



West View Primary School

Supporting Pupils with Medical Conditions Policy

Approved by Local Academy Committee: May 2023
Date for Review: May 2024

Statement of intent

The Local Academy Committee of West View Primary School has a duty to ensure arrangements are in place to support pupils with medical conditions. The aim of this policy is to ensure that all pupils with medical conditions, in terms of both physical and mental health, receive appropriate support to allow them to play a full and active role in school life, remain healthy, have full access to education (including school trips as well as Physical Education, School Sport and Physical Activity - PESSPA) and achieve their academic potential.

At West View Primary School, we believe that it is important for parents/carers of pupils with medical conditions to feel confident that we provide effective support for their children's medical conditions and that pupils feel safe in the school environment.

Some pupils with medical conditions may be classed as disabled under the definition set out in the Equality Act 2010. As a school, we have a duty to comply with the Act in all such cases.

In addition, some pupils with medical conditions may also have SEND and have an Educational, Health and Care Plan (EHCP) collating their health, social and SEND provision. For these pupils, the school's compliance with the DfE's [SEND code of practice: 0 to 25 years - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/441222/SEND-code-of-practice-0-to-25-years-2014.pdf) and the school's Special Educational Needs and Disabilities (SEND) Policy will ensure compliance with legal duties.

To ensure that the needs of our pupils with medical conditions are fully understood and effectively supported, we consult with health and social care professionals, pupils and their parents/carers.

Legal Framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- [Children and Families Act 2014 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/2014/12)
- [Education Act 2002 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/2002/26)
- [Education Act 1996 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/1996/54)
- [Children Act 1989 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/1989/20)
- [National Health Service Act 2006 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/2006/42)
- [Equality Act 2010: guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/equality-act-2010-guidance)
- [Health and Safety at Work etc. Act 1974 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/1974/29)
- [Misuse of Drugs Act 1971 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/1971/25)
- [Medicines Act 1968 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/1968/28)
- [The School Premises \(England\) Regulations 2012 \(legislation.gov.uk\)](https://www.legislation.gov.uk/si/2012/2682)
- [The Special Educational Needs and Disability Regulations 2014 \(legislation.gov.uk\)](https://www.legislation.gov.uk/si/2014/2402)
- [The Human Medicines \(Amendment\) Regulations 2017 \(legislation.gov.uk\)](https://www.legislation.gov.uk/si/2017/1003)
- [The Food Information \(Amendment\) \(England\) Regulations 2019 \(legislation.gov.uk\)](https://www.legislation.gov.uk/si/2019/1003)
- [SEND code of practice: 0 to 25 years - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/441222/SEND-code-of-practice-0-to-25-years-2014.pdf)
- [School admissions code - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/441222/School-admissions-code-2014.pdf)
- [Supporting pupils with medical conditions at school - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/441222/Supporting-pupils-with-medical-conditions-at-school-2014.pdf)
- [First aid in schools, early years and colleges - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/441222/First-aid-in-schools-early-years-and-colleges-2014.pdf)
- [Guidance on the use of adrenaline auto-injectors in schools \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/441222/Guidance-on-the-use-of-adrenaline-auto-injectors-in-schools-2014.pdf)

This policy operates in conjunction with the following school policies:

- Administering Medicines
- Admissions
- Allergens
- Asthma
- Attendance and Punctuality
- Complaints
- Drugs and Alcohol
- Educational Visits
- Equality Information and Objectives
- First Aid
- School Food
- Special Educational Needs and Disabilities (SEND)

Roles and Responsibilities

The Local Academy Committee will be responsible for:

- Fulfilling its statutory duties under legislation
 - Ensuring that arrangements are in place to support pupils with medical conditions
 - Ensuring that pupils with medical conditions can access and enjoy the same opportunities as any other pupil at the school
 - Working with the LA, health professionals, commissioners and support services to ensure that pupils with medical conditions receive a full education
 - Ensuring that, following long-term or frequent absence, pupils with medical conditions are reintegrated effectively
 - Ensuring that the focus is on the needs of each pupil and what support is required to support their individual needs
 - Instilling confidence in parents and pupils in the school's ability to provide effective support
 - Ensuring that all members of staff are properly trained to provide the necessary support and are able to access information and other teaching support materials as needed
 - Ensuring that no prospective pupils are denied admission to the school because arrangements for their medical conditions have not been made
 - Ensuring that pupils' health is not put at unnecessary risk
- As a result, the Local Academy Committee holds the right to not accept a pupil into school at times where it would be detrimental to the health of that pupil or others to do so, such as where the child has an infectious disease.*
- Ensuring that policies, plans, procedures and systems are properly and effectively implemented

