

41. Supporting Pupils with medical conditions

(For pupils on roll in EOTAS)

Date adopted: March 2019

Next review: April 2026

See EOTAS policy control document (held by the Business Manager) for status, notes and actions about this policy



Educational Visits

Version	Status	Date	Title of Reviewer	Purpose/Outcome
1.0	adopted	March 2019	Headteacher	Adoption of supporting pupils with medical conditions Policy
2.0	Reviewed	April 2026	Headteacher	Review of Policy



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Introduction

The named member of service staff responsible for this medical conditions policy and its implementation is:

Head of Riverside - The Riverside Centre

Commitments

- a commitment that all relevant staff will be made aware of the child's condition,
- cover arrangements in case of staff absence or staff turnover to ensure someone is always available,
- briefing for supply teachers,
- risk assessments for school visits, holidays, and other school activities outside of the normal timetable
- monitoring of individual healthcare plans.

This service is an inclusive community that supports and welcomes pupils with medical conditions.

This service is welcoming and supportive of pupils with medical conditions. It provides children with medical conditions with the same opportunities and access to activities (both school based and out-of-school) as other pupils. No child will be denied admission or prevented from taking up a place in this service because arrangements for their medical condition have not been made.

This service will listen to the views of pupils and parents/carers.

Pupils and parents/carers/carers feel confident in the care they receive from this service and the level of that care meets their needs.

Staff understand the medical conditions of pupils at this service and that they may be serious, adversely affect a child's quality of life and impact on their ability and confidence.

All staff understand their duty of care to children and young people and know what to do in the event of an emergency.

The service & local health community understand and support the medical conditions policy.

This service understands that all children with the same medical condition will not have the same needs, our service will focus on the needs of each individual child.

The service recognises its duties as detailed in Section 100 of the Children and Families Act 2014. (Other related legislation is referenced in DfE guidance p21) https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/638267/supporting-pupils-at-school-with-medical-conditions.pdf

Some children with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Where this is the case, this service complies with their duties under that Act. Some may also have special educational needs (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. For children with SEN, this policy should be read in

in conjunction with the Special educational needs and disability (SEND) code of practice.

Key Principles

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

Stakeholders include pupils, parent/carers, school nurse, school staff, governors, and relevant local health specialist services.

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

Pupils, parent/carers/carers, relevant local healthcare staff, and other external stakeholders are informed of and reminded about the medical conditions policy through clear communication channels.

All staff understand and are trained in what to do in an emergency for children with medical conditions at this service.

All service staff, including temporary or supply staff, are aware of the medical conditions at each Centre and understand their duty of care to pupils in an emergency.

All staff receive training in what to do in an emergency and this is refreshed at least once a year.

All children with medical conditions that are complex, long-term or where there is a high risk that emergency intervention will be required at each Centre have an individual healthcare plan (IHP)¹, which explains what help they need in an emergency. The IHP will accompany a pupil should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing the IHP within emergency care settings.

This service makes sure that all staff providing support to a pupil have received suitable training and ongoing support to ensure 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 parent/carer. The specialist nurse/school nurse/other suitably qualified healthcare professional will confirm their competence and each Centre keeps an up to date record of all training undertaken and by whom.

This service had chosen to hold an emergency salbutamol inhaler for use by pupils who have been prescribed a reliever inhaler and for whom parental consent for its use has been obtained. (see appendix 3 for further information)

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

All staff, including temporary or supply staff should be aware of the content of this

¹ An example template for an IHP has been produced by Dfe - see template A.



policy, know what action to take in an emergency and receive updates at least yearly. School nurses will provide annual training for common conditions eg asthma, allergies, epilepsy and diabetes².

If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent/carer arrives, or accompany a child taken to hospital by ambulance. They will not take pupils to hospital in their own car.

This service has clear guidance on providing care and support and administering medication at each Centre.

This service understands the importance of medication being taken and care received as detailed in the pupil's IHP.

Medication will only be administered when it would be detrimental to a child's health or attendance not to do so.

This service will make sure that there are sufficient members of staff who have been trained to administer the medication and meet the care needs of an individual child. This includes escort staff for home to Centre transport if necessary. The Centre will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. This service Management Committee has made sure that there is the appropriate level of insurance and liability cover in place.

