POLICY

For

Supporting Children with Medical Conditions

Amended

September 2019	**September 2022**	**September 2025**
September 2020	**September 2023**	
September 2021	**September 2024**	

Striving for excellence, caring for all
Within a loving and caring Christian environment.

As a RRS (Rights Respecting School - UNICEF) this policy upholds the following articles from the UNCRC (United Nations Convention of the Rights of the Child)

Article 2: Everyone has equal rights whatever their race, religion, ability, whatever they think or say or whatever their family

Article 3: The best interests of the child must be as top priority in all actions concerning children

Article 28: Every child has the right to an education

Article 29: Every child has the right to be the best they can

Regard to Documentation

At Abbey Academies Trust (AAT), we will have due regard to the following documents:

- Department for Education's statutory guidance, 'Supporting pupils at school with medical conditions', December 2015 (This statutory guidance also refers to other specific laws)
- Department of Health's 'Guidance on the use of adrenaline auto-injectors in school', September 2017
- Department of Health's 'Guidance on the use of emergency salbutamol inhalers in school', March 2015
- Children and Families Act 2014 (part 3)
- Equality Act 2010
- Special Educational Needs Code of Practice 2014
- Other school policies such as Safeguarding Child Protection, Equal Opportunities, Behaviour Bullying, First Aid, Medicines in School, Asthma, Intimate Care and Special Educational Needs and Inclusion.

Introduction

We believe that **all** members of our school community should be valued, respected and treated as an individual, in accordance with our school vision.

We are a community in which everyone is offered the opportunity to fulfil their full potential, to understand themselves and be valued for who they are. Through a stimulating and challenging learning environment, we pursue academic excellence and seek the flourishing of all. This is because we know we are all God's children.

"Do all the good you can, by all the means you can, in all the ways you can, in all the places you can, at all the times you can, to all the people you can, as long as you ever can." John Wesley

At Abbey Academies Trust (AAT), children with medical conditions, in terms of both physical and mental health, will be properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential and so that they can access and enjoy the same opportunities at school as any other child.

We recognise that pupils with long-term and complex medical conditions may require on-going support, medicines or care at school to help them to manage their condition and keep them well. Others may require monitoring and intervention in emergency circumstances. Each child's needs are individual. Examples of complex health needs which may generate a Health Care Plan (HCP) include:

- Diabetes
- Gastronomy feeds
- A tracheotomy
- Anaphylaxis
- A central line or other long term venous access
- Severe asthma that has required a hospital admission within the last 12 months

We also recognise that needs may change over time, and that this may result in extended absence from school. The school will make every effort to minimise the impact on a child's educational attainment and support his or her emotional and general well-being, including any necessary re-integration programmes. The school will focus on giving pupils and their parents/ carers every confidence in the school's approach.

The school recognises that some children who require support with their medical conditions may also have special educational needs and may have an Education, Health and Care Plan (EHCP). We will work together with other schools, health professionals, other support services and the Local Authority to ensure their needs are met.

No child with a medical condition will be denied admission on the grounds that arrangements for his or her medical condition have not been made. In such circumstances every effort will be made to ensure that arrangements are put in place within two weeks where possible. In line with the school's safeguarding duties, the school does not have to accept a child in school at times where it would be detrimental to the health of the child or others to do so e.g. infectious illness.

Implementation

- The CEO/Executive Headteacher/Headteacher/Head of School will ensure that sufficient staff are suitably trained
- All relevant staff will be made aware of the child's condition; the HCP will be shared with relevant staff, such as class teachers, teaching assistants, midday supervisors and the Senior Leadership Team
- Cover arrangements will be put in place to cover for staff absence, to ensure that someone is always available where this is a medical requirement as per the HCP
- Risk Assessments will be put in place for educational visits, and other school activities outside the normal timetable. Where appropriate, Risk Assessments may also be implemented within school.
- Individual Healthcare Plans will be monitored frequently

Procedure to be followed when notification is received that a pupil has a medical condition

The school, in consultation with relevant stakeholders, including parents/ carers, will:

- Ensure that arrangements are put into place to cover transition from another setting, upon being notified that a child is coming into school with a medical condition. These may vary from child to child
- Ensure that arrangements are implemented following reintegration into the school or when the needs of a child change
- Put arrangements in place in time for the start of the new 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 in place within two weeks
- Provide support to pupils where it is judged by professionals that there is likely to be a medical condition. Where evidence conflicts, some degree of challenge may be necessary to ensure that the right support can be put into place
- Any staff training needs are identified and met

Individual Healthcare Plans (HCPs)

The school's SENCo will be responsible for developing HCPs (appendix 1). Their purpose is to ensure that they provide clarity about what needs to be done, when and by whom. They will often be essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed, and they are likely to be helpful in the majority of other cases, especially where medical conditions are long-term and complex. However, not all children will require one. The school, healthcare professionals and parents/ carers should agree, based on evidence, when an HCP would be inappropriate or disproportionate. If consensus cannot be reached, the Head of School or Executive Headteacher is best placed to take a final view.

