

Children with Medical Needs policy

Review frequency	Annually	Reviewed	July 2025
Governing Committee Responsible	Full Governing Body	Governor Approval (date)	July 2025
Website	Yes		
Staff Responsible	SENDCo	Next review	July 2026

1. Aims

This policy aims to ensure that:

- Maple Tree Primary School is an inclusive community that welcomes and supports all pupils, providing them with equal opportunities at school.
- Children with medical conditions are provided with the same opportunities and access to activities (both school based and out-of-school) as other pupils.
- No child will be denied admission or be prevented from taking up a place in this school if reasonable and appropriate adjustments can be made.

2. Legislation and guidance

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

- The school recognises that duties in the Children and Families Act (England only) and the Equality Act (England, Wales and Scotland) relate to children with disability or medical conditions and are anticipatory.
- 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 also based on the Department for Education (DfE)'s statutory guidance on supporting pupils with medical conditions at school.
- The policy is shared with pupils, parents, relevant local healthcare staff and other external stakeholders.

3. Responsibilities

- The named member of Maple Tree Primary School staff responsible for this medical conditions policy, implementation and monitoring is the SENDCo, under the direction of the Headteacher,
- The SENDCo will liaise with the pupil (where appropriate), parent and the pupil's healthcare professional to ensure that support in school meets the child's medical needs.
- The needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits.
- The school understands that certain medical conditions are debilitating and potentially life threatening, particularly if poorly managed or misunderstood.

- The school understands the importance of medication and care being taken as directed by healthcare professionals and parents.
- Pupils and parental views will be taken account of, and they should feel confident in, the care they receive and the level of care that meets their needs.
- Staff will understand the medical conditions of pupils and that they may be serious, adversely affect a child's quality of life and impact on their ability to learn.
- All staff understand their duty of care to children and young people and know what to do in the event of an emergency.
- The school understand that all children with the same medical condition will not necessarily have the same needs.
- All staff receive training in the school's general emergency procedures and all staff, including temporary or supply staff, are aware of medical conditions and under their duty of care, know what action to take in an emergency and receive updates at least yearly.

4. Individual Healthcare Plans (IHP)

- Parents are asked if their child has any medical conditions on the admission form.
- An IHP is used to record the support an individual pupil needs around their medical condition and all children with an ongoing medical condition should have an IHP.
- An IHP (Appendix 1 provides a template) details exactly what care a child needs in school, when they need it and who is going to give it and includes information on the impact any health condition may have on a child's learning, behaviour or classroom performance.
- This should be drawn up with input from the child (if appropriate), their parent/carer, relevant school staff and healthcare professionals, ideally a specialist if the child has one.
- Not all pupils with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the Headteacher will make the final decision.
- The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The Headteacher will consider the following when deciding what information to record on IHPs:
 - the medical condition
 - its triggers, signs, symptoms and treatments
 - the pupil's 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, e.g. 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, 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, expectations of their role and confirmation of proficiency to provide support for the pupil'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 pupil's condition and the support required
 - arrangements for written permission from parents and the Head Teacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours
 - no medication will be administered without a parent's written consent

- separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the pupil can participate, e.g. risk assessments
 - where confidentiality issues are raised by the parent/pupil, the designated individuals to be entrusted with information about the pupil's condition
 - what to do in an emergency, including who to contact, and contingency arrangements
 - the IHP details an individual pupil's triggers and details how to make sure the pupil remains safe throughout the whole school day and on out-of-school activities.
 - a child's IHP should explain what help they need in an emergency and will accompany pupils should they need to attend hospital. Parental permission will be sought for sharing the IHP with emergency care settings.
- A centralised register of IHPs is kept and an identified member of staff (the Office Manager) has responsibility for this register.
 - IHPs are regularly reviewed, at least every year or whenever the pupil's needs change.
 - The pupil (where appropriate), parents, school nurse/specialist nurse (where appropriate) and relevant healthcare services hold a copy of the IHP. Other school staff are made aware of and have access to the IHP for the pupils in their care.
 - If a pupil needs to attend hospital in an emergency, a known member of staff will stay with them until a parent arrives, or accompany a child taken to hospital by ambulance. They will not take pupils to hospital in their own car. The exception to this might be on a residential visit where a 'walk-in' visit to A&E might be appropriate to deal with a minor injury requiring hospital treatment.
 - The school will ensure that there is more than one member of staff who has been trained to administer the prescribed medication and meet the care needs of an individual child and will endeavour to ensure that there are sufficient numbers of trained staff to cover any absences, staff turnover and other contingencies.
 - An appropriately trained member of staff is available to accompany a pupil with a medical condition on an off-site visit, including overnight stays.
 - All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside the school's policies, to help prevent and address any issues which may arrive.
 - Pupils will have access to the appropriate medication/equipment during physical activity and can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided if required.
 - All school staff understand that frequent absences or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition.
 - A risk assessment is carried out before any out-of-school visit. The needs of pupils with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.
 - Where a child is returning to school following a period of hospital education or alternative provision (including home tuition), the school will work with the local authority and education provider to ensure that the child receives the support they need to reintegrate effectively (please see Children with Health Needs Who Cannot Attend School Policy).
 - School staff will endeavour to fulfil the instructions in a pupil's IHP wherever possible.
 - Parents will let the school know if their child's needs change.
 - Pupil's confidentiality is protected and permission from parents is sought before sharing any medical information with any other party.
 - The school meets with pupil (where appropriate), parent, specialist nurse (where appropriate) and relevant healthcare services prior to any overnight or extended day visit to discuss and make a plan for

any extra care requirements that may be needed. This is recorded in the pupil's IHP which accompanies them on the visit.

5. Medication (storage and record keeping)

- Parents do have the right to make arrangements to come into school to administer medicine to their own child should they choose to. Exceptional individual circumstances will be considered as they arise.
- All staff understand what constitutes an emergency for an individual child and make sure that emergency medication/equipment is readily available wherever the child is in the school and on off-site activities and is not locked away.
- Controlled drugs are stored securely, but accessibly, with only named staff having access. Staff can administer a controlled drug to a pupil once they have had specialist training or guidance.
- Medication that is in date and labelled is stored in its original container where possible, in accordance with its instructions. The exception to this is insulin, which though must be in date, will generally be supplied in an insulin injector pen or pump.
- Parents are asked to collect all medications/equipment at the end of the school year, but to provide new and in-date medication if the need arises during the school year and at the start of each new school year.
- Needles and other sharps are disposed of in line with local policies. Sharps boxes are kept securely at school and will accompany a child on off-site visits if required. They are collected and disposed of in line with local authority procedures.
- An accurate record is kept of all medication administered, including the dose, the time and supervising staff. Wherever possible, medication will be administered and signed for by two members of staff.
- All staff providing support to a pupil have suitable training and receive ongoing support to make sure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's IHP. This should be provided by the specialist nurse/school nurse/other suitably qualified healthcare professional and/or the parent. The specialist nurse/school nurse/other suitably qualified healthcare professional will confirm their competence.
- An up-to-date record of all training is kept.

6. Evaluation

- In evaluating the policy, the school seeks feedback from key stakeholders including pupils, parents, school healthcare professionals, specialist nurses and other relevant healthcare professionals, school staff, local emergency care services, governors and school employer. The views of pupils with medical conditions are central to the evaluation process.
- All medical emergencies and incidents are reviewed to see how they could have been avoided and school policies are adapted if needed.
- The school works in partnership with all relevant parties including the pupil (where appropriate), parent, school's governing body, all school staff, catering staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

7. Monitoring arrangements

- The governing body has made sure that there is the appropriate level of insurance and liability cover in place.
- School Governing Body will ensure the policy is developed collaboratively across services, clearly identifies roles and responsibilities and is implemented effectively.
- This policy will be reviewed annually by the SENDco, under direction from the Headteacher. At every review, it will be approved by the full governing board.

8. Links to other policies

This policy links to the following policies:

- Accessibility plan
- Supporting pupils with health needs who cannot attend school
- SEND Policy