The Headteacher will be responsible for:

- The overall implementation of this policy
- Ensuring that this policy is effectively implemented with stakeholders
- Ensuring that all staff are aware of this policy and understand their role in its implementation
- Ensuring that a sufficient number of staff are trained and available to implement this policy and deliver against all Individual Health Care Plans, including in emergency situations

- Considering recruitment needs for the specific purpose of ensuring pupils with medical conditions are properly supported
- Having overall responsibility for the development of Individual Health Care Plans
- Ensuring that staff are appropriately insured and aware of the insurance arrangements
- Contacting the school nurse where a pupil with a medical condition requires support that has not yet been identified

Parents/Carers will be responsible for:

- Notifying the school if their child has a medical condition
- Providing the school with sufficient and up-to-date information about their child's medical needs
- Being involved in the development and review of their child's Individual Health Care Plan
- Carrying out any agreed actions contained in the Individual Health Care Plan
- Ensuring that they, or another nominated adult, are contactable at all times

Pupils will be responsible for:

- Being fully involved in discussions about their medical support needs, where applicable
- Contributing to the development of their Individual Health Care Plan, if they have one, and where this is appropriate
- Being sensitive to the needs of other pupils with medical conditions

School staff will be responsible for:

- Providing support to pupils with medical conditions, where requested, including the administering of medicines (but are not required to do so)
- Taking into account the needs of pupils with medical conditions in their lessons when deciding whether or not to volunteer to administer medication
- Receiving sufficient training and achieve the required level of competency before taking responsibility for supporting pupils with medical conditions
- Knowing what to do and responding accordingly when they become aware that a pupil with a medical condition needs help

The School Nursing Team will be responsible for:

- Notifying the school at the earliest opportunity when a pupil has been identified as having a medical condition which requires support in school
- Supporting staff to implement Individual Health Care Plans and providing advice and training
- Liaising with lead clinicians locally on appropriate support for pupils with medical conditions

Further information regarding the School Nursing service can be found here: [Comm-1025-SchoolNursing-Service-school-aged-children-09.06.16.pdf \(nth.nhs.uk\)](https://www.nth.nhs.uk/comm-1025-schoolnursing-service-school-aged-children-09.06.16.pdf)

Our local registered charity is: Naomi Hodgson

Phone: 01429 293888

Email: healthadmin@hartlepool.gov.uk

Other healthcare professionals, including GPs and paediatricians, are responsible for:

- Notifying the School Nursing Team when a child has been identified as having a medical condition that will require support at school
- Providing advice on developing Individual Health Care Plans
- Providing support in the school for children with particular conditions, e.g. asthma, diabetes and epilepsy, where required

Providers of health services are responsible for cooperating with the school, including ensuring communication takes place, liaising with the School Nursing Team and other healthcare professionals, and participating in local outreach training.

The Local Authority will be responsible for:

- Commissioning School Nurses for local schools
- Promoting cooperation between relevant partners
- Making joint commissioning arrangements for Education, Health and Care Plan provision for pupils with SEND
- Providing support, advice, guidance, and suitable training for school staff, ensuring that Individual Health Care Plans can be effectively delivered
- Working with the school to ensure that pupils with medical conditions can attend school full time

Admissions

Admissions will be managed in line with our Admissions Policy.

No child will be denied admission to West View Primary School or prevented from taking up a school place because arrangements for their medical condition have not been made. A child may only be refused admission if it would be detrimental to their own health, or the health of others, to admit them into the school setting e.g. if they have an infectious disease.

Notification Procedure

When we are notified that a pupil has a medical condition that requires support in school, the most appropriate member of school staff will arrange a meeting with parents, healthcare professionals and the pupil (if appropriate), with a view to discussing the necessity of an Individual Health Care Plan - see Appendix 1.