The healthcare plan is a confidential document. The level of detail within will depend on the complexity of the child's condition and the degree of support needed. Where a child has special educational needs, but does not have an EHCP, their special educational needs will be mentioned in their HCP.

HCPs and their review, may be initiated in consultation with the parent/carer, by a member of school staff or a healthcare professional involved in providing care for the child. Plans will be drawn up in partnership between school, family and a relevant healthcare professional, where appropriate, e.g. specialist nursing team. Wherever possible, the child will also be involved in the process. The aim is to capture the steps which the school should take to help the child manage their condition and overcome any potential barriers to getting the most from their education. Responsibility for ensuring the plan is finalised rests with the school.

The HCPs are reviewed at least annually, or earlier if evidence is presented that the child's needs have changed. The plans are devised with the child's best interests in mind, ensuring that an assessment of risk to the child's education, health and social well-being is managed. The format included in the Appendices will be used for HCPs as they are reviewed through the remainder of the academic year.

The information to be recorded

The school will use the template from Supporting Children at School with Medical Conditions and will include at least the following:

- The medical condition, its triggers, signs, symptoms and treatments, including dosage, side effects, storage, timing, facilities, testing, any access required to food and drink where this is used to manage their condition, dietary requirements and environmental issues e.g. crowded corridors
- Contact information for family and relevant healthcare professionals

- Any additional information provided by healthcare professionals that could be used to inform the development of their individual healthcare plan, e.g. most up-to-date reports, asthma plans etc.
- Specific support for the pupil's education, social and emotional needs e.g. exams, rest periods, counselling sessions, additional support to catch up with lessons
- Support required, including what to do in an emergency. If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring
- Who will support, their training needs, and cover arrangements
- Arrangements for written permission from the child's parents/ carers for administration of medication by a member of staff, or self-administration
- Separate arrangements or procedures required for school visits or other school activities outside of the normal school timetable that will ensure that the child can participate, e.g. Risk Assessments
- Where confidentiality issues are raised by the parent or child, the designated individuals to be entrusted with information

Roles and Responsibilities

Supporting a child with a medical condition during school hours is not the sole responsibility of one person. The school will work collaboratively; both with staff within the organisation and with outside agencies, as the circumstances of each child dictate.

Board of Trustees and Local Governing Body

The Board of Trustees and Local Governing Body will ensure that pupils in school with medical conditions are supported. It will ensure that a policy is developed, implemented and monitored. The Board of Trustees and Local Governing Body will ensure that staff receive suitable training and that they are competent before they take on the responsibility to support children with medical conditions.

CEO/Executive Headteacher, Headteacher, Head of School and SENCo

The CEO/Executive Headteacher, Headteacher/ Head of School and SENCo will:

- Ensure that the Supporting Pupils with Medical Conditions Policy is developed and effectively implemented with partners, including ensuring all staff are aware of the policy and that they understand their role in implementing the policy
- Ensure that all staff who need to know are aware of a child's condition
- Ensure that sufficient trained numbers of staff are available to implement the policy and deliver all the individual healthcare plans, including contingency and emergency situations
- Have overall responsibility for the development of individual healthcare plans
- Ensure that all staff are properly insured to support pupils in this way
- Liaise with the Local Authority and other relevant organisations to ensure that any pupil unable to attend full time because of a medical condition, is supported in receiving a suitable education
- Liaise with other professionals to seek further advice and guidance where appropriate

School Staff

- Any member of school staff may be asked to provide support to pupils with medical conditions, including the administration of medicines, although they cannot be required to do so. Although administering medicines is not part of a teacher's professional duties, they should take into account the needs of pupils with medical conditions they teach

- School staff will receive sufficient and suitable training and achieve the necessary level of competence before they take on responsibility to support pupils with medical conditions
- Any members of school staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help

Pupils

- Pupils with medical conditions may be best placed to provide information about how their condition affects them. They will be involved, whenever possible, in discussions about their medical support needs and contribute as much as possible to the development of their healthcare plans and are expected to comply with them

Parents/Carers

- Parents/carers should provide the school with sufficient and up-to-date information about their child's medical needs, such as the most recent medical reports, Asthma Plan etc. At Abbey Academies Trust, parents/carers are seen as key partners and they will be involved in the development and review of their child's healthcare plan. Parents/carers should carry out the actions they have agreed to do as part of its implementation, e.g. providing equipment and medicine and ensure that they, or another nominated adult, are contactable at all times

