



Stukeley  
Federation

# Supporting Pupils with Long-Term Medical Conditions

**in support of**

**William Stukeley CE Primary School**

**and**

**Deeping St. Nicholas Primary School**

**Policy approved by Full Governing Body: December 2021**

**Policy to be reviewed: December 2025**

## Supporting Pupils with Long-Term Medical Conditions

Date	Review Date	Faculty	Governor Steering Group
Dec 2021	Dec 2025	Health & Well-Being	Personal Development & Well-Being

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Medicines Act 1968
- Misuse of Drugs Act 1971
- Health and Safety Act 1974
- Children Act 1989
- Education Act 1996
- Education Act 2002
- Children Act 2004
- The NHS Act 2006
- Equality Act 2010
- School Premises (England) Regulations 2012 (as amended)
- Children and Families Act 2014
- Special Educational Needs and Disability (Amendment) Regulations 2015

The following documentation is also related to this policy:

- Equality Act 2010: Advice for Schools (DfE)
- The Special Needs and Disability (SEND) Code of Practice
- Supporting Pupils at School with Medical Conditions (DfE)

We are an inclusive community that supports and welcomes pupils with long and short term medical conditions. We will not deny admission to any child with a medical condition or prevent them from taking up a place if arrangements for their medical condition have not been made.

We have a legal duty under the Children and Families Act 2014 to support pupils with long-term medical conditions such as diabetes, asthma and epilepsy, and we will ensure that these children have full access to the curriculum, all sporting activities and educational visits so that they can play a full and active role in our schools.

We work closely with parents/carers, health and social care professionals, the local authority, commissioners and other support services to ensure effective individual health care plans, monitoring, reviewing and updating procedures are in place and to ensure children with medical conditions receive a full education.

We understand individual healthcare plans will be drawn up in partnership between the schools, parents, pupil and a relevant healthcare professional.

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We want parents to feel confident and reassured that we are providing effective support for their child's medical condition that involves:

- having in place risk assessments for all school activities on and off-site
- having links with local health and social care services
- allowing children easy access to their inhalers and medication
- administering medication when and where necessary
- not ignoring the views of children, parents and medical professionals
- allowing children to participate in all curriculum, sporting and school activities
- providing assistance when a child becomes ill
- allowing children with medical conditions to take drinking, eating or toilet breaks when and where necessary
- not penalising a child for poor attendance due to their medical condition
- dealing with children's social and emotional problems linked to their medical condition
- building confidence and promoting self-care
- having in place sufficient school personnel that are suitably trained
- having in place adequate absence cover arrangements for school personnel ensuring someone is always available
- ensuring all relevant school personnel including supply teachers are aware of individual children's medical condition

We are aware that we have a common law duty to act in loco parentis and we will take the necessary action in an emergency whether it is on or off-site.

Administration of medicines by any member of the school personnel is undertaken purely on a voluntary basis and individual decisions will be respected. However, appropriate training will be provided before any member of the school personnel who has volunteered and accepted this role to be familiar with all administration of medication procedures. Under no circumstances will a member of the school personnel administer prescription medicines or undertake healthcare procedures without appropriate training.

We ensure the physical school environment is accessible, inclusive and favourable to pupils with short and long term medical conditions when undertaking all school activities in or out of school time.

We understand that inspectors will consider how well we meet the needs of the full range of pupils including those with medical needs. We are aware that judgements on our schools, will be informed by the progress and achievement of these children alongside those of pupils with special educational needs and disabilities, and also by pupils' spiritual, moral, social and cultural development.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

## **Aims**

- To support pupils with long-term medical conditions such as diabetes, asthma and epilepsy.
- To ensure pupils with long-term medical conditions have full access to education, all sporting activities and educational visits so that they can play a full and active role in school.
- To ensure effective individual health care plans are in place.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

## **Responsibility for the Policy and Procedure**

### **Role of the Governing Body**

The Governing Body has:

- responsibility for ensuring 'that arrangements are in place in schools to support pupils at school with medical conditions';
- appointed a member of staff to be responsible for coordinating supporting pupils with long-term medical conditions;
- responsibility for ensuring that the Headteacher (or delegated other) 'consults health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported';
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring full compliance with all statutory responsibilities;
- responsibility for ensuring that children with long-term medical conditions have the same rights to admission as other children;
- responsibility for ensuring individual health care plans, procedures and systems are properly and effectively implemented;
- responsibility for ensuring training is in place for relevant school personnel who support children with long-term medical conditions;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- the Governor Steering Group will:
  - visit the school regularly;
  - work closely with the Headteacher and the SENDCo or SEND Manager
  - ensure this policy and other linked policies are up to date;

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- ensure that everyone connected with the schools are aware of this policy;
  - attend training related to this policy;
  - report to the Governing Body every term;
  - annually report to the Governing Body on the success and development of this policy.
- responsibility for the effective implementation, monitoring and evaluation of this policy.

