

Supporting Pupils with Medical Conditions Policy

Issued:	Marcus Link	Date: October 2017
Approved by:	College of Management Council of Trustees	Date: November 2017 Date: November 2017

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Policy Statement

Pupils with medical needs have the same rights of admission to school as other pupils. They should be supported so that they have full access to school life, including school trips and sports activities.

This school recognises its statutory duty under Section 100 of the *Children and Families Act 2014* to adequately support pupils with medical conditions. In meeting the duty, it has due regard to the statutory guidance "Supporting Pupils at School with Medical Conditions".

Policy Aims

The aim of this policy is to set out how this school will support pupils with medical conditions such as diabetes, asthma and epilepsy, so that they can safely attend school, join educational visits and school trips, and otherwise engage appropriately with their studies and achieve their potential whilst in the care of the school.

Procedure

In this school, the following procedures apply:

- Once the school receives notification that a pupil has a medical condition, the delegated member of staff co-ordinates a meeting to discuss the pupil's healthcare needs. This may be attended by the parents and relevant healthcare professionals involved in the pupil's care. An individual healthcare plan is then agreed, and individual staff nominated to deliver the care needed. The plan may identify training needs for the nominated staff, to ensure they can meet the pupil's medical needs competently.
- For new pupils, arrangements are put in place in time for the start of the relevant school

term.

- Individual healthcare plans are referred to by staff when they are planning teaching and are regularly monitored. All staff involved in the teaching and support of a pupil are made aware of their condition and individual healthcare plan, with due regard to the pupil's right to confidentiality.
- Each individual healthcare plan defines what constitutes a medical emergency and sets out what action should be taken.
- Plans are reviewed whenever a pupil's circumstances change and at least annually.
- Planning for the support of pupils with medical conditions is included in risk assessments for activities outside of the normal timetable.
- Staff work collaboratively with the Health & Safety Officer and with healthcare staff from outside agencies, including pupils' GPs.
- Staff work collaboratively with other educational services, including home tuition services, to support pupils who have had long-term absences from school caused by their medical conditions. Teachers and staff keep in touch with pupils who are absent and provide whatever support they can to ensure they are able to continue their studies.
- Medication arrangements are put in place that comply with the statutory guidance. These support, where possible, the self-care of pupils.
- Any member of school staff who provides support to a pupil with medical needs, including administration of medication, receives suitable training.
- All planning is carried out in collaboration with parents. Parents are informed of any variations and incidents, including any medical emergencies and refusal to take medication.
- Insurance arrangements are in place to cover staff providing support to pupils with medical conditions, including the administration of medication.

Responsibilities

- The Health & Safety Officer has overall responsibility for this policy.
- The Trustee responsible for Health & Safety is responsible for monitoring the implementation of this policy and for ensuring that pupils' individual healthcare plans are regularly reviewed.
- The Health & Safety Officer is responsible for ensuring that sufficient numbers of staff are suitably trained in meeting medical needs and in the administration of medication.
- Each department is responsible for cover arrangements in case of staff absence.
- A general awareness training is provided by the Health & Safety Officer, including a briefing pack for supply teachers.

Compliance

- Children and Families Act 2014
http://www.legislation.gov.uk/ukpga/2014/6/pdfs/ukpga_20140006_en.pdf
- Statutory Guidance: "Supporting pupils at school with medical conditions", December 2015
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/638267/s

[upporting-pupils-at-school-with-medical-conditions.pdf](#)

Further information, advice and guidance

- “Supporting pupils at school with medical conditions: Templates”, May 2014
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/349437/Supporting_pupils_with_medical_conditions_-_templates.docx
- The DfE offers links to further resources here:
<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3/supporting-pupils-with-medical-conditions-links-to-other-useful-resources--2>

Related Policies & References:

- Health & safety policy
- Administering medicines policy
- Access to education during absence on medical grounds policy
- SEND policy