As a school, we will not wait for a formal diagnosis before providing support to pupils. Where a pupil's medical condition is unclear, or where there is a difference of opinion concerning what support is required, a judgement will be made by the Headteacher based on all available evidence, including medical evidence and consultation with parents/carers.

For a pupil starting at the school in a September uptake, arrangements will be put in place prior to their introduction and informed by their previous educational establishment (if there is one). Where a pupil joins the school mid-term or a new diagnosis is received, arrangements will be put in place within two weeks.

Staff Training/Support

Any staff member providing support to a pupil with medical conditions will receive suitable training. Staff will not undertake healthcare procedures or administer medication without appropriate training. Training needs will be assessed by a member of the Senior Leadership Team through the development and review of Individual Health Care Plans and when a new pupil or staff member arrives.

A first-aid certificate will not constitute appropriate training for supporting pupils with medical conditions.

Through training, staff will have the requisite competency and confidence to support pupils with medical conditions and fulfil the requirements set out in Individual Health Care Plans. Staff will understand the medical conditions they are asked to support, their implications, and any preventative measures that must be taken.

Whole-school awareness training will be carried out regularly, as appropriate, for all staff, and will be included in the induction of new staff members.

The School Nursing Team or other involved medical professional, will be contacted, as appropriate, to:

- Provide additional support
- Identify suitable training opportunities that ensure all medical conditions affecting pupils in the school are fully understood, and that staff can recognise difficulties and act quickly in emergency situations

Training will be commissioned by the Senior Leadership Team and will be provided by the following bodies:

- Commercial training provider
- School Nursing Team
- GP consultant
- The parents/carers of pupils with medical conditions

The parents/carers of pupils with medical conditions will be consulted for specific advice and their views are sought where necessary, but they will not be used as a sole trainer.

Supply teachers will be:

- Provided with access to this policy
- Informed of all relevant medical conditions of pupils in the class they are providing cover for
- Covered under the school's insurance arrangements

Self-Management

Following discussion with parents/carers, pupils who are competent to manage their own health needs and medicines will be encouraged to take responsibility for self-managing their medicines and procedures. This will be reflected in their Individual Health Care Plan.

Where possible, pupils will be allowed to carry their own medicines and relevant devices. Where it is not possible for pupils to carry their own medicines or devices, they will be held in suitable locations that can be accessed quickly and easily.

If a pupil refuses to take medicine or carry out a necessary procedure, staff will not force them to do so. Instead, the procedure agreed in the pupil's Individual Health Care Plan will be followed. Following such an event, parents/carers will be informed so that alternative options can be considered.

If a pupil with a controlled drug passes it to another child for use, this is an offence and appropriate disciplinary action will be taken in accordance with our Behaviour Policy and our Drugs and Alcohol Policy.

Individual Health Care Plans

West View Primary School, healthcare professionals and parents agree, based on evidence, whether an Individual Health Care Plan will be required for a pupil, or whether it would be inappropriate or disproportionate to their level of need. If no consensus can be reached, the Headteacher will make the final decision.

West View Primary School, parents and a relevant healthcare professional (where appropriate) will work in partnership to create and review Individual Health Care Plans. Where appropriate, the pupil will also be involved in the process.

When deciding what information should be recorded on the plan, the following will be considered:

- The medical condition and its triggers, signs, symptoms and treatments
- The pupil's resulting needs, such as medication, including the correct dosage and possible side effects, medical equipment, and dietary requirements
- The specific support needed for the pupil's educational, social and emotional needs
- The level of support needed and whether the pupil will be able to take responsibility for their own health needs
- The type of provision and training that is required, including whether staff can be expected to fulfil the support necessary as part of their role
- Which staff members need to be aware of the pupil's condition
- Arrangements for receiving parental consent to administer medication
- Separate arrangements which may be required for out-of-school trips and external activities
- What to do in an emergency, including whom to contact and contingency arrangements
- What is defined as an emergency, including the signs and symptoms that staff members should look out for

Where pupils have an Individual Health Care Plan because they need emergency medication, their plan should, where possible, be signed by their prescribing doctor or healthcare professional.

The Local Academy Committee will ensure that Individual Health Care Plans are reviewed at least annually. They will be routinely monitored throughout the year by a designated staff member. At West View Primary School, this is the responsibility of **Mrs N. Boagey**.

