



Supporting Pupils at School with Medical Conditions

CONFIDENT · INDEPENDENT · FORWARD -THINKING

KENTS HILL PARK SCHOOL
Supporting Pupils at School with Medical Conditions

ADOPTION AND AMENDMENTS TO SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS
POLICY

Written February 2019

Section	Governors' Meeting or Committee
Whole document	LGB 14 th February 2019
Whole document	LGB 10 th October 2019
Interim review	To add statutory paragraph LGB 5 th May 2020
Whole document	LGB 16 th March 2022
Whole document	LGB 9 th February 2023
Whole document	LGB 29 th February 2024
Whole document	LGB 5 th December 2024
Next review: 2025/2026	

KENTS HILL PARK SCHOOL

Supporting Pupils at School with Medical Conditions

Introduction

This policy follows the guidance published by the DfE in April 2014 'Supporting pupils at school with medical conditions'.

This policy is restricted to pupils with an ongoing long term major medical problem diagnosed by a medical professional. Minor or short term or one-off medical problems are covered by the separate First Aid Policy.

The school will maintain a focus on each individual child with a medical condition and seeks to give parents/carers and pupils confidence in the school's ability to provide effective support for medical conditions in school.

The school will always aim to:

1. have a good understanding of how medical conditions impact on a child's ability to learn
2. increase the child's confidence
3. promote self-care

Procedure to be followed whenever Kents Hill Park School is notified that a pupil has a medical condition

1. Check an Individual Care Plan *(ICP) is in place if needed. These should be added to/created in Medical Tracker following the addition of the medical Condition to the child's SIMs record Review or create plan as required to be agreed with health care professional/parents/carers/pupil/SEN lead
2. ICP information recorded through Medical Tracker is accessible to all staff on Medical Tracker but in some cases on a need to know basis
3. Individual procedures for life-threatening conditions included on ICP's are available to all staff on Medical Tracker
4. Staff are made aware of **all medical conditions** (common and ongoing) within school through medical Tracker and SIMS
5. Once parents/carers have contacted school, arrangements are made immediately and a care plan is put in place as soon as possible if necessary.

Individual care plans (ICPs)

ICPs exist to document a child's medical needs and provision being made for those needs. These are written by Health Care Professionals/Medical Leads/ the First Aid Coordinator with input from all the relevant parties including the school nurse, SEN lead, Heads of Year, Form Tutors, (Class teacher in the Primary and Nursery), Parents/Carers and child.

ICPs will be developed with pupil's best interests in mind and will ensure that the school assesses and manages risks to the child's education, health and social well-being and minimises disruption.

KENTS HILL PARK SCHOOL

Supporting Pupils at School with Medical Conditions

ICPs will be reviewed annually or earlier if evidence is presented that the child's needs have changed. The following Information will be recorded on Kents Hill Park ICPs:

1. the medical condition, its triggers, signs, symptoms and treatments;
2. 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;
3. specific support for the pupil's educational, social and emotional needs – which might include: 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;
4. 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 will be clearly stated with appropriate arrangements for monitoring;
5. who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional; and cover arrangements for when they are unavailable;
6. who in the school needs to be aware of the child's condition and the support required;
7. 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;
8. 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. Risk assessments; can be found on the 'Medication Consent Form'
9. where confidentiality issues are raised by the parents/carers/child, the designated individuals to be entrusted with information about the child's condition; and
10. 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.

Pupil's role in managing own medical needs

Pupils may be competent to manage their own medical needs and medicines, although this is unlikely to be the case in the Nursery and early key stages of Primary.

Information regarding 'self-administration' can be found on the 'Medication Consent Form'

Pupils will be positively encouraged to take responsibility after discussion with parents/carers and the school and this will be reflected in ICPs. Where a pupil is reluctant to take on this responsibility, the school will support the parent/carer and child to reach the level of responsibility agreed and documented in the ICP. No pupil will be forced to self-administer.

KENTS HILL PARK SCHOOL

Supporting Pupils at School with Medical Conditions

Where possible children will carry their own emergency medicines or devices or be able to access them quickly. (Diabetes/Asthma related)

No child will be expected to take on responsibility until they are ready for it and appropriate supervision will still be given if needed.

