



Alsager School

## MEDICAL CONDITIONS POLICY

Prepared by  
Mrs L Young, Deputy Headteacher  
October 2024

Presented for approval  
At the Resource Committee Meeting  
On October 23<sup>rd</sup> 2024  
and subsequently approved and adopted on the same date.

Chair of Resources Committee: David Edwards

Signature:

Date: 23/10/2024

## 1. Aims

Our core purpose is to enable all pupils to learn and to achieve.

To facilitate this:

- Alsager School is an inclusive community that aims to support and welcome pupils with medical conditions
- Alsager School aims to provide all pupils with all medical conditions the same opportunities as others at school

This policy should be read in conjunction with the “First Aid Policy” and “Administration of Medication Policy”

The term ‘parent’ implies any person or body with parental responsibility such as foster parent, carer, guardian or local authority

## 2. Legislation & Statutory responsibilities

This policy means the requirements under Section 100 of the Children and Families Act 2014, which places a duty on Governing Boards to make arrangements for supporting pupils at their school with medical conditions. It is based on the Department of Education’s statutory guidance on supporting pupils with medical conditions at school.

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

## 3. Roles and Responsibilities

### 3.1 The Governing Board

The Governing Board has ultimate responsibility to make arrangements to support pupils with medical conditions. 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.

### 3.2 The Headteacher

The Headteacher will:

- Make sure all staff are aware of this policy and 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
- Ensure that all staff, who need to know, are aware of a child’s condition
- Take overall responsibility for the development of IHPs
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way
- Contact 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

- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

### **3.3. Staff**

Supporting pupils with medical conditions during school hours is not the sole responsibility of 1 person. Any member of staff may be asked to provide support to pupils 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 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.

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

### **3.4. 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

### **3.5 Pupils**

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Pupils should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs.

Pupils who are competent will be expected to take full responsibility for managing their medicines and procedures. They are also expected to comply with their IHPs. If a pupil refuses to take medication or carry out a necessary procedure, parents will be informed so that alternative options can be explored.

### **3.6. School Nurses and other Healthcare Professionals**

Our school nursing service will notify the 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's nurses and notify them of any pupils identified as having a medical condition. They may also provide advice on developing IHPs.

#### **4. Equal Opportunities**

Alsager School is an inclusive community that aims to support and welcome pupils with medical conditions. Our school is clear about the need to actively support pupils 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 pupils to participate fully and safely on school trips, visits and sporting activities.

Alsager School aims to provide all children with all medical conditions the same Opportunities as others at school, including participation in extracurricular activities and sports.

#### **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 IHP.

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.

Parents at this school are asked if their child has any health conditions or health issues through the data collection process. Parents of new pupils starting during the school year are also asked to provide this information on admissions.

#### **6. Drawing up Healthcare Plans**

The school uses a Healthcare Plan to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments.

Further documentation can be attached to the Healthcare Plan if required.

A Healthcare Plan, accompanied by an explanation of why and how it is used, is sent to all parents of pupils with a long-term medical condition.

This is sent:

- At the end of the school year, in preparation for the next academic year
- At admission
- When first drawn up following a diagnosis being communicated to the school.

If a pupil has a short-term medical condition that requires medication during school hours, a request to store medication form, plus explanation is given to the pupil's parents to complete.

The parents, healthcare professional (if required) and pupil (if appropriate) with a medical condition, are asked to complete the pupil's Healthcare Plan together. Parents then return these completed forms to the school.

Alsager School ensures that a relevant member of school staff is also present, if required, to help draw up a Healthcare Plan for pupils with complex healthcare or educational needs.

Healthcare Plans are used to create a centralised register of pupils with medical needs. The responsible member of staff follows up with the parents any further details on a pupil's Healthcare Plan required or if permission for administration of medication is unclear or incomplete.

### **7. Ongoing communication and review of Healthcare Plans**

Parents at this school are annually reminded to update their child's Healthcare Plan if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication and treatments change. Every pupil with a Healthcare Plan at this school has their plan reviewed at least once a year.

### **8. Storage and access to Healthcare Plans**

Parents are provided with a copy of the pupil's current agreed Healthcare Plan.

Healthcare Plans are kept in a secure central location.

All members of staff who work with groups of pupils have access to the Healthcare Plans of pupils in their care.

Staff are instructed that all pupils information must be protected to maintain confidentiality.

### **9. Educational visits**

Risk assessments are carried out by this school prior to any out-of-school visit and medical conditions are considered during this process. Factors this school considers include: how all pupils will be able to access the activities proposed, how routine and emergency medication will be stored and administered, and where help can be obtained in an emergency.

This school understands that there may be additional medication, equipment or other factors to consider when planning residential visits. This school considers additional medication and facilities that are normally available at school.

Risk assessments are carried out before pupils start any work experience or off-site educational placement. It is this school's responsibility to ensure that the placement is suitable, including travel to and from the venue for the pupil. Permission is sought from the pupil and their parents before any medical information is shared with an employer or other education provider.

