



POLICY	Supporting Medical Needs (including adults)
APPROVED BY	Full Governing Body
ADOPTED	February 2025
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Jeremiah 33:6

'Nevertheless, I will bring health and healing to it; I will heal my people and will let them enjoy abundant peace and security.'

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Policy implementation

The statutory duty for making arrangements for supporting pupils and staff at school with medical conditions rests with the Governing Body.

The Governing Body have conferred the following functions of the implementation of this policy to the Headteacher and the Senior Leadership Team; however, the Governing Body remains legally responsible and accountable for fulfilling their statutory duty.

Definitions of Medical Conditions

Pupils' and staffs' medical needs may be broadly summarised as being of two types:-

- **Short-term** affecting their participation at school because they are on a course of medication.
- **Long-term** potentially limiting access to education and requiring on-going support, medicines or care while at school to help them to manage their condition and keep them well, including monitoring and intervention in emergency circumstances. It is important that parents feel confident that the school will provide effective support for their child's medical condition and that pupils feel safe.

Some children and staff with medical conditions may be considered disabled. Where this is the case Governing Bodies **must** comply with their duties under the Equality Act 2010.

Some may also have special educational needs (SEN) and may have an Education, Health and Care Plan (EHCP). Where this is the case this policy should be read in conjunction with the 0-25 SEND Code of Practice and the school's SEN policy Individual Healthcare Plan will become part of the EHCP.

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

This covers notification prior to admission or employment, procedures to cover transitional arrangements between the school or alternative providers, taster days, and the process to be followed upon reintegration after a period of absence or when pupils' or staff members' needs change. For children being admitted to Holy Trinity Primary School for the first time with good notification given, or new staff, the arrangements will be in place for the start of the relevant school term. In other cases, such as a new diagnosis or a child or staff member joining Holy Trinity Primary School mid-term, we will make every effort to ensure that arrangements are put in place within two weeks.

We will endeavour to provide staff with appropriate training and will be clear and unambiguous about the need to actively support pupils or staff members with medical conditions to participate in school trips and visits, day to day routines or in sporting activities. We will use our best endeavour to make arrangements for the inclusion of pupils or staff members in such activities with any adjustments as required unless evidence from a clinician such as a GP states that this is not possible. However, in line with our safeguarding duties, we will ensure that all pupils' and staffs' health is not put at unnecessary risk from, for example infectious disease. We will therefore not accept a child or member of staff in school at times where it would be detrimental to the health of that child, staff member or others.

Advice on unacceptable practice

Although school staff should 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; or 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 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 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 child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs; or
- prevent children from participating or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the child.

Individual Healthcare Plans

Individual Healthcare Plans will help to ensure that Holy Trinity Primary School effectively supports pupils and staff members with medical conditions. They will provide clarity about what needs to be done, when and by whom.

Individual Healthcare Plans will be easily accessible to all who need to refer to them, while preserving confidentiality. Plans will capture the key information and actions that are required to support the child or staff member effectively. The level of detail within the plan will depend on the complexity of the child's or staff member's condition and the degree of support needed. This is important because different children or staff members with the same health condition may require very different support.

Individual Healthcare Plans (and their review) should be drawn up in partnership between the school, parents/carers, staff members and healthcare professionals if applicable. Pupils should also be involved whenever appropriate. The aim should be to capture the steps which Holy Trinity Primary School should take to help manage their condition and overcome any potential barriers to getting the most from their education.

Holy Trinity Primary School will ensure that Individual Healthcare Plans are reviewed annually or earlier if evidence is presented that the child's or staff members' needs have changed. They will be developed and reviewed with the child's or staff members' best interests in mind and ensure that Holy Trinity Primary School assesses and manages risks to the child's education, health and social wellbeing, and minimises disruption. Where a child is returning to school following a period of hospital education or alternative provision, we

will work with the local authority and education provider to ensure that the individual healthcare plan identifies the support the child will need to reintegrate effectively.

