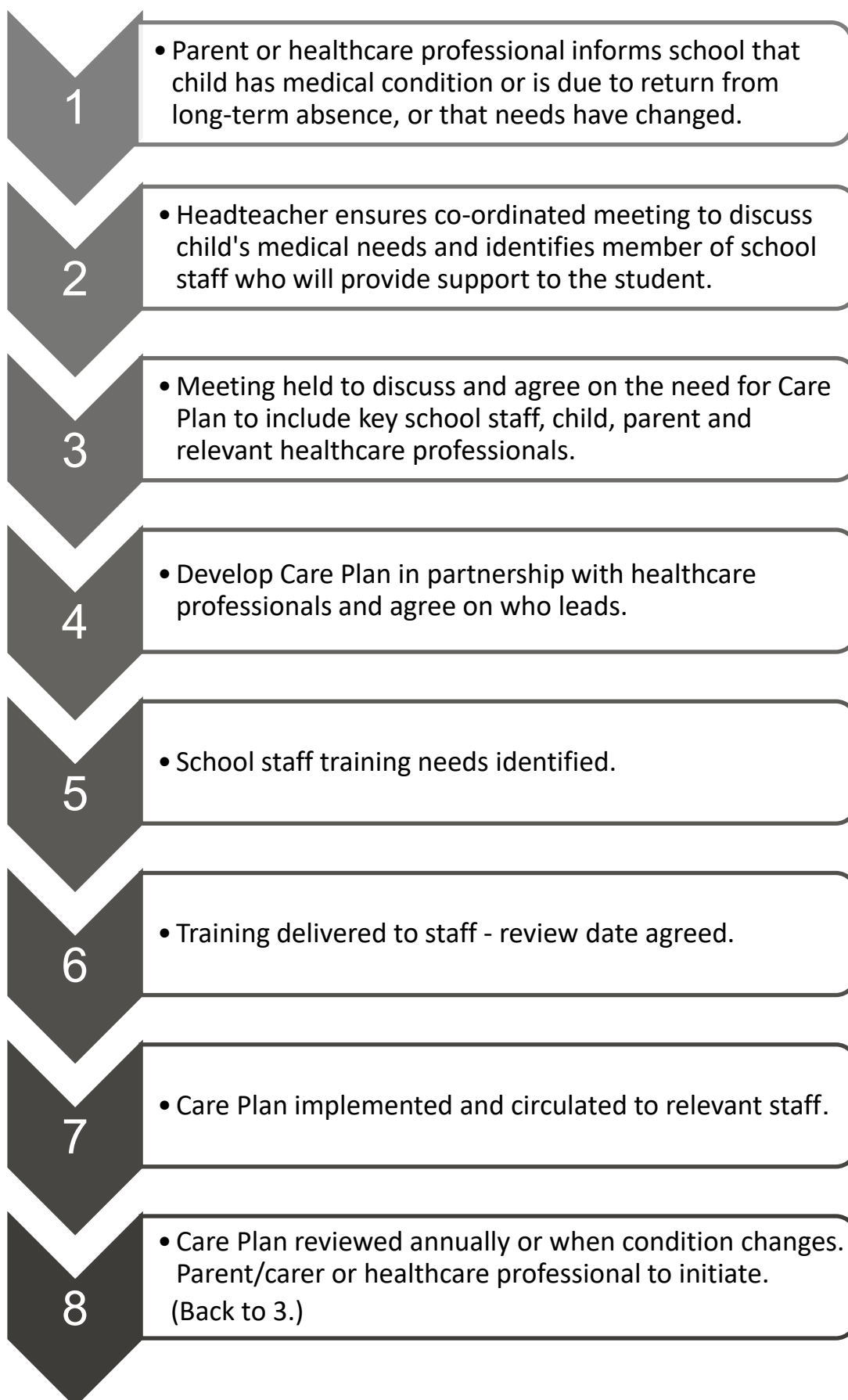
### **15. Data Protection Act (DPA 2018)**

Data will be processed in line with the requirements and protections set out in the GDPR and the DPA 2018. Data will be held in accordance with the School's Management and Retention of Record's policy. Data may also be shared when appropriate in accordance with our statutory duties and as detailed in the Schools Privacy Notice.

### **16. Monitoring**

This policy will be reviewed and updated by the Governing board annually.

## Appendix 1 - Care Plan Implementation Procedure



## Appendix 2 - Care Plan Template

<b>The Alderman White School Individual Health Care Plan</b>	
Child's name	
Form	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	
<b>Family Contact Information</b>	
Name:	
Phone no: (work)	
(home)	
(mobile)	
Relationship to child:	
<b>Clinic/Hospital Contact</b>	
Name:	
Phone no:	
<b>G.P.</b>	
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:	
<div style="border: 1px solid black; height: 40px;"></div>	
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 student'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.

**The Alderman White School medicine administering form**

Date for review to be initiated by:	
Name of child:	
Date of birth:	
Form:	
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:	

I give consent to school staff administering medicine in accordance with the school policy. I will inform the school 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.**

**The Alderman White School record of medicine administered to an individual child.**

Name of child

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Date

--	--	--

Time given

--	--	--

Dose given

--	--	--

Staff initials

--	--	--

Date

--	--	--

Time given

--	--	--

Dose given

--	--	--

Staff initials

--	--	--

Date

--	--	--

Time given

--	--	--

Dose given

--	--	--

Staff initials

--	--	--

Date

--	--	--

Time given

--	--	--

Dose given

--	--	--

Staff initials

--	--	--

Date

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Time given

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Dose given

--	--	--

Staff initials

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Date			
Time given			
Dose given			
Staff initials			

Date			
Time given			
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Time given			
Dose given			
Staff initials			

Date			
Time given			
Dose given			
Staff initials			

## Appendix 5 - Staff training record – administration of medicines

Name of school/setting:	
Name:	
Type of training received:	
Date of training completed:	
Training provided by:	
Profession and title:	

I confirm that **add name of member of staff** has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated by **add name of member of staff**.

Trainer's signature: \_\_\_\_\_

Date: \_\_\_\_\_

**I confirm that I have received the training detailed above.**

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

Date: \_\_\_\_\_

Suggested review date: \_\_\_\_\_

## Appendix 6 - 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:
  - Alderman White **0115 9170424**
- Your name.
- Your location as follows:
  - Alderman White, Chilwell Lane, Bramcote, Nottingham
  
- The satnav postcode (if different from the postal code.)
  - Alderman White **NG9 3DU**
  
- 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.

Place a completed copy of this form by the phone.

## Appendix 7 - Model letter inviting parents to contribute to individual healthcare plan development

Dear Parent,

RE: DEVELOPING AN INDIVIDUAL HEALTH CARE 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 students 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 student needs and how this will be provided. Individual healthcare plans are developed in partnership with the school, parents/carers, students, 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,

Name of Headteacher