## **10. Avoiding Unacceptable Practice**

Alsager School understands that the following behaviour is unacceptable:

- Prevent pupils from easily accessing and administering their inhalers and medication
- Assume that every pupil with the same condition requires the same treatment
- Ignore the views of the pupil or their parents/carers
- Ignore 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
- If the pupil becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- Penalise pupils for their attendance record if their absences are related to their medical condition, e.g. hospital appointments
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Require parents/carers, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their pupil, including with toileting issues. No parent/carer should have to give up working because the school is failing to support their child's medical needs
- 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/carers to accompany their child
- Administer, or ask pupils to administer, medicine in school toilets

## **11. Emergency procedures**

Staff will follow the school's normal emergency procedures (for example, calling 999). 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/carer arrives or accompany the pupil to hospital by ambulance.

Staff should not take pupils to hospital in their own car. This school has clear guidance from the local authority on when (and if) this is appropriate.

## **12. Training**

- 12.6.** Staff who are responsible for supporting pupils 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 pupils 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 / role of individual. Training will be kept up to date.

**12.7.** 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.

**12.8.** 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.

### **13. Complaints**

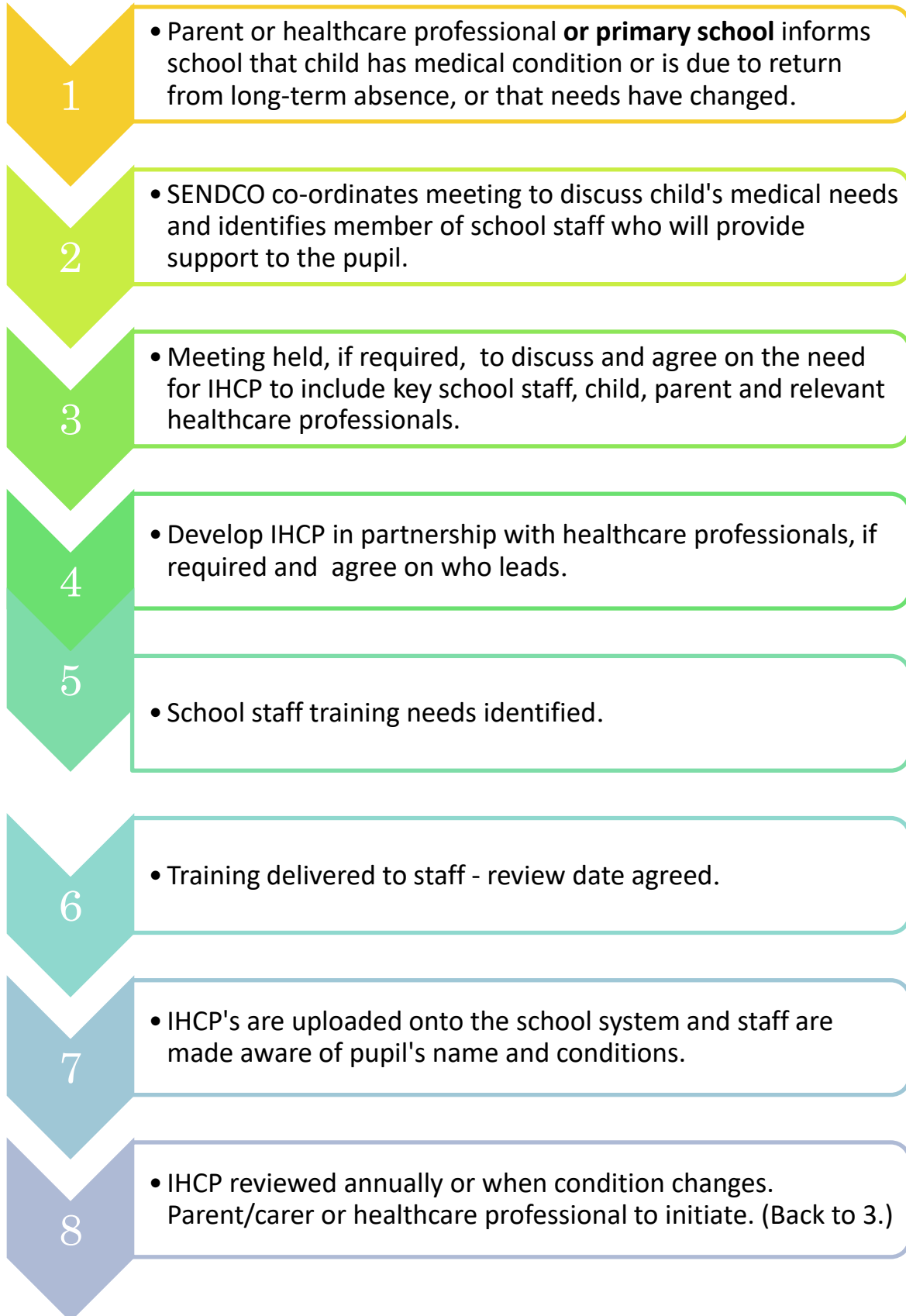
The details of how to make a complaint can be found in the Complaints Policy:

### **14. Appendices**

These can all be found below:

- Individual Healthcare Plan implementation procedure
- Individual Healthcare Plan template
- Request to store medication form

**15. Appendix 1 - Individual Health Care Plan (IHCP) implementation procedure**





**16. APPENDIX 2 – HEALTHCARE PLAN TEMPLATE**



Alsager School

**Healthcare Plan for a Pupil with Medical Needs**

<b>NAME</b>	
<b>ADDRESS</b>	

Photograph of pupil	Date:
	Review Date:    Annually, or when change is required

Pupil Name:	
Date of Birth:	
Reg Group:	
Medical Practice:	
Hospital Contact:	

**Medical Condition(s)**

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**Contact Information**

<b>Family Contact 1</b>	
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Detailing name, relationship, parental responsibility (T=true, F=false), home and mobile telephone numbers.	
<b>Family Contact 2</b> Detailing name, relationship, parental responsibility (T=true, F=false), home and mobile telephone numbers.	

**Describe condition and give details of Pupil’s individual symptoms:**

**Daily care requirements: (e.g. before sport/at lunchtime)**

**Describe what constitutes an emergency for the Pupil and, the action to take if this occurs:**

**Follow up care:**

**Who is responsible in an Emergency: (state if different on off-site activities)**

On site – Teacher in charge of lesson, first aider.  
 Off site – (trip/visit/activity) Teacher in charge and first aider attending from school. First aiders available on site of trip/visit/activity.

	SIGNATURE	DATE
PARENT/CARER SIGNATURE		
ALSAGER SCHOOL STAFF SIGNATURE		

**17. Appendix 3 - REQUEST TO STORE MEDICATION**

I request that: \_\_\_\_\_ (full name of pupil) Form Group: \_\_\_\_\_  
be allowed to self-administer the following medicine while at school:

Name of Medicine: \_\_\_\_\_ Date Prescribed: \_\_\_\_\_

Duration of Course: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Medicine to be taken in school:

Dosage to be taken: \_\_\_\_\_ Time(s) to be taken: \_\_\_\_\_

I confirm that the above medication has been prescribed by the GP, dentist or a hospital doctor. It is in the original packaging, clearly labelled indicating contents, dosage and child's name in FULL.  **Please tick**

I confirm that \_\_\_\_\_ dose(s) of medication has been taken by the child, under the supervision of a parent/carer before bringing their medication into school.

I understand that the medicine must be delivered to school by me or the under-mentioned responsible adult:

Name: \_\_\_\_\_ Relationship to pupil: \_\_\_\_\_

I understand that the medicine will be kept in a secure cabinet/cupboard in the First Aid Room and that my son/daughter will attend the office at the appropriate times and self-administer the medicine. The remainder will then be secured in the designated place.

The responsibility for administration of the medicine at all times remains with me or my child. The school accepts no responsibility for administering of the medicine.

I understand that the school has no responsibility for ensuring that the correct dosage is self-administered.

I accept that this is a service which the school is not obliged to undertake and also agree to inform the school of any change of dosage immediately.

Signed \_\_\_\_\_ (Parent/Carer)

Date received into school: \_\_\_\_\_

Received into school by (member of staff): \_\_\_\_\_

Note to parents/Carers:

Medication will not be accepted by the school unless this form is completed and signed by the parent/carer or legal guardian of the child. This agreement will be reviewed on a termly basis.

The Governors and Headteacher reserve the right to withdraw this service.



## **18. APPENDIX 4**

### **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 – **01270 871100**

Your name.

Your location as follows: **Alsager School, Hassall Road, Alsager, ST7 2HR.**

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.

#### **Policy framework**

Alsager school is an inclusive community that aims to support and welcome pupils with medical conditions.

Alsager school's medical conditions policy is drawn up in consultation with a wide-range of local key stakeholders within both the school and health settings.

The medical conditions policy is supported by a clear communication plan for staff, parents\* and other key stakeholders to ensure its full implementation.

All relevant staff understand and are trained in what to do in an emergency for the most common serious medical conditions at this school.

All staff understand and are trained in the school's general emergency procedures.

Alsager school has clear guidance on the administration of medication at school.

Alsager school has clear guidance on the storage of medication at school.

Alsager school has clear guidance about record keeping.

Alsager school, as far as is reasonably possible, 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.

Alsager school is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. The school is continually working towards reducing or eliminating these health and safety risks.

**Alsager School - Medical Conditions Policy – GB approved on 23/10/2024**

Each member of the school and health community knows their roles and responsibilities in maintaining and implementing an effective medical conditions policy.

The medical conditions policy is regularly reviewed, evaluated and updated.

The term 'parent' implies any person or body with parental responsibility such as foster parent, carer, guardian or local authority.