When a Healthcare Plan is required, it will be handed to the parent or staff member to complete in the first instance. This will then be shared with those in school responsible for the day to day wellbeing of the child, or the staff members' line manager. Information, which should be included in an Individual Healthcare Plan:

- The medical condition, its triggers, signs, symptoms and treatments.
- The pupil's, or staff members' resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues e.g. crowded corridors, travel time between lessons.
- Specific support for the pupil's educational, social and emotional needs - for example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions.
- The level of support needed (some children will be able to take responsibility for their own health needs) including in emergencies. If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring.
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's, staff member's medical condition from a healthcare professional; and cover arrangements for when they are unavailable.
- Who in the school needs to be aware of the child's or staff members' condition and the support required.
- Arrangements for written permission from parents/carers and the Headteacher for medication to be administered by a member of staff or self-administered by the pupil during school hours.
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child or staff member can participate e.g., risk assessment.
- Where confidentiality issues are raised by the parent/child or member of staff, the designated individual to be entrusted with information about the child's or staff members' condition.
- What to do in an emergency, including whom to contact, and contingency arrangements. Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan.

Roles and responsibilities

Please refer to the section on policy implementation for the functions that have been delegated to different, named members of staff at Holy Trinity Primary School.

In addition, we can refer to the **Community School Nursing Team** for support with drawing up Individual Healthcare Plans, provide or commission specialist medical training, liaison with lead clinicians and advice or support in relation to pupils with medical conditions.

Other **healthcare professionals, including GPs and paediatricians**, should notify the Community Nursing Team when a child has been identified as having a medical condition that will require support at school. Specialist local health teams may be able to provide support, and training to staff, for children with particular conditions (e.g. asthma, diabetes, epilepsy)

Staff

- Staff should inform the school of any professional advice given to them by their practitioners and this should be used to inform the healthcare plans.

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, and can, for example, alert staff to the deteriorating condition or emergency need of pupils with medical conditions.

Parents/carers

- Parents/Carers should provide the school with sufficient and up-to-date information about their child's medical needs.
- They may in some cases be the first to notify the school that their child has a medical condition.
- Parents are key partners and should complete an initial Individual Healthcare Plan for their child. They should carry out any action they have agreed to as part of its implementation, e.g. provide in date medicines and equipment and ensure they, or another nominated adult are contactable at all times.
- Children will not be admitted back into school for 48 hours after a sickness and/or diarrhoea episode.

Local authorities

- Local Authorities are commissioners of school nurses for maintained schools and academies in Kent.
- Under Section 10 of the Children Act 2004, they have a duty to promote co-operation between relevant partners such as governing bodies of maintained schools, proprietors of academies, clinical commissioning groups and NHS England, with a view to improving the well-being of children with regard to their physical and mental health, and their education, training and recreation.
- Kent County Council (KCC) will work with us to support pupils with medical conditions to attend full time.
- Where pupils would not receive a suitable education in a mainstream school because of their health needs, the local authority has a duty to make other arrangements.
- Statutory guidance for local authorities sets out that they should be ready to make arrangements under this duty when it is clear that a child will be away from school for 15 days or more because of health needs (whether consecutive or cumulative across the year) education for children with health needs who cannot attend school

Providers of Health Services

- Providers of Health Services should co-operate with the school that are supporting children with medical conditions.
- They can provide valuable support, information, advice and guidance to the school, and their staff, to support children with medical conditions at school.

Clinical commissioning groups (CCGs)

- Clinical commissioning groups (CCGs) commission other healthcare professionals such as specialist nurses.
- They have a reciprocal duty to co-operate under Section 10 of the Children Act 2004 (as described above for local authorities).
- The local Health and Well-being Board provides a forum for the local authority and CCGs to consider with other partners, including locally elected representatives, how to strengthen links between education, health and care settings.

Ofsted

- The Ofsted inspection framework places a clear emphasis on meeting the needs of disabled children and pupils with SEN and considering the quality of teaching and the progress made by these pupils.
- Inspectors are already briefed to consider the needs of pupils with chronic or long-term medical conditions alongside these groups and to report on how well their needs are being met.
- The School is expected to have a policy dealing with medical needs and to be able to demonstrate that it is being implemented effectively.