Where a pupil has an emergency healthcare plan prepared by their lead clinician, this will be used to inform the Individual Health Care Plan. These plans will be easily accessible to those who need to refer to them, but confidentiality will be preserved. They will be reviewed on at least an annual basis, or when a child's medical circumstances change, whichever is sooner.

Where a pupil has an Education, Health and Care Plan (EHCP), the Individual Healthcare Plan will be linked to it or become part of it. Where a child has SEND but does not have an EHCP, their SEND will be mentioned in their Individual Health Care Plan.

Where a child is returning from a period of hospital education, alternative provision or home tuition, the school will work with the Local Authority and education provider to ensure that their Individual Health Care Plan identifies the support the child will need to reintegrate.

Managing Medicines

For information regarding the management of medicines, please refer to the school's Administering Medicines and Asthma Policies.

Allergens, anaphylaxis and adrenaline auto-injectors (AAIs)

Further information relating to our policies and procedures addressing allergens and anaphylaxis can be found in the Allergens Procedure. Please also refer to our Administering Medicines Policy.

Parents are required to provide the school with up-to-date information relating to their children's allergies, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required.

The Headteacher and catering team will ensure that all pre-packed foods for direct sale (PPDS) made on the school site meet the requirements of Natasha's Law, i.e. the product displays the name of the food and a full, up-to-date ingredients list with allergens emphasised, e.g. in bold, italics or a different colour. The catering team will also work with any external catering providers to ensure all requirements are met and that PPDS is labelled in line with Natasha's Law. *Further information relating to how the school operates in line with Natasha's Law can be found in the School Food Policy.*

What is Natasha's Law? – Natasha Allergy Research Foundation (narf.org.uk)

Staff members receive appropriate training and support relevant to their level of responsibility, in order to assist pupils with managing their allergies.

All staff will complete, as a minimum, the following two courses in relation to AAIs:

- **Certificate in Food Allergy Awareness and Anaphylaxis - National College**
- **How to use Jext - www.jext.co.uk**

Record Keeping

Written records will be kept of all medicines administered to pupils. Proper record keeping will protect both staff and pupils, and provide evidence that agreed procedures have been followed. Appropriate forms for record keeping can be found in Appendix 2 (Administering Medicines: Parental Consent Form) and Appendix 3 (Record of medicine administered to a child).

Emergency Procedures

Medical emergencies will be dealt with under the school's emergency procedures. Where an Individual Health Care Plan is in place, it should detail:

- What constitutes an emergency
- What to do in an emergency

Pupils will be informed in general terms of what to do in an emergency, e.g. telling a teacher.

If a pupil needs to be taken to hospital, a member of staff will remain with the pupil until their parent/carer arrives. When transporting pupils with medical conditions to medical facilities, staff members will be informed of the correct postcode and address for use in navigation systems.

Day trips, residential visits and sporting activities

Pupils with medical conditions will be supported to participate as fully as possible in school trips, sporting activities and residential visits.

Prior to an activity taking place, we will conduct a risk assessment to identify what reasonable adjustments and adaptations should be taken to enable pupils with medical conditions to participate. In addition to a risk assessment, advice will be sought from pupils, parents/carers and relevant medical professionals. We will arrange for adjustments to be made for all pupils to participate, except where evidence from a clinician, e.g. a GP, indicates that this is not possible.

Unacceptable Practice

West View Primary School will not:

- Assume that pupils with the same condition require the same treatment
- Prevent pupils from easily accessing their inhalers and medication
- Ignore the views of the pupil or their parent
- Ignore medical evidence or opinion
- Send pupils home frequently for reasons associated with their medical condition, or prevent them from taking part in activities at school, including lunch times, unless this is specified in their Individual Health Care Plan
- Send an unwell pupil to the office alone or with an unsuitable escort
- Send an unwell pupil home alone, even if they usually have consent to leave the school premises alone at the end of the day
- Penalise pupils with medical conditions for their attendance record, where the absences relate to their condition
- Make parents/carers feel obliged or forced to visit the school to administer medication or provide medical support, including for toileting issues

West View Primary School will ensure that no parent is made to feel that they have to give up working because the school is unable to support their child's needs.