Staff Training and Support

- Staff will be informed of the policy and invited to consult on reviews
- The school will ensure that an appropriate number of staff have attended a recognised first aid course
- All members of staff providing support to a child with medical needs will have been trained. Staff who provide support to pupils with medical conditions will be consulted as part of the drafting and reviewing process
- For certain conditions, e.g. diabetes, epilepsy, anaphylaxis, staff members may not undertake any healthcare procedures without undergoing training specific to the condition. Some conditions are more generic e.g. allergies without auto-injectors, and so can be supported by school staff (see sub-point below)
- Staff members may, at their discretion, administer medicines as authorised by parents (Appendix 2). The administration of this medication must be recorded (Appendix 3 or Appendix 4 as appropriate). Should specific training be required, this will be arranged by the school
- The type of training, and refresher training, will be determined by the actual medical condition that a child may have and this will be supported by the Senior Leadership Team, Board of Trustees and Governing Body. Some training may be arranged by the school, and other types may make use of the skills and knowledge provided by the Children and Young People's Nurses (formerly school nurses), or Specialist nursing services
- A record of training undertaken will be kept (appendix 6)
- It must be noted that a First Aid certificate alone will not suffice for training to support some children with medical conditions

The Child's Role in Managing Their Own Medical Needs

- At Abbey Academies Trust, children who require medication or other procedures, and are competent to manage their own health needs and medicines, will be supervised in administering them. If this is not possible, they will receive support from a relevant member of staff. If a child refuses to take medicine or carry out a medical procedure,

staff will not force him or her to do so, but will contact parents/carers for further advice

Managing Medicines on School Premises

- See separate Medicines in School policy

Emergency Procedures

- A child's individual healthcare plan will clearly define what constitutes an emergency and the action to be taken, including ensuring that all relevant staff are aware of emergency symptoms and procedures. It may be necessary to inform other pupils in general terms so that they can inform a member of staff immediately if they think help is needed
- If a child is taken to hospital, a member of staff should accompany them and stay with them until the parent/carer arrives. Accurate information about the child will be provided to the emergency services at the call out stage, during any first response stage, or subsequent moving on to hospital
- Information required to contact the emergency services can be found in appendix 5

Educational Visits and Sporting Activities

- The school will consider how a child's medical condition will impact on their participation. We will encourage all children to participate according to their ability and make any necessary reasonable adjustments, unless evidence from a clinician, such as a GP, states that this is not possible
- The school will consider what reasonable adjustments may need to be made after carrying out a risk assessment so that planning arrangements take account of any steps needed to ensure that children with medical conditions are included. This will require consultation with parents/carers and pupils and advice being sought from relevant healthcare professionals to ensure that pupils can participate safely

Unacceptable Practice

Although school staff will use their discretion and judge each case on its merits with reference to the child's individual healthcare plan, it is not generally acceptable practice to:

- Prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary
- Assume that every child with the same condition requires the same treatment
- Ignore the views of the child or their parents/carers; or ignore medical evidence or opinion (although this may be challenged)
- Send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans
- If the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- Penalise children 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 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 child, 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 children from participating, or create unnecessary barriers to children participating in any aspect of school life, including educational visits, e.g. by requiring parents/carers to accompany the child

Liability and Indemnity

The Board of Trustees at Abbey Academies Trust ensure that appropriate insurance is in place and that it reflects the level of risk. The insurance covers staff providing support to pupils with medical conditions. From time to time, the school may need to review the level of cover for health care procedures and any associated related training requirements.

Complaints

Parents/carers who are dissatisfied with the support provided should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they should follow the school's complaints procedure.

Policy reviewed: September 2025

Next review: September 2026

Care Plan

Name of School / Setting:	
Child's Name:	
Date of Birth:	
Class Name:	
Child's Address:	
Medical Diagnosis or Condition:	
Date:	
Review Date:	
Written/reviewed by:	

Contact Information

Contact 1		**Contact 2**	
Name		Name	
Relationship to Child		Relationship to Child:	
Phone No.		Phone No.	
Alternative Phone No.		Alternative Phone No.	
Clinic / Hospital Contact		**GP**	
Name		Name	
Phone No.		Phone No.	

Arrangements

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.:
Daily care requirements (e.g. before sport / at lunchtime):
Describe what constitutes an emergency for the child, and the action to take if this occurs:
Follow up care:
Who is responsible in an emergency (state if there is different for off-site activities):
Who is responsible for providing support in school:

Staff training needed/undertaken:
Specific additional support e.g. social, emotional and educational needs:
Arrangements for school visits etc.