Staff training and support

Please refer to the Staff Training record for up to date information on staff trained to support children's medical needs.

All staff who are required to provide support to pupils for medical conditions will be trained by healthcare professional qualified to do so.

Training should be sufficient to ensure that staff are competent and have confidence in their ability to support pupils with medical conditions, and to fulfil the requirements set out in the Individual Healthcare Plans. They will need an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures.

Staff must not undertake healthcare procedures without appropriate training. A first aid certificate does not constitute appropriate training in supporting children or staff with medical conditions.

All staff will be made aware of the school's policy for supporting pupils with medical conditions and their role in implementing the policy. We will be advised by the appropriate healthcare professionals regarding training needs related to pupils who have an IHP.

The family of a child will be key in providing relevant information to school staff about how their child's needs can be met, and parents will be asked for their views. They should provide specific advice but should not be the sole trainer.

The child's role in managing their own medical needs

If, after discussion with the parent/carer, it is agreed that the child is competent to manage his/her own medication and procedures, s/he will be encouraged to do so. This will be reflected in the Individual Healthcare Plan.

Medicines and relevant devices will be accessible for self-medication quickly and easily; these will be stored securely to ensure that the safeguarding of other children is not compromised. At Holy Trinity Primary School children who take their medicines themselves and/or manage procedures will be provided with an appropriate level of supervision. If it is not appropriate for a child to self-manage, then relevant staff will help to administer medicines and manage procedures for them.

If a child refuses to take medicine or carry out a necessary procedure, staff should not force them to do so, but follow the procedure agreed in the individual healthcare plan. Parents will be informed so that alternative options can be considered.

Managing medicines on school premises and record keeping

At Holy Trinity Primary School, the following procedures are to be followed:

- Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so.
- No child will be given prescription or non-prescription medicines without their parents written consent: A Medical Consent Form must be completed, this can be accepted by paper form or via email.
- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours. EG) 3 times per day antibiotics.
- Holy Trinity Primary School will only accept prescribed medicines, with written permission from parent/carer that are in-date, labelled, provided in the original container as dispensed by a pharmacist to include the pharmacy sticker, the child's name clearly visible and include instructions for administration, dosage and storage.
- At Holy Trinity we will administer non-prescription medicines, if not to do so would mean the child could not attend school. Except where the Headteacher decides a child is too unwell to attend, even with medication. The parent must complete the Medical Consent Form.
- Medicines containing Aspirin, unless prescribed by the Doctor will never be administered.
- Non-prescription medicines need to be supplied in the original packaging, be in date and with dosage instructions printed on.
- Parents should administer a dose immediately prior to their child arriving at school and the next dose will be administered according to the printed instructions.
- All medicines will be stored safely. Children should know where their medicines are at all times and be able to access them immediately.
- Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens are readily available, and children have access to them.
- Asthma inhalers should be marked with the child's name.
- During school trips the first aid trained member of staff will carry all medical devices and medicines required.
- Staff administering medicines should do so in accordance with the prescriber's instructions.

- Holy Trinity Primary School will keep a record (see Record of Medicine Administered Form) of all medicines administered to individual children, stating what, how and how much was administered, when and by whom, this will be countersigned by a second adult. These may be kept with the medication or with the child's medical record.
- Any side effects of the medication to be administered at school should be noted.
- Written records are kept of all medicines administered to children. These records offer protection to staff and children and provide evidence that agreed procedures have been followed.
- When no longer required, medicines should be returned to the parent/carer to arrange safe disposal.
- Sharps boxes should always be used for the disposal of needles and other sharps.

Emergency procedures

The Headteacher will ensure that arrangements are in place for dealing with emergencies for all school activities wherever they take place, including school trips as part of the general risk management process.

Where a child or adult has an Individual Healthcare Plan, this should clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other pupils in the school should know what to do with the Emergency Red Cards.