This service will not give medication (prescription or non-prescription) to a child under 16 without a parent's written consent except in exceptional circumstances, and every effort will be made to encourage the pupil to involve their parent/carer, while respecting their confidentiality.

When administering medication, for example pain relief, this Centre will check the maximum dosage and when the previous dose was given. Parents/carers will be informed.

This service will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit, including overnight stays.

Parents/carers understand that they should let the Centre know immediately if their child's needs change.

If a pupil misuses their medication, or anyone else's, their parent/carer is informed as soon as possible and the Centre's disciplinary procedures are followed.

This service has clear guidance on the storage of medication and equipment at each Centre.

This service makes sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment, eg asthma inhalers, epi-pens etc are readily available wherever the child is in the Centre and on off-site activities, and are not locked away.

Pupils may carry their own medication/equipment, or they should know exactly where to access it. Those pupils deemed competent to carry their own medication/equipment with them will be identified and recorded through the pupil's

² For pupils requiring insulin injections/insulin via pumps or blood glucose monitoring in schools the Paediatric Diabetes Team will provide this level of training and education.



IHP in agreement with parents/carers.

Pupils can carry controlled drugs if they are deemed competent to do so, otherwise this Centre will store controlled drugs securely in a non-portable container, with only named staff having access. Staff at this service can administer a controlled drug to a pupil once they have had specialist training.

This service 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. Under no circumstances will medication be stored in first aid boxes.

This service will only accept medication that is in date, labelled and in its original container including prescribing instructions for administration. 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.

Parents/carers/carers are asked to collect all medications/equipment at the end of the school term, and to provide new and in-date medication at the start of each term.

The Centres will dispose of needles and other sharps in line with local policies. Sharps boxes are kept securely at the Centre and will accompany a child on off-site visits. They are collected and disposed of in line with local authority procedures.

This service has clear guidance about record keeping.

As part of the services' admissions process, parents/carers are asked if their child has any medical conditions. These procedures also cover transitional arrangements between schools.

This service uses an IHP to record the support an individual pupil needs around their medical condition. The IHP is developed with the pupil (where appropriate), parent/carer, designated named member of Centre staff, specialist nurse (where appropriate) and relevant healthcare services. Where a child has SEN but does not have a EHC plan, their special educational needs are mentioned in their IHCP. Appendix 2 is used to identify and agree the support a child needs and the development of an IHCP.

This Centre has a centralised register of IHPs, and an identified member of staff has the responsibility for this register.

IHPs are regularly reviewed, at least every year or whenever the pupil's needs change.

The pupil (where appropriate) parents/carers, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the IHP. Other Centre staff are made aware of and have access to the IHP for the pupils in their care.

This service makes sure that the pupil's confidentiality is protected.

This service seeks permission from parents/carers before sharing any medical information with any other party.

This service keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.



This service ensures that the whole Centre environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

This service is committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility. This service is also committed to an accessible physical environment for out-of-school activities.

This service makes sure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, 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 services' anti 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 service understands the importance of all pupils taking part in off site visits and physical activity and that all relevant staff make reasonable and appropriate adjustments to such activities in order that they are accessible to all pupils. This includes out-of-school clubs and team sports. Risk assessments will be conducted as part of the planning process to take account of any additional controls required for individual pupil needs.

This service 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 service makes sure that pupils have the appropriate medication/equipment/food with them during physical activity and offsite visits.

This service makes sure that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at the Centre as any other child, and that appropriate adjustments and extra support are provided.

All Centre staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition.

This service will not penalise pupils for their attendance if their absences relate to their medical condition.

This Centre will refer pupils with medical conditions who are finding it difficult to keep up educationally to the SENCO/INCO who will liaise with the pupil (where appropriate), parent/carer and the pupil's healthcare professional.

Pupils at each Centre will learn what to do in an emergency.

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

This service is committed to identifying and reducing triggers both at the Centre and on out-of-school visits.

Centre staff have been given training and written information on medical conditions which includes avoiding/reducing exposure to common triggers.

The IHP details an individual pupil's triggers and details how to make sure the pupil remains safe throughout the whole school day and on out-of-school activities. Risk assessments are carried out on all out-of-school activities, taking into account the needs of pupils with medical needs.