Parental Agreement for School to Administer Medicine

Name of School / Setting:	
Child's Name:	
Date of Birth:	
Class Name:	
Child's Address:	
Medical Diagnosis or Condition:	
Name/Type of Medicine as Described on the Container (Medicines must be in the original container as dispensed by the pharmacy):	
Date Dispensed:	
Expiry Date:	
Agreed review date to be initiated by (name of member of staff):	
Dosage and method:	
Timing:	
Special Precautions:	
Any side effects that the school/setting needs to know about?	
Self-Administration? (see Request for Child to Carry Medication if appropriate)	
Procedures to take in an emergency:	

This healthcare plan was drawn up with my full involvement and is, to the best of my knowledge, accurate at the time of writing.

I give consent to the school to administer medicine in agreement with the school policy.

I understand that I must deliver the medicine personally to the school in the original container with any measuring equipment.

I acknowledge that any staff involved in the administration of medication in school are not qualified medical practitioners nor hold themselves to be medically qualified practitioners.

I understand that the staff in school will take reasonable care in the administration of medicines in school and will endeavour to respond appropriately in all circumstances should emergency treatment be required.

I understand that I must notify the school of any changes in writing or at a meeting where all parties are represented.

Child's Name:	
Date:	
Signature:	
Print Name:	
Relationship to Child:	

Request for School to Administer Medication

Name of School/Setting:	
Child's Name:	
Date of Birth:	
Class Name	
Child's Address:	
Medical Diagnosis or Condition:	
Name/Type of Medicine as Described on the Container (Medicines must be in the original container as dispensed by the pharmacy):	
Date Dispensed:	
How long will your child take this medication for:	
Dosage and method:	
Timing:	
Special Precautions:	
Any side effects that the school/setting needs to know about?	
Self-Administration? (see Request for Child to Carry Medication if appropriate)	
Procedures to take in an emergency:	

Contact Information

Name:	
Daytime Phone No.	
Relationship to Child:	

I understand that I must notify deliver the medicine personally to the class teacher or school office and accept that this is a service which the school is not obliged to undertake.

Child's Name:		Signature:	
Date:		Print Name:	

Appendix 3

Administration of Medicines Record Form

Childs Name:	
Class Name:	

Name of Medication	Dosage (Time, Frequency and Amount)	Date	Time (24 Hour Clock)	Signature 1	Signature 2

Register & Administration of Controlled Medicines Record Form

Childs Name:	
Class Name:	
Week Beginning:	

Day of the week	Name of Medication	Quantity on opening ___mg	Dosage given	Date	Time (24 Hour Clock)	Remaining Stock on closing ___mg	Administered by Name & signature	Witnessed by Name & signature
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								

New stock received:

Date	Name of Medication	Quantity Received ___mg		Signature 1	Signature 2

Friday stock-check:

Date	Name of Medication	Quantity Remaining ___mg		Signature 1	Signature 2

Appendix 5: Contacting emergency services (BAPA/ BEPPA/ Colsterworth)

Bourne Abbey CE Primary Academy – Procedure for Contacting Emergency Services

Request an ambulance – dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and be ready to repeat information is asked.

1. Your telephone number: **01778 422163**
2. Your name
3. Your location as follows: **Bourne Abbey CE Primary Academy, Abbey Road, Bourne, Lincolnshire, PE10 9EP**
4. The exact location of the patient within the school setting
5. The name of the child and a brief description of their symptoms
6. The best entrance to use and state that the crew will be met and taken to the patient

Bourne Elsea Park CE Primary Academy – Procedure for Contacting Emergency Services

Request an ambulance – dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and be ready to repeat information is asked.

1. Your telephone number: **01778 426968**
2. Your name
3. Your location as follows: **Bourne Elsea Park CE Primary Academy, Sandown Drive, Bourne, Lincolnshire, PE10 0WP**
4. The exact location of the patient within the school setting
5. The name of the child and a brief description of their symptoms
6. The best entrance to use and state that the crew will be met and taken to the patient

Colsterworth CE Primary School – Procedure for Contacting Emergency Services

Request an ambulance – dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and be ready to repeat information is asked.

1. Your telephone number: **01476 860569**
2. Your name
3. Your location as follows: **Colsterworth CE Primary School, Back Lane, Colsterworth, Lincolnshire, NG33 5NJ**
4. The exact location of the patient within the school setting
5. The name of the child and a brief description of their symptoms
6. The best entrance to use and state that the crew will be met and taken to the patient

Appendix 6: Staff training record – administration of medicines

Abbey Academies Trust training record – administration of medicines

Date of Training	
Training Received	
Training Provided By	
Profession and Title	

I confirm that _____/ see attached register (delete as appropriate) has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated by _____.

Trainer's signature _____

Date _____