Managing Medicines on School Premises: (See 'Administration of Medicines by Staff' policy)

Record keeping

Records are kept of all medicines administered to pupils on the Medical Tracker system

Procedures for emergency situations - please refer to IMEP in the First Aid Policy

All staff know what action to take in the event of a medical emergency. This includes:

1. Staff contacting emergency services through reception or by a member of staff directly.
2. In the Primary and Nursery, emergency services will be contacted through the school office or by a member of staff directly.
3. In the event of an emergency, there must be a minimum of three staff present.
4. If a pupil needs to be taken to hospital, parents/carers will be contacted. In certain circumstances an adult member of Kents Hill Park School will accompany the child to hospital and stay with them until a parent/carer arrives.
5. Training is refreshed for all staff in 'procedures' during September training days before pupils return from the Summer holidays.
6. Any specific procedures recorded in ICP's.
7. If a medical emergency occurs during a school trip or sporting activity, the lead member of staff will assess the emergency, give emergency medical attention as necessary, (as recorded in the ICP). If required, contact is made to the emergency services directly. The lead teacher will contact the named personnel on the trips/activities list, which will be carried with them at all times along with a copy of the ICP. Parents/carers/ will be informed and on return from the trip, a report will be submitted regarding the medical emergency and a meeting held with parents/carers, the trips leader and a member of SLT, to review the practice undertaken.

Children with health needs that cannot attend school

1. Kents Hill Park School will support the child and the family to ensure the child receives an appropriate education; this may change over time based on the medical needs of the child.
2. As a direct result of a child's health needs it may be necessary for them to be educated at home, in hospital, in a Local Authority Pupil Referral Unit (PRU) as examples.
3. Where full-time education would not be in the best interests of a child because of reasons relating to their physical or mental health, Kents Hill Park School will support a part-time education with particular focus on the core subjects of English, Maths and Science.
4. Kents Hill Park School will make the necessary referrals to agencies and work with these agencies to support the continued education of a child with health needs. Services in the Local Authority may include Special Educational Needs and Disability Services (SEND), Child and Adolescent Mental Health Services (CAMHS), Children's Social Services, the intervention and

KENTS HILL PARK SCHOOL

Supporting Pupils at School with Medical Conditions

inclusion service, educational psychologists, school nurses and NHS England. This will be a tailored approach to meet the individual needs of the child. There will be timely reviews to make any necessary adjustments to the support and education provided.

5. Where reintegration back into school is required, Kents Hill Park School will work with the parents/carers, the child and agencies to ensure a planned approach is taken for a gradual return and provide additional support as required.

Day trips, visits and sporting/other activities

Where possible Kents Hill Park School will offer flexibility and make reasonable adjustments so that pupils with medical conditions can take part.

1. Risk assessments are carried out by Kents Hill Park School prior to any 'out-of-school' visit and medical conditions are considered during this process. Factors this school considers include: how all pupils will be able to access the activities proposed, how routine and emergency medication will be stored and administered, and where help can be obtained during an emergency.
2. The school understands that there may be additional medication, equipment or other factors to consider when planning residential visits.
3. Risk assessments are carried out before pupils start any work experience or off-site educational placement. It is the School's responsibility to ensure that the placement is suitable, including travel to and from the venue for the pupil. Permission is sought from both the pupil and the parents/carers before any medical information is shared with an employer or other education provider.
4. Kents Hill Park School is committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits.
5. Kents Hill Park School ensures the needs of all pupils with medical conditions are adequately considered to ensure they have full access to extended school activities such as homework club, all extra-curricular activities, fixtures, school productions, pupil voice and residential visits.
6. All staff are aware of the potential social problems that pupils with medical conditions may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the school's anti-bullying and behaviour policies.
7. The school may meet parents/carers as part of preparing to meet the child's needs on a trip. Where possible the school will arrange adjustments to the programme, accommodation or food provision to meet a child's needs.

The school uses ICPs where necessary as per the first aid policy, to identify individual pupils who are sensitive to particular triggers.

1. The school reviews medical emergencies and incidents to see how they could have been avoided. Appropriate changes to this school's policy and procedures are implemented after each review.

KENTS HILL PARK SCHOOL

Supporting Pupils at School with Medical Conditions

Good practice at Kents Hill Park School:

At Kents Hill Park School we will:

1. Make sure pupils have easy access to their inhalers and medication and can administer their medication when and where necessary;
2. Not assume that every child with the same condition requires the same treatment;
3. Listen to the views of the child and/or their parents/carers and to medical evidence or opinion, (although this may be challenged);
4. Where children with medical conditions are sent home frequently; we will ensure we record every instance and then follow up with parents/carers and the relevant agencies to work towards a suitable solution
5. Accompany a pupil to the medical room (if they become ill or send them with someone appropriate). In the Primary and Nursery, a member of staff from Kents Hill Park School will remain with the ill child until they are handed over to someone appropriate, ill children will never be left alone;
6. Be understanding of a pupil's attendance record if their absences are related to a medical condition and not penalise them for this eg; hospital appointments;
7. Allow pupils to drink, eat, take toilet breaks or other breaks whenever they need to in order to manage their medical condition effectively;
8. Support parents/carers with their child's medical condition;
9. We will encourage children with medical conditions to participate in any aspect of school life, including school trips and not create barriers to non-participation.

