

# Supporting learners with medical conditions at Taverham High School: Policy

Trustees	Board of Trustees
Staff	RRC/RDX
Review Due	Spring 2025
Ratified by Trustees	Spring 2024

## Introduction

The purpose of this policy is to set out how the school will ensure that students with medical conditions will be properly supported in school to access the same education as other students, including school trips and sporting activities. The process for supporting students with medical conditions is illustrated in Appendix 1

This policy complies with the statutory requirements under the [Children and Families Act \(2014\)](#) and should be read in conjunction with the statutory guidance from the Department for Education: [Supporting pupils at school with medical conditions](#) (2015). Where students have a disability, the requirements of the [Equality Act 2010](#) will also apply. Where students have an identified special educational need (SEN), the [SEN Code of Practice](#) (2015) will also apply.

The Trust board will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

The Trust board will ensure that all staff including supply teachers will be made appropriately aware of this policy and their role in the implementation thereof: duty of care and students and their medical conditions.

The Trust board will ensure training is delivered to provide a sufficient number of suitably trained staff to deliver support in line with Healthcare Plans and in the event of an emergency. Training requirements will be considered during the development and review of Healthcare Plans. Relevant healthcare professionals will be consulted in the identification of training needs. Training will:

- Be sufficient to ensure staff are competent and confident in their ability to support students
- Fulfil the requirements of Individual Healthcare Plans
- Help staff understand specific medical conditions, their implications and preventative measures

The school will, with appropriate permissions, liaise with school nurses and other healthcare professionals to seek guidance and advice about medical conditions and to plan for managing medical conditions in school. Where medical conditions are potentially life threatening, an Individual Healthcare Plan is issued, other medical conditions are identified on the electronic central management system.

The school actively supports students with medical conditions to participate fully and safely in school trips, visits and sporting activities. Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure students' health and safety requirements and due consideration is made to reasonable adjustments. Students, their parents/carers and relevant healthcare professionals will be consulted.

Where students also have special educational needs, the medical condition may be referenced in the SEN Support Plan or the Education, Health and Care Plan (EHCP) Implementation Plan.

The school has access to school nurses and other health practitioners via the Just One Number (0300 300 0123) Single Point of Access: [www.justonenorfolk.nhs.uk](http://www.justonenorfolk.nhs.uk). Schools and families can contact the service for advice and support when a young person has a health condition and needs additional support and advice. Where a health condition is impacting on school attendance,

schools can also refer young people for a Health assessment to help explore the impact of their health needs. Where a child is already open to more specialist/community nursing or medical services, the HCP team may recommend liaison with the specialist service in the first instance. School/community/specialist nursing services may be able to provide advice on developing individual healthcare plans and support associated staff training needs. The Children & Young People's Health Services (Norfolk HCP) website also offers a range of online information and resources for children, young people, families and professionals: [www.justonenorfolk.nhs.uk/our-services](http://www.justonenorfolk.nhs.uk/our-services)

## **Notification that a student has a medical condition**

Parents are responsible for notifying the school with copies of written medical evidence (e.g. a report or letter of diagnosis) that their child has a pre-existing medical condition prior to student's attendance in school and/or when a medical condition is newly diagnosed or has changed. In all cases the recipient of the notification will inform the First Aid team.

In the case of a new diagnosis when the student is already in attendance, arrangements will be agreed and put in place as soon as is agreed to be reasonably possible. A risk assessment will be carried out to ensure the safety of the student in the interim period.

Where a child is identified as having complex health needs which may require additional staff funding, or the management of more specialised equipment, the school will consult the [Norfolk County Council Guidance for managing children and young people with complex medical care needs in educational settings](#).

## **Individual Healthcare Plans (IHP)**

All medical conditions will be identified in the school central management system to inform all school staff. Some students with a medical condition will need an Individual Healthcare Plan.

When the school is notified of a medical condition or a change in medical condition, the need for an IHP will be considered and agreed with the student, parents/carer and where appropriate a healthcare professional. Not all students with a medical condition will require an IHP, decisions will be made based on evidence. Where agreement of the need for an IHP is not the consensus, the final decision will sit with the headteacher.

Individual Healthcare Plans will be developed in partnership with the student, parents/carers and with advice from relevant healthcare professionals. Parents and students will be asked to support the school to update IHPs at least annually. IHPs will be held electronically in the school's central management system.

Where the management of a medical condition in school requires a Healthcare Plan, the plan will clearly set out:

- Student identity
- Nature of the medical condition, symptoms and triggers
- Signs that intervention is needed
- When action needs to be taken

- What action needs to be taken

The level of detail to include in an IHP will depend on the complexity and severity of the student's condition and how much support is needed. The following will be considered when developing IHPs:

- The medical condition, its triggers, signs, symptoms and treatment
- The student's resulting needs including medication, other treatments, time, facilities, equipment, testing, access to food and drink (where used to manage conditions), dietary requirements and environmental conditions
- How absences will be managed
- Impact on learning, exam access requirements and other additional support including if identification of a consequent SEN is appropriate
- The level of support needed, including in emergencies. Where students self-medicate this will be clearly stated with agreed arrangements for monitoring
- Who will provide the support, their training needs and expectations of their role
- What to do in an emergency, including who to contact and contingency arrangements

### **Emergency Procedures**

Staff will follow the school's normal emergency procedures (e.g., call 999). All students' Individual Healthcare Plans will clearly set out what constitutes an emergency and will detail what to do.