If a child or adult needs to be taken to hospital, staff should stay with them until the parent or next of kin arrives, or accompany a child taken to hospital by ambulance. The School needs to ensure they understand the local emergency services cover arrangements and that the correct information is provided for navigation systems.

Day trips, residential visits, and sporting activities

We will actively support pupils with medical conditions to participate in day trips, residential visits and sporting activities by being flexible and making reasonable adjustments unless there is evidence from a clinician such as a GP that this is not possible.

We will always conduct a risk assessment so that planning arrangements take account of any steps needed (reasonable adjustments) to ensure that pupils with medical conditions can be included safely. This will involve consultation with parents/carers and relevant healthcare professionals and will be informed by Health and Safety Executive (HSE) guidance on school trips.

Liability and Indemnity

Holy Trinity's Liability Insurance is with Kent Safehands.

Complaints

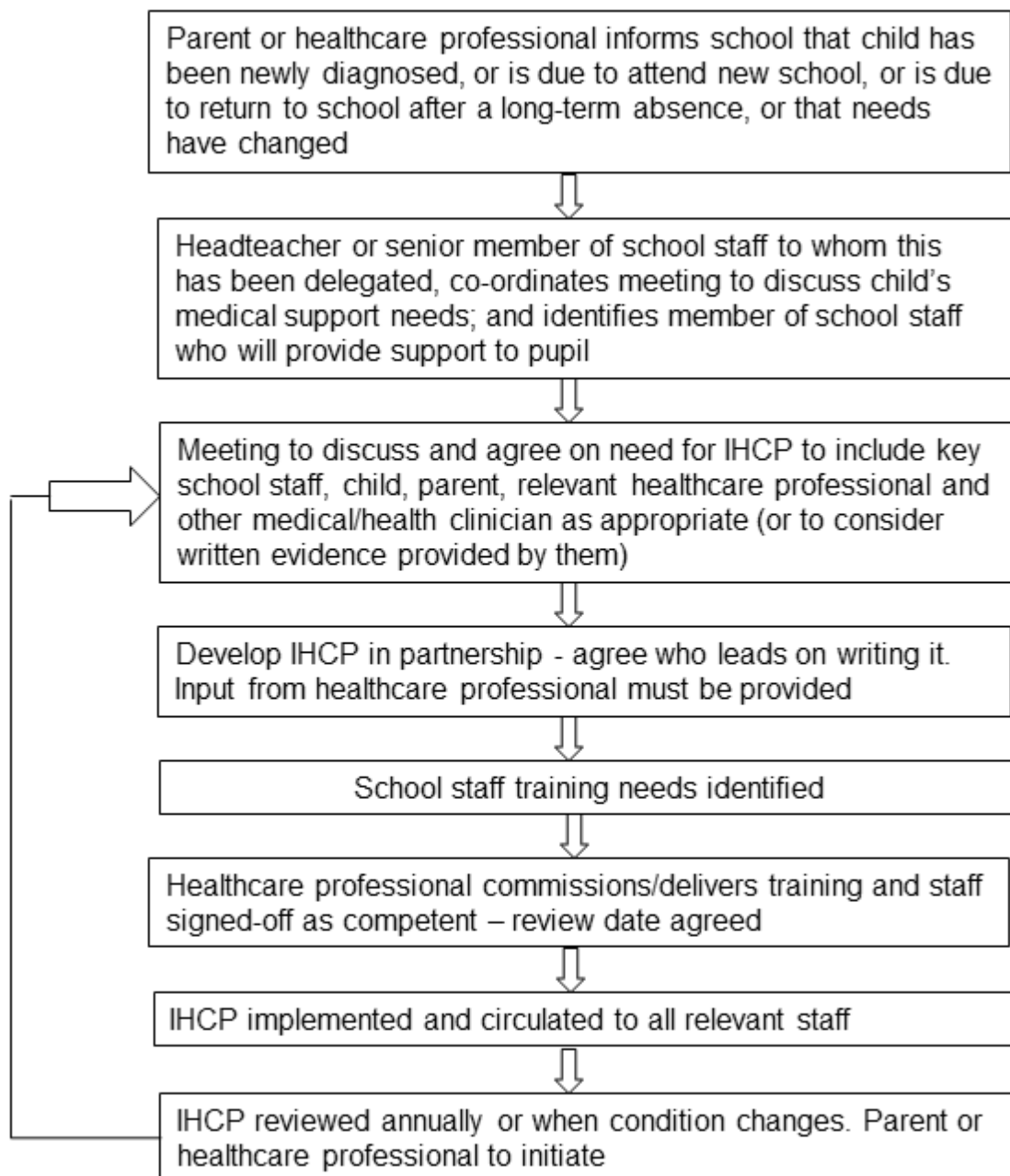
Should parents/carers be unhappy with any aspect of their child's care at Holy Trinity Primary School, they must discuss their concerns with the school.