Policy Implementation

1. The Headteacher has overall responsibility for the implementation of this policy.
2. The school is committed to making sure that all relevant staff will be made aware of the child's condition. Training is given to all staff in September and new staff when they join the school. All supply staff will be made aware of the medical conditions policy.
3. Information regarding common medical conditions and ICPs are kept on the One Drive under 'Medical ' which is easy for staff to access.
4. The school has arrangements in place in case of staff absence or staff turnover to ensure someone is always available. If an ambulance is required, the person nearest to the pupil with all relevant information will make the call at this point. Three staff members are required; one to support the pupil, one to call the emergency services and one to direct the ambulance into the premises.

KENTS HILL PARK SCHOOL
Supporting Pupils at School with Medical Conditions

5. The school will make sure risk assessments for school visits/trips, and other school activities outside of the normal timetable include provision for pupils with medical conditions. Risk assessments for trips are completed on Plumsun and will be overseen by the Educational Visits Co-ordinator.
6. The school will monitor individual healthcare plans. These will be reviewed annually. If there are significant changes to the child's medical condition, an interim meeting will be held to review the current plan.

The Roles of those involved in providing support for pupils with medical conditions

The Local Governing Body must:

1. make arrangements to support pupils with medical needs, including making sure a policy is developed and implemented
2. ensure that sufficient staff at Kents Hill Park School have received suitable training and are competent before they take on responsibility to support children with medical conditions
3. ensure staff have access to information about pupils medical conditions and training materials

The Headteacher must:

1. ensure policy is developed and adequately implemented with partners
2. make sure all staff are aware of the policy and understand their role in implementation
3. ensure all staff who need to know are aware of a particular child's medical condition
4. ensure sufficient staff are appropriately trained
5. take overall responsibility for the development of Individual Healthcare Plans
6. make sure staff are adequately insured and made aware of cover.
7. make sure the appropriate school staff are aware of pupils requiring support .

Any member of School Staff:

1. may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so
2. should take into account the needs of pupils with medical conditions that they teach, although administering medicines is not part of a teacher's professional duties
3. should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions
4. should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

KENTS HILL PARK SCHOOL
Supporting Pupils at School with Medical Conditions

5. The school will liaise with lead clinicians locally on appropriate support for the child and associated staff training needs.

Other Healthcare Professionals should:

1. notify the school of pupils requiring support.
2. provide advice on developing ICPs

Pupils should:

1. provide information about how their condition affects them
2. be fully involved in discussions and contribute to their ICP.

Parents/carers should:

1. provide school with sufficient up to date information
2. be involved in development and review of ICP's
3. should carry out any action they agreed to as part of implementation of ICP.

The Local Authority must:

1. promote co-operation between relevant partners

Clinical Commissioning Groups:

1. are responsible for commissioning other healthcare professionals such as specialist nurses
2. must ensure that commissioning is responsive to children's needs and that health services can cooperate with schools

Staff Training

The school has a responsibility to ensure staff are properly trained and any member of staff providing support to a pupil with medical needs will receive suitable training.

Staff must not give prescription medicines or undertake health care procedures without appropriate training.

Staff will be supported in carrying out their role in supporting pupils with medical conditions by:

1. receiving updated medical information by accessing medical tracker/SIMS
2. having access to information of pupils with common medical conditions on Medical Tracker
3. having access to ICP's on Medical Tracker
4. informing all supply and temporary staff of the policy and their responsibilities.
5. having their training requirements assessed through needs arising from Pastoral 'pupil support meetings' (including SEN and disabilities).

KENTS HILL PARK SCHOOL
Supporting Pupils at School with Medical Conditions

6. having necessary training, for first aid training, paediatric first aid training, manual handling etc. Training will be arranged through organisations when a need arises in a care plan or when all staff undertake common medical conditions training, such as use of epi-pens
7. the Head teacher being responsible for ensuring that sufficient staff are suitably trained in supporting pupils with medical conditions.

Insurance

The Governing Body ensures that the appropriate level of insurance is in place and appropriately reflects the level of risk.

Complaints handling

Any complaint in relation to this policy or the school's implementation of it should be raised in accordance with the school's Complaint's policy.

Review Frequency

This policy will be reviewed annually.

*ICP = Health Care Plan/Individual Health Care Plan



☎ 01908 533290

✉ enquiries@kentshillpark.school

🌐 www.kentshillpark.school

Kents Hill Park School is part of the Kingsbridge Educational Trust, a charitable company limited by guarantee and registered in England and Wales with company number 09144847. The registered office is at Oakgrove School, Venturer Gate, Middleton, Milton Keynes, MK10 9JQ. Telephone number: 01908 545300