If a student needs to be taken to hospital, staff will stay with the student until the parent arrives or accompany the student to hospital by ambulance.

### **Administering Medication**

Prescription and non-prescription medication will only be administered at school where it would be detrimental to a student's health or school attendance not to do so **and** for students under 16, where written or verbal parent consent is given. Exception will be made where the medicine has been prescribed to the student without the knowledge of the parents.

Parents will be asked that where possible, the dose frequency will enable medicine to be taken out of school hours.

Parents/carers are responsible for providing sufficient prescribed medication for administration in school. Medicines will be returned to parents/carers to arrange for safe disposal when no longer required.

The school will only accept medication that is in date, labelled and provided in the original container with instructions for administration, dosage and storage. The exception to this is insulin, which must still be in date, but will generally be available inside an insulin pen or pump rather than the original container.

All medicines will be stored safely in the medical room. Students will be informed about where their medicines are at all times and be able to access them immediately. Controlled drugs are prescription medicines that are controlled under the [Misuse of Drugs Regulations 2001](#) and

subsequent amendments. All controlled drugs are kept in a secure LOCKED cupboard in the medical room and only named staff will hold the key to the storage facility and have access.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

Where parents are aware of prescribed medication, they will always be informed when medication is administered, and staff will check maximum dosage and when the previous dose was taken.

Students under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Written records will be kept of all medicines administered to students, including refusals or errors. Records will be kept in school for as long as these students are on role at the school.

Medicines such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available to students, not locked away.

Students that are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents and it will be reflected in the Individual Healthcare Plan where one is held.

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

Staff must not give prescription medicines or undertake healthcare procedures without appropriate training (updated to reflect requirements within individual healthcare plans).

### **Unacceptable Practice**

School staff will use their discretion and judge each case individually with reference to the student's Individual Healthcare Plan but it is generally not acceptable to:

- Prevent students from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every student with the same condition requires the same treatment
- Ignore the views of the student or their parents
- 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 student becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable

- Penalise students for their attendance record if their absences are related to their medical condition, e.g. hospital appointments
- Prevent students from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their student, including with toileting issues.
- Prevent students from participating, or create unnecessary barriers to students participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany their child
- Administer, or ask students to administer, medicine in school toilets
- Prevent students from using their mobile phone when it is used as a means to manage their medical condition. Students using their mobile phone as a medical tool will be issued with a 'permission to use phone' card.

## **Students unable to attend school due to a medical condition**

A child or young person with a medical condition may have difficulties attending school at certain times. This could be due to planned appointments or surgery, or as a result of an increase in symptoms or deterioration of their overall health condition. Parents should notify school on the first day the child is unable to attend school due to illness.

In line with guidance issued by the DfE, February 2023, ([summary of responsibilities where a mental health issue is affecting attendance](#)) 'In instances of long-term or repeated absences for the same reason, seeking medical evidence may be appropriate to assist in assessing whether the child requires additional support to help them to attend more regularly, and whether the illness is likely to prevent the child from attending for extended periods.'

Parents have a responsibility to advise schools of any planned appointments or predicted absence due to surgery/therapeutic intervention. Schools have a responsibility to [code this absence appropriately](#).

If a school does not have sufficient information regarding a young persons' health condition, and it is impacting on school attendance, they may contact the Just One Number (0300 300 0123) Single Point of Access: [www.justonenorfolk.nhs.uk](http://www.justonenorfolk.nhs.uk) to request a school nurse attendance health check. If this process does not identify sufficient information schools can also contact GP's with parental consent, utilising the NCC [Joint Protocol between Health Services and Schools](#).

If a student has a short term absence (up to 15 school days) from school due to their medical condition, school can provide work for home study where requested by parents/carers. Work will be closely matched to that being completed by the student's class to minimise disruption to their learning. Work may be sent on paper or electronically, by email, Teams or Show My Homework.

If a student's absence due to their medical condition is long term (exceeds 15 days) school will make a referral for provision offered by Norfolk County Council's Medical Needs Service.

Information about Norfolk County Council's Medical Needs Service can be found on the [Norfolk County Council Local Offer](#)

Students that are eligible for support from the Medical Needs Service will generally receive a package of support that is designed to continue their learning in line with their peers and may take the form of face to face tutoring, online learning or a blended model of both. The Medical Needs Service will work with the student and school to facilitate reintegration to school at the soonest appropriate opportunity.

Where a student is not eligible for support from the Medical Needs Service, the school will work with the student and parents to agree a phased re-integration plan to achieve full attendance within six weeks of the beginning of the plan.

Parents with a complaint about the school's actions in regard to their child's medical condition should discuss these directly with the SENCO in the first instance. If the SENCO cannot resolve the matter, they will direct parents to the school's complaints procedure.

## Appendix 1: Supporting learners with medical conditions at Taverham High School