- Create barriers to pupils participating in everyday school life, including school trips
- Refuse to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition

Liability and Indemnity

The Local Academy Committee will ensure that appropriate insurance is in place to cover staff providing support to pupils with medical conditions. All staff providing such support will be provided with access to the insurance policies. In the event of a claim alleging negligence by a member of staff, civil actions are most likely to be brought against the school, not the individual.

West View Primary School is a member of the RPA - Risk Protection Arrangement.

The Department for Education's risk protection arrangement (RPA) is a voluntary arrangement for academies, free schools and local authority maintained schools. It is an alternative to insurance through which the cost of risks that materialise will be covered by government funds. The following academy trust or multi-academy trust is a member of the RPA.

Complaints

Parents/carers or pupils wishing to make a complaint concerning the support provided to pupils with medical conditions are required to speak to the school in the first instance. If they are not satisfied with the school's response, they may make a formal complaint via the school's complaints procedures, as outlined in the Complaints Policy. If the issue remains unresolved, the complainant has the right to make a formal complaint to the DfE.

Parents/carers and pupils are free to take independent legal advice and bring formal proceedings if they consider they have legitimate grounds to do so.

Defibrillators

West View Primary School has a **Mediana HeartOn A15** automated external defibrillator (AED). The AED is wall-mounted next to the sports hall in an unlocked cabinet.

All staff members and pupils are made aware of the location of the AED and what to do in an emergency. A risk assessment regarding the storage and use of the school's AED will be carried out and reviewed annually.

No training will be needed to use the AED, as voice prompt guides the rescuer through the entire process from when the device is first switched on or opened; however, staff members will be trained in cardiopulmonary resuscitation (CPR), as this is an essential part of first-aid and AED use. A list of first aiders and their location can be found displayed in prominent places around school.

Staff are signposted to the following training course in order to raise their awareness:

- **Certificate in Automated External Defibrillator Awareness - National College**

The emergency services will always be called where an AED is used or requires using.

Where possible, AEDs will be used in paediatric mode or with paediatric pads for pupils under the age of eight.

Maintenance checks will be undertaken on AEDs on a regular basis by the Headteacher, who will also keep an up-to-date record of all checks and maintenance work.

Monitoring and Review

This policy is reviewed on an annual basis by the Headteacher and Senior Leadership Team. Any changes to this policy will be communicated to all staff, parents and relevant stakeholders.

The next scheduled review date for this policy is May 2024.

Appendix 1 - Individual Health Care Plan

[Photo of the child]	
Date of birth	
Pupil's address	
Medical diagnosis of condition	
Date	
Review date	

Contact 1	
Contact 2	
Contact 3	

Hospital contact	
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GP	
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Who is responsible for providing support in school?

Name of medication, dose and method of administration

Daily care requirements

School trips/visits

Staff training needed or undertaken – who, what, when:

Parent/carer confirmation that the content of the Health Care Plan is accurate and up to date

Parent/carer signs to take responsibility for sharing accurate and up to date information with school in respect of any changes to this plan.

Print name:

Signed:

Date:

Member of SLT, on behalf of West View Primary School - the Health Care Plan has been created following a meeting between myself and parent/carer

Print name:

Signed:

Date:

Confirmation that the Health Care Plan has been seen by the Headteacher

Print name:

Signed:

Date:

Appendix 2**Administering Medicines: Parental Consent Form**

West View Primary School will not give your child medication unless you complete and sign this form.

Name of pupil			
Date of birth			
Year Group/Teacher			
Medical condition or illness			
Prescribed medication			
Name and/or type of medication as described on the container			
Date dispensed			
Expiry date			
Agreed review date			
Review to be initiated by			
Dosage, timing, and method of administration			
Special precautions			
Likely side effects			
Selfadministration	Yes	No	Other information:
Additional details			
Form completed by (parent/carer):			Name: Signature: Relationship to child:
Parent/carer contact details:			1) 2) 3)
Receiving staff member:			

Appendix 3 - Record of medicine administered to an individual child

Child's Name	
Date of Birth	
Date medicine provided by parent	
Quantity received	
Name/strength of medicine	
Expiry date	
Dose and frequency of medicine	
Storage (if stored in fridge, fridge temperature at time of administration)	
Staff signature	

Date	Time Given	Dose given	Method of administration	Name of member of staff	Staff initials