This will be with the child's class teacher in the first instance, with whom any issues should be addressed. If this does not resolve the problem or allay the concern, the problem should

be brought to a member of Leadership Team, who will, where necessary, bring concerns to the attention of the Headteacher.

In the unlikely event of this not resolving the issue, the parent/carer must make a formal complaint using the Holy Trinity Primary School Complaints Procedure.

Annex A: Process for developing individual healthcare plans



Holy Trinity CE Primary School - Individual Healthcare Plan

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

Family Contact Information

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

Who is responsible for providing support in school

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

--

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

--

Daily care requirements

--

Specific support for the pupil's educational, social and emotional needs

--

Arrangements for school visits/trips etc

--

Other information

--

Describe what constitutes an emergency, and the action to take if this occurs

--

Who is responsible in an emergency (*state if different for off-site activities*)

Class Teacher/TA
SLT

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

Office
Class Teacher
MDS

I give my consent for the school to contact the named health care professional(s) and for those professionals to advise the school in any relevant matters in connection with care at school. I accept full responsibility for keeping the school informed of anything that may be relevant in relation to the implementation of this care. I accept responsibility for ensuring that there are supplies of any relevant in date medication or equipment for my child's needs. I will collect all unused materials from the school at the end of the summer term. I accept that the school will dispose of unused materials that remain uncollected.

Parent/Carer's name:

Signature:

Date:

Medication Consent

Parental Agreement for staff at Holy Trinity to supervise and administer medication

Child's name

Group/class/form

Date of birth

Medical diagnosis or condition

Medication

Name of medication

Expiry date

Dosage

Start date

End Date

Time medication required

Any known side effects

Self-administration

Y/N

Emergency Contact Details

Name

Contact number

Relationship to child

G.P.

Name

Phone no.

This information is, to the best of my knowledge, accurate and I give consent to the school staff to administer medicine in accordance with the school policy. I will inform the school immediately in writing if there is any change in dosage or frequency of the medication or if the medicine is stopped. I will ensure that medication provided by me is in date and understand it is my responsibility to replace medication before expiry date.

Parent/Guardian Signature

Date

.....

.....

We, Holy Trinity Primary School, agree to undertake the supervision or administration of medication. This will be undertaken by a member of staff and/or first aider. This arrangement will continue until either the end of the course of medicine or until instructed by the parents.

Signed (SLT ONLY)

Date

.....

.....

Medication Consent cont. (over the counter medication)

For medication needed on an ad hoc basis (e.g. Calpol, Ibuprofen, Piriton) please add the time and date needed. Permission sent in via email will be added below by a member of the office team or SLT with the accompanying email.

[illegible]

Telephone Numbers:	
(Home)	
(Work)	
(Mobile)	
Signature:	Date:

For completion by the school:

CONFIRMATION OF THE SCHOOL'S AGREEMENT

I agree that (name of child):

Will receive the help required as detailed above facilitated by any one of the following member(s) of staff:

Staff name(s):

Name of Headteacher/designated person:
Signature:
Date:

Record of medicine administered to all children – example

This form is completed in a bound book and stored in the front office.

Name of school/setting

Holy Trinity CE Primary School

[illegible]