This service reviews all medical emergencies and incidents to see how they could have been avoided, and changes the policy according to these reviews.

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

This service works in partnership with all relevant parties including the pupil (where appropriate), parent/carer, Management Committee, all Centre staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

Key roles and responsibilities are outlined in Appendix 1.

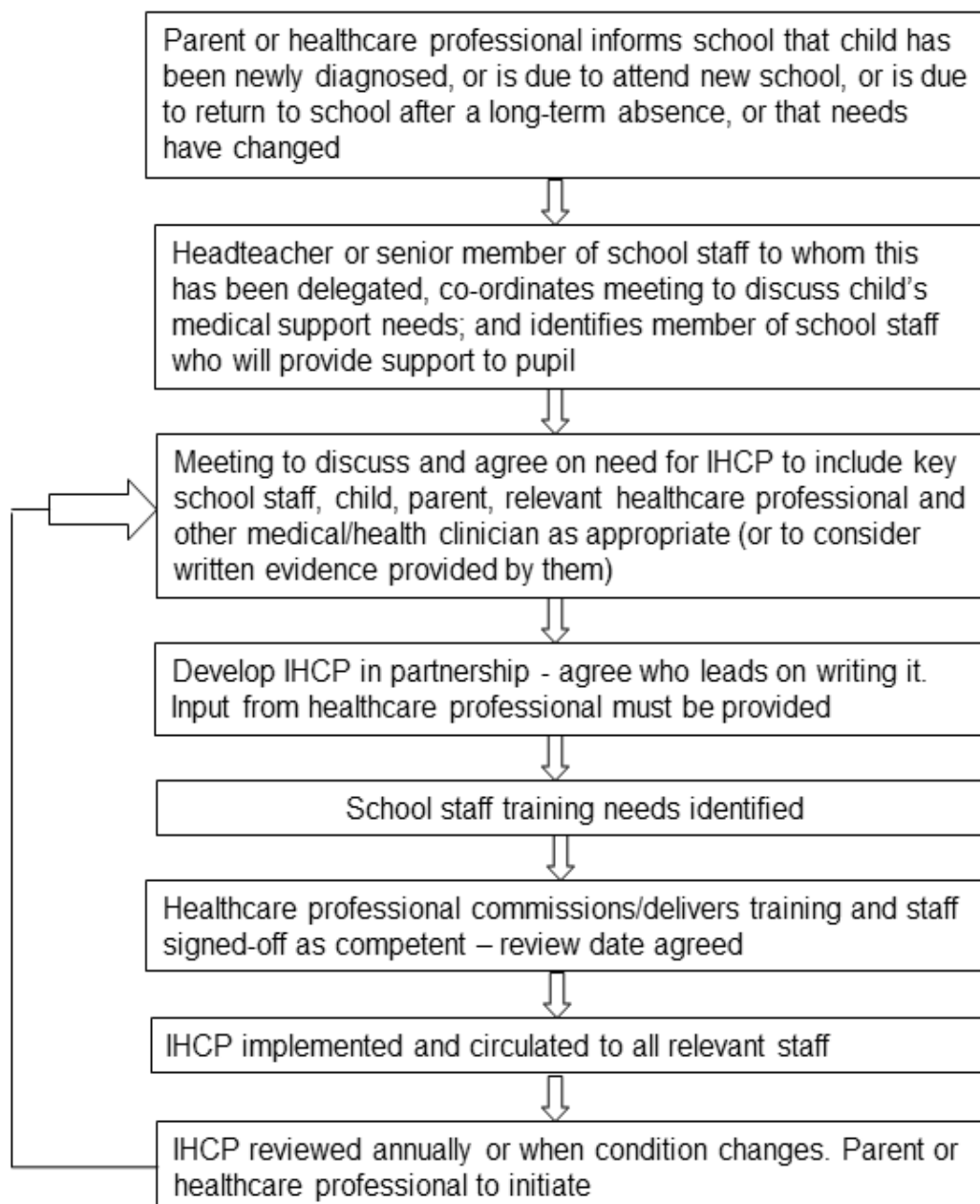
The medical conditions policy is regularly reviewed, evaluated and updated.

