



# ALL SAINTS

## CATHOLIC COLLEGE

ORARE LABORARE SERVIRE

# Supporting Students with Medical Conditions

Approved by: Board of Governors

Date: 25<sup>th</sup> March 2025

Last reviewed on: 26<sup>th</sup> March 2024

Next review due  
by: March 2026

## 1. Introduction

This policy is written in regard to the Department for Education's statutory guidance from a statutory duty under Section 100 of the Children and Families Act 2014. This places a duty on governing bodies to make arrangements for supporting students at their school with medical conditions.

## 2. Aims

The aims of this policy are to ensure that:

- students at school with medical conditions, in terms of both physical and mental health, are properly supported so they can play a full and active role in school life, remain healthy and achieve their academic potential,
- the needs of students with medical conditions are effectively supported in consultation with health and social care professionals, their parents and the students themselves.

## 3. Legislation and Statutory Responsibilities

The school will ensure that this policy meets the requirements under Section 100 of the Children and Families Act 2014, which places a duty on governing boards to make arrangements for supporting students at their school with medical conditions. This policy is informed by the Department for Education's statutory guidance: Supporting students at school with medical conditions.

## 4. Procedure

The SENDCo is responsible for ensuring that whenever the school is notified that a student has a medical condition:

- sufficient staff are suitably trained
- all relevant staff are made aware of a student's condition
- cover arrangements in case of staff absence/turnover is always available
- supply teachers are briefed
- risk assessments for visits and activities out of the normal timetable are carried out
- individual healthcare plans are monitored (at least annually)
- if a student's needs change, the above measures are adjusted accordingly

Where students are joining All Saints Catholic College at the start of a new academic year, these arrangements should be in place for the start of term. Where a student joins mid-term or a new diagnosis is given, arrangements should be in place as soon as possible, ideally within two weeks.

Any student with a medical condition requiring medication or support in school should have an individual healthcare plan which details the support that the student's needs.

## 5. Individual Healthcare Plans (IHP)

The following information should be considered by the SENDCo when writing an IHP

- the medical condition, its triggers, signs, symptoms and treatments
- the student's resulting needs, including medication and other treatments, times, facilities, equipment, testing, dietary requirements and environmental issues
- specific support for the student's educational, social and emotional needs
- the level of support needed including in emergencies
- who will provide support, their training needs, expectation of their role, confirmation of their proficiency and cover arrangements
- who in school needs to be aware of the student'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 (students who are competent should be encouraged to take responsibility for managing their own medicines and procedures, with an appropriate level of supervision, e.g. the use of asthma inhalers)
- separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the student can participate
- confidentiality
- what to do if a student refuses to take medicine or carry out a necessary procedure
- what to do in an emergency, who to contact and contingency arrangements

## 6. Roles and Responsibilities

**The Board of Governors is responsible for:**

- ensuring the policy is developed collaboratively across services, clearly identifies roles and responsibilities and is implemented effectively,
- ensuring arrangements are in place to support students with medical conditions,
- ensuring that the 'Supporting Students with Medical Conditions Policy' does not discriminate on any grounds including, but not limited to, protected characteristics: ethnicity/national/ origin, religion or belief, sex, gender reassignment, pregnancy & maternity, disability or sexual orientation,
- ensuring that all students with medical conditions are able to play a full and active role in all aspects of school life, participate in school visits/trips/sporting activities, remain healthy and achieve their academic potential,
- ensuring that relevant training is delivered to a sufficient number of staff who will have responsibility to support students with medical conditions and that they are signed off as competent to do so,
- ensuring staff to have access to information, resources and materials,
- ensuring the level of insurance in place reflects the level of risk.

**The Headteacher is responsible for:**

- ensuring the policy is developed effectively with partner agencies and then making staff aware of this policy,
- the day-to-day implementation and management of the Supporting Students with Medical Conditions Policy and Procedures,
- liaising with healthcare professionals regarding the training required for staff,
- identifying staff who need to be aware of a student's medical condition,
- ensuring the development of IHPs,
- ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHPs in normal, contingency and emergency situations,
- ensuring the recruitment of staff for the purpose of supporting this policy (ensuring cover for absences and emergencies),
- ensuring the correct level of insurance is in place for teachers who support students in line with this policy,
- ensuring a continuous, two-way liaison, with school nurses and school in the case of any student who has or develops an identified medical condition,
- ensuring confidentiality and data protection,
- ensuring appropriate accommodation for medical treatment/care,
- ensuring written records are kept of, any and all, medicines administered to students,
- ensuring the policy sets out procedures in place for emergency situations.

