

# Medical Conditions Policy

St Werburgh's Primary School

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**VERSION CONTROL SHEET**

<b>Version</b>	<b>Section/ Para</b>	<b>Description of Amendments</b>	<b>Date</b>	<b>Author</b>
1.0		First Version	14/02/22	
1.1	3	Added unless indicated by an IHP.	20/01/23	GC
1.2	Cover page 'Distributed via'	Changed from Every to iAMS	22/01/24	GC

## **MEDICAL CONDITIONS POLICY - SUPPORTING PUPILS WITH SPECIAL MEDICAL NEEDS**

### **1 INTRODUCTION**

1. This policy should be read in conjunction with the School's *Administration of Medication Policy*.
2. This policy is written in accordance with *Section 100 of the Children and Families Act 2014*, which places a duty on governing bodies to make arrangements for supporting pupils at their school with medical conditions.

### **2 DEFINITION**

3. Pupils' medical needs may be broadly summarised as being of two types:
  - a. Short-term - affecting their participation in school activities for which they are on a course of medication.
  - b. Long-term - potentially limiting their access to education and requiring extra care and support (deemed **special medical needs**).

### **3 AIMS**

4. To ensure that children at St Werburgh's with medical conditions (physical and/or mental) are supported properly, so that they can play a full and active role in school life, remain healthy and achieve their academic potential.
5. To ensure that the School supports children with medical conditions effectively in conjunction and consultation with the children themselves, their parents or carers, and appropriate health and social care professionals.

### **4 ROLES AND RESPONSIBILITIES:**

#### **4.1 Local Governing Body**

6. The Local Governing Body should ensure that:
  - Arrangements are made to support children with medical conditions and ensure this policy is developed and implemented;
  - The School has appropriate insurance cover in place to cover any associated risks.