### **Role of the Headteacher and Senior Leadership Team**

The Headteacher and the Senior Leadership Team will:

- ensure all necessary arrangements are in place for all new entrants;
- provide the necessary support for pupils with long-term medical conditions;
- ensure all pupils with long-term medical conditions have full access to the curriculum, all sporting activities and school activities;
- ensure individual healthcare plans are in place to ensure that pupils with medical conditions are effectively supported;
- ensure relevant school personnel (full-time and supply teachers) are made aware of children with long-term medical conditions;
- ensure relevant school personnel are made aware of all individual healthcare plans;
- monitor all individual healthcare plans, alongside the SEND Manager or SENDCo;
- ensure insurance cover supports all pupils with long-term medical conditions;
- ensure school personnel are appropriately insured;
- ensure appropriate school personnel are trained in first aid and in the use of the defibrillator in order to deal with sudden cardiac arrest;
- ensure that sufficiently trained school personnel are in place to deliver individual healthcare plans;
- ensure more than adequate school personnel absence cover arrangements are in place;
- ensure school personnel do not prevent children with medical conditions:
  - taking a full part in all school activities
  - having full access to the curriculum
  - accessing their inhalers and medication
  - administering their medication when and where necessary
- ensure school personnel do not:
  - assume that every child with the same medical condition requires the same treatment
  - ignore the views of children or parents
  - send pupils who feel ill to the school office/medical room unattended or by someone unqualified
  - penalise the attendance record of pupils
  - prevent pupils managing their medical condition effectively
  - expect parents to administer their child's medication
  - expect parents to provide medical support for their child
  - expect parents to accompany their child on educational visits

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- ensure that risk assessments are in place for school visits, holidays and other school activities;
- ensure parents are aware of the complaints process;
- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- with support from SENDCo/Manager provide guidance, support and training to all staff;
- monitor the effectiveness of this policy by speaking with pupils, school personnel, parents and governors;
- annually report to the Governing Body on the success and development of this policy.

### **Role of the SENDCo Manager / SENDCo**

The SENDCo / manager will:

- lead the development of this policy throughout the school;
- work closely with the Headteacher and the governor steering group;
- ensure all individual healthcare plans are in place and up to date;
- monitor and annually review all individual healthcare plans;
- ensure relevant school personnel are made aware of children with long-term medical conditions;
- ensure relevant school personnel are made aware of all individual healthcare plans;
- provide cover (for children with long term medical conditions) in the absence of relevant staff
- provide information for supply teachers;
- provide guidance and support to all relevant staff;
- ensure awareness training for all staff on induction and when the need arises;
- keep up to date with new developments and resources;
- ensure emergency procedures are in place;
- liaise with parents and will ensure arrangements are in place when a pupil is diagnosed with a medical condition;
- liaise with parents and will ensure arrangements are in place if a child starts mid-term;
- liaise with feeder schools and transitional schools;
- review and monitor this policy;
- annually report to the Governing Body on the success and development of this policy.
- contact the school nursing service when a child with a medical condition needs support;
- bring to the attention of the school nurse any child who has a medical condition that may require support at school;
- ensure transitional arrangements between schools are in place;
- ensure if a child's needs change then all relevant personnel are made aware of these changes;

## **Individual Healthcare Plans**

Individual Healthcare Plans will be devised and written at a meeting involving:

- relevant school personnel
- the child
- parents/carers

At this meeting the following will be discussed:

- confidentiality of pupil information
- list of school personnel who need to know of the child's condition
- the medical condition
- symptoms and treatments
- signs
- how the condition is triggered
- medication and dosage
- self-management of medication
- medication administered by school personnel (with written permission in place)
- storage and accessibility of medication
- dietary requirements
- access to food and drink
- specialist equipment
- level of support required
- school personnel absence cover arrangements
- training needs of support personnel
- health and safety issues
- environmental issues and requirements
- attendance at medical appointments
- procedures regarding educational visits
- school timetable
- extra time to complete exams
- use of rest periods
- reintegration back into school after a period of absence
- transitional arrangements
- special educational needs arrangements (if any) or
- links to a special educational needs statement
- risk assessments
- dealing with emergency situations
- school evacuation procedures
- home to school transport arrangements (where applicable)
- roles and responsibilities of relevant school personnel