#### **Staff members are responsible for:**

- taking appropriate steps to support students with medical conditions and familiarising themselves with procedures which detail how to respond when they become aware that a student with a medical condition needs help. (*A first-aid certificate is not sufficient*)
- knowing where controlled drugs are stored
- undertaking training to achieve the necessary competency for supporting students with medical conditions, with particular specialist training if they have agreed to undertake a medication responsibility
- allowing inhalers, adrenalin pens and blood glucose testers to be held in an accessible location, following DfE guidance
- Supporting students 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 students with medical conditions, although they will not be required to do so. This includes the administration of medicines.
- Those staff who take on the responsibility to support students 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 students with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a student with a medical condition needs help.

#### **School Nurses are responsible for:**

- notifying the school when a student has been identified as having a medical condition which will require support in school (wherever possible, they should do this before the student starts school)

In addition, they may offer support with the following:

- developing and implementing a student's IHP
- providing advice and liaison (for example training on training needs)
- liaising with local clinicians on appropriate support – when parental permission has been granted

#### **Other healthcare professionals:**

- should notify the school nurse when a student has been identified as having a medical condition that will require support at school

In addition, they may:

- provide advice on developing healthcare plans
- liaise with specialist local teams to provide support for particular conditions (eg. asthma, diabetes)

#### **Parents and carers are responsible for:**

- keeping the school informed about any new medical condition or changes to their child's health
- participating in the development and regular reviews of their child's IHP
- completing a parental consent form to administer medicine or treatment before bringing medication into school
- providing the school with the medication their child requires and keeping it up to date including collecting leftover medicine
- carrying out actions assigned to them in the IHP with particular emphasis on, they or a nominated adult, being contactable at all times

#### **Students will:**

- wherever possible, be fully involved in discussions about their medical support needs and contribute to, and comply with, their IHP

### **7.Equal opportunities**

- Our school is clear about the need to actively support students with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.
- The school will consider what reasonable adjustments need to be made to enable these students 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 students with medical conditions are included. In doing so, students, their parents and any relevant healthcare professionals will be consulted.

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

- When the school is notified that a student has a medical condition, the process outlined below will be followed to decide whether the student requires an IHP.
- The school will make every effort to ensure that arrangements are put into place as soon as possible or by the beginning of the relevant term for students who are new to our school.

## **9. Managing Medicines**

- Prior to staff members administering any medication, the parents/carers of the student must complete and sign a parental consent to administration of medicine form
- No student will be given any prescription medicines without written parental consent except in exceptional circumstances
- Medicines MUST be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- Medications will be stored in the locked first aid cupboard in the School Office
- Any medications left over at the end of the course will be returned to the student's parents/carer
- Written records will be kept of any medication administered to students.

## **10. Emergencies**

- Medical emergencies will be dealt with under the school's emergency procedures which will be communicated to all relevant staff so they are aware of signs and symptoms
- Students will be informed in general terms of what to do in an emergency such as telling a teacher
- If a student needs to be taken to hospital, a member of staff will remain with the student until their parents arrive

## **11. Day trips, residential visits and sporting activities**

- Arrangements will be made and be flexible enough to ensure students with medical conditions can participate in school trips, residential stays, sports activities and not prevent them from doing so unless a clinician states it is not possible
- Risk assessments will be undertaken, in line with H&S executive guidance on school trips, in order to plan for including students with medical conditions. Consultation with parents, healthcare professionals etc. on trips and visits will be separate to the usual day to day IHP requirements for the school day

## 12. Avoiding unacceptable practice

Each case will be judged individually, but in general the following are not considered acceptable:

- preventing students from easily accessing their inhalers and medication and administering their medication when and where necessary
- assuming that students with the same condition require the same treatment
- ignoring the views of the students and/or their parents or ignoring medical evidence or opinion
- sending the student to the school office alone or with an unsuitable escort if they become ill
- penalising students with medical conditions for their attendance record where the absences relate to their condition
- making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues
- creating barriers to student participating in school life, including school trips
- refusing to allow students to eat, drink or use the toilet when they need to in order to manage their condition

## 13. Training

- Staff who are responsible for supporting students with medical needs will receive suitable and sufficient training to do so.
- The training will be identified during the development or review of IHPs. Staff who provide support to students with medical conditions will be included in meetings where this is discussed.
- The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the Headteacher. 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 students
- 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.
- 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

## **14. Insurance**

- The Board of Governors will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.
- The details of the school's insurance policy are available from the School Business and Operations Manager
- Teachers who undertake responsibilities within this policy will be assured by the Headteacher that they are covered by the school's insurance. 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 Headteacher.

## **15. Complaints**

- All complaints should be raised with the school in the first instance. If the complaint is unresolved then they will be directed to the Schools Complaints Policy

## **16. Links to other policies**

This policy links to the following policies:

- Accessibility Plan
- Complaints Procedure
- Equality information and Objectives
- Health and Safety
- Safeguarding and Child Protection
- SEND Policy and SEND Funding and Impact Report