In evaluating the policy, this service seeks feedback from key stakeholders including pupils, parents/carers, school nurses, specialist nurses and other relevant healthcare professionals, Centre staff, local emergency care services and Management Committee. The views of pupils with medical conditions are central to the evaluation process.

Should parents and pupils be dissatisfied with the support provided they should discuss these concerns to the Headteacher of EOTAS.



Appendix 1 - Model process for developing individual healthcare plans



Appendix 2 - Roles and responsibilities

Management Committee

The committee must make arrangements to support pupils with medical conditions in this service, including making sure that a policy for supporting pupils with medical conditions in school is developed and implemented. They should ensure that pupils with medical conditions are supported to enable the fullest participation possible in all aspects of school life. Governing bodies should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions. They should also ensure that any members of Centre staff who provide support to pupils with medical conditions are able to access information and other teaching support materials as needed.

Headteacher

The headteacher should ensure that their policy is developed and effectively implemented with partners. This includes ensuring that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation. Headteachers should ensure that all staff who need to know are aware of the child's condition. They should also ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations. Headteachers have overall responsibility for the development of individual healthcare plans. They should also make sure that Centre staff are appropriately insured and are aware that they are insured to support pupils in this way. They should contact the school nursing service in the case of any child who has a medical condition that may require support, but who has not yet been brought to the attention of the school nurse.

Centre staff

Any member of staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers' professional duties, they should take into account the needs of pupils with medical conditions that they teach. Centre staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions. Any member of Centre staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

School nurse

Each Centre has access to school nursing services. They are responsible for notifying the Centre when a child has been identified as having a medical condition which will require support within the Centre. Wherever possible, they will do this before the child starts at the Centre. They would not usually have an extensive role in ensuring that Centre is taking appropriate steps to support children with medical conditions, but may support staff on implementing a child's individual healthcare plan and provide advice and liaison, for example on training. School nurses can liaise with lead clinicians locally on appropriate support for the child and associated staff training needs - for example, there are good models of local specialist nursing teams offering training to local Centre staff. Community nursing teams will also be a valuable potential resource for a school seeking advice and support in relation to

children with a medical condition.

Other healthcare professionals - including GPs, paediatricians, nurse specialists/community paediatric nurses

Should notify the school nurse and work jointly when a child has been identified as having a medical condition that will require support at the Centre. They may provide advice on developing healthcare plans. Anyone dealing with the medical care of a pupil in the service should contact the named school nurse for that Centre to ensure a coordinated approach.

Pupils

Pupils 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, and comply with, their individual healthcare plan. Other pupils will often be sensitive to the needs of those with medical conditions.

Parents/carers

Parents and carers should provide the service with sufficient and up-to-date information about their child's medical needs. They may in some cases be the first to notify the Centre that their child has a medical condition. Parents/carers are key partners and should be involved in the development and review of their child's individual healthcare plan, and may be involved in its drafting. They should carry out any action they have agreed to as part of its implementation, eg provide medicines and equipment and ensure they or another nominated adult are contactable at all times.



Appendix 3

The Centres (Riverside and Fernbrook Centre) have chosen to hold an emergency salbutamol inhaler for use by pupils who have been prescribed a reliever inhaler and for whom written parental consent for its use has been obtained.

The protocol for the use of this inhaler is detailed below, following the Department of Health Guidance on the use of emergency salbutamol inhalers in schools.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/360585/guidance_on_use_of_emergency_inhalers_in_schools_October_2014.pdf

The use, storage, care and disposal of the inhaler and spacers will follow the services' policy on supporting pupils with medical conditions. Specific guidance on storage and care is provided on page 12 of the Department of Health Guidance on the use of emergency salbutamol inhalers in schools.

The Centre hold a register of children prescribed an inhaler and this list is kept with the emergency inhaler.

Written parental consent is sought for the use of the emergency inhaler. Where consent is received the use of the emergency inhaler will be included in the pupils IHP.

Parents/carers will be informed if their child has used the emergency inhaler. The services' two volunteers for ensuring this protocol is followed are Head of Riverside and Associate Lead Medical for appropriate support and training has been provided in line with the policy on supporting pupils with medical conditions.

