



Date Policy Agreed by Governors:		Date Policy to be Reviewed:	
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## Medical Conditions Policy

### Introduction

Hallgate Primary School is an inclusive community that aims to support and welcome pupils with medical conditions. We understand our responsibility to make the school setting welcoming and supportive to pupils with medical conditions, both those who attend currently and those who may enrol in the future.

The school aims to provide all children with medical conditions with the same opportunities as others at Hallgate Primary School. Pupils with medical conditions will be involved in all school activities, albeit with some support, adaptation or special arrangement.

### Aims

This policy aims to ensure that:

- Pupils, staff and parents understand how our school will support pupils with medical conditions.
- Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including school trips and sporting activities.

The Headteacher and Governing Board (with support from the School Business Manager and Admin Officer) will implement this policy by:

- Making sure that sufficient staff are suitably trained.
- Making staff aware of pupils' conditions and implications on accessing school / learning activities.
- Making sure that individual healthcare plans are developed in a timely manner and communicated with relevant staff.
- Liaising with parents to ensure plans are appropriate and supportive; monitoring the effectiveness of healthcare plans and adapting when needed.

### Legislation and Statutory Responsibilities

This policy meets the requirements under Section 100 of the Children and Families Act 2014, which places a duty on Governing Boards to make arrangements for supporting pupils at their school with medical conditions. It is based on the Department for Education (DfE)'s statutory guidance on supporting pupils with medical conditions at school. A copy of this important document is available here: [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/306952/Statutory\\_guidance\\_on\\_supporting\\_pupils\\_at\\_school\\_with\\_medical\\_conditions.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/306952/Statutory_guidance_on_supporting_pupils_at_school_with_medical_conditions.pdf)



## Roles and Responsibilities

The Governing Board: has ultimate responsibility to make arrangements to support pupils with medical conditions. The Governing Board will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

### The Headteacher will:

- Make sure that all staff are aware of this policy and understand their role in its implementation.
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans, including in contingency / emergency situations.
- Ensure that all staff who need to know are aware of a child's condition.
- Take overall responsibility for the development of healthcare plans.
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way.
- Contact the school nursing service or other medical professionals in cases of a pupil with a medical condition who may require support at school, for guidance and additional information / support.
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up-to-date, but also secure in line with data protection policies.

### Staff

Supporting pupils with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to pupils with medical conditions, although they will not be required to do so. This includes the administration of medicines.

Those staff who take on the responsibility to support pupils with medical conditions will receive sufficient training and will achieve the necessary level of competency before doing so.

Teachers will take into account the needs of pupils with medical conditions that they teach. All staff will know what to do and will respond accordingly when they become aware that a pupil with a medical condition needs help and healthcare plans will be shared to support this.

### Parents will:

- Provide school with sufficient and up-to-date information about their child's medical needs, including sharing documentation from medical professionals, where possible.
- Be involved in the development and review of their child's healthcare plan.



- Carry out any action they have agreed as part of the implementation of the healthcare plan, e.g. provide medicines and equipment and ensure that they (or another nominated adult) are contactable at all times.
- Ensure that sufficient medication is held within school and that medicines are replaced before they expire.

### Pupils

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

### School Nurses and Other Healthcare Professionals

We will contact the school nursing service (ISPHN <https://humberisphn.nhs.uk/>) for advice, support and guidance in relation to medical conditions. This will be taken into account in developing and implementing healthcare plans.

### **Equal Opportunities**

Hallgate Primary School is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The school will consider what reasonable adjustments need to be made to enable pupils with medical conditions to participate fully and safely in all activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included safely. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

### **Being Notified that a Child has a Medical Condition**

When the school is notified that a pupil has a medical condition, the process outlined in **Appendix 1** will be followed to decide whether the pupil requires a healthcare plan. We will make every effort to ensure that arrangements are put into place in a timely manner, usually within a week, or by the beginning of the relevant term for pupils who are new to our school.

### **Individual Healthcare Plans (IHPs)**

The Headteacher has overall responsibility for the development of healthcare plans at Hallgate Primary School. This has been delegated to the Admin Officer.

Plans will be reviewed at least annually, or earlier if there is evidence that the pupil's needs have changed / that the plan is no longer effective. Plans will always be developed with the pupil's best interests in mind and will set out:

- What needs to be done



- When
- By whom

Not all pupils with a medical condition require a healthcare plan. It will be agreed with parents / healthcare professionals when a healthcare plan would be inappropriate or disproportionate. This will be based on all available evidence / information; if there is no consensus, the Headteacher will make the final decision.

Plans will be drawn up in partnership with the school, parent, pupil and relevant healthcare professionals. The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The Governing Board, Headteacher and Admin Officer will consider the following when deciding what information to record:

- The medical condition, its triggers, signs, symptoms and treatments.
- The pupil's resulting needs, including medication (dose, side effects, storage) and other treatments, time, facilities, equipment, access to food / drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel times, school site concerns, etc.
- specific support for the pupil's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete learning activities, rest periods, counselling / pastoral support.
- The level of support needed, including in emergencies. If a pupil is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring.
- Who will provide this support, their training needs and the expectations from their role and confirmation of proficiency to provide support, cover arrangements in case of absence.
- Who in school needs to be aware of the pupil's condition and the support required. All healthcare plans are logged on CPoms, where they are shared on a 'need to know' basis.
- Arrangements for written permission from parents for medication to be administered by a member of staff, or self-administered by the pupil, during school hours. We have a specific policy on the Administration of Medicines; please refer to this document for more information.
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable, ensuring the pupil can participate, e.g. risk assessments.
- What to do in an emergency, including who to contact, when to call 999 and any contingency arrangements.

### **Training**

Staff who are responsible for supporting pupils with medical conditions will receive suitable and sufficient training and support to do so. The training will be identified during the development or review of healthcare plans. Staff who provide support to pupils with



medical conditions will be included in meetings where this is discussed, whenever this is possible.

Healthcare / medical professionals will lead on identifying the type and level of training required and will agree this with the Headteacher / Admin Officer. Training will be recorded on ScholarPack and will be updated as and when required.

### **Record Keeping**

All healthcare plans, supporting documents and information will be retained in the school office. This information will be kept in line with data protection policies and procedures. Parents will be kept informed if their child has been unwell at school. Healthcare plans will be logged on CPoms, so they are easily accessible for those who need this important information.

### **Links with Other Policies**

The following policies are also relevant and should be considered in conjunction with the Medical Conditions Policy:

- Accessibility Plan
- Equality
- First Aid
- Health and Safety
- Safeguarding
- Special Educational Needs
- Administration of Medicines
- First Aid in School

### **Monitoring**

The Governing Board has approved this policy and will receive regular updates on the effectiveness of this policy via the Behaviour and Safeguarding Committee meetings (termly).

The Medical Conditions Policy will be reviewed at least annually and necessary improvement will be made following review.

The last review took place in **June 2024**.

**Appendix 1: Process for Healthcare Plans**