## **Role of Parents/Carers**

Parents/carers will:

- be aware of and comply with this policy;
- inform the school if their child has a medical condition;
- work in partnership with the school;
- provide up to date medical information of their child's condition;
- be involved in discussions regarding medical support and individual healthcare plan for their child;
- provide the appropriate medication for the school to administer;
- ensure medications are in good supply;
- provide any specialist equipment;
- ensure their contact details are kept up to date;
- ensure that all emergency contacts are current;
- made aware of the Complaints procedures policy if they should need to use it;
- comply with this policy for the benefit of their children;
- be asked to take part periodic surveys conducted by the school;
- support the school Values and guidance necessary to ensure smooth running of the school.

## **Role of School Personnel**

Administration of medicines by any member of the school personnel is undertaken purely on a voluntary basis and individual decisions will be respected. However, appropriate training will be provided before any member of the school personnel who has volunteered and accepted this role to be familiar with all administration of medication procedures.

School personnel will:

- comply with all aspects of this policy;
- not administer medications without the appropriate training;
- not undertake healthcare procedures without the appropriate training;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- report any concerns they have on any aspect of the school community.
- undertake risk assessments for extra-curricular activities, educational visits and other off-site visits;
- ensure all medications are kept in a secure place and accessible only to the designated persons;
- ensure records are kept of all medications administered to children;



## **Role of Pupils**

Pupils will:

- be aware of and comply with this policy;
- if age appropriate, be involved in discussions regarding their medical support and individual healthcare plan, if age appropriate;
- after discussions with parents/carers be encouraged to manage their own health needs and medications;
- liaise with the school council;
- take part in questionnaires and surveys.

## **Raising Awareness of this Policy**

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- meetings with school personnel
- communications with home such newsletters
- reports such annual report to parents and Headteacher reports to the Governing Body

## **Training**

Training will be provided to all school personnel who support pupils with a medical condition and will consist of:

- awareness of the medical condition(s) in question
- first-aid
- administering medication
- record keeping
- intimate Care
- manual handling (if appropriate)
- confidentiality
- periodic training so that they are kept up to date with new information
- equal opportunities training on induction

## **Monitoring the Implementation and Effectiveness of the Policy**

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

## **Linked Policies**

- Administering Medicines
- Admissions
- Allergies
- Asthma
- Curriculum
- Diabetes
- Epilepsy
- Health and Safety
- Health and Safety
- Intimate Care
- Manual Handling
- Medical and First Aid
- Physical Education
- School Sports Facilities
- School Trips
- Swimming

<b>Headteacher:</b>		<b>Date:</b>	
<b>Chair of Governing Body:</b>		<b>Date:</b>	

## Long Term Health Care Plan

Child's name

Class

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

Names of those involved in the drawing up of this Plan

Current Photograph of child:



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### **Family Contact Information**

Name

Phone no. (work)

(home)

(mobile)

Name

Phone no. (work)

(home)

(mobile)

### **Clinic/Hospital Contact**

Name

Phone no.

### **G.P.**

Name

Phone no.

Describe medical needs and give details of child's symptoms

Daily care requirements (*e.g. before sport/at lunchtime*)

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

Follow up care

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

**Medicine – *Medicine must be in the original container as dispensed by the pharmacy***

Number of tablets/quantity to be given to school

Type of Insulin Pen

Name/type of medicine  
(*as described on the container*)

Expiry date

How much to give (i.e. dose to be given)

When to be given

Are there any side effects that the school needs to know about?

Self administration

Yes/No (delete as appropriate)

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**Names of volunteers** involved in administration of medicine (*please indicate lead person*)

**Sharing of Information**

*Staff who may need to deal with an emergency will need to know about this child's medical needs. The Head Teacher and staff will always treat medical information confidentially.*

*By signing below the parent/carer authorises the Health Care Plan and gives permission for information to be shared with those members of staff/other professionals as decided by the Head Teacher.*

Parent/carer signature: \_\_\_\_\_ date: \_\_\_\_\_

Head Teacher signature: \_\_\_\_\_ date: \_\_\_\_\_

School Health Professional: \_\_\_\_\_ date: \_\_\_\_\_

Information passed on to:

Class Teacher signature: \_\_\_\_\_

Senior Midday Supervisor signature: \_\_\_\_\_

First Aiders signature: \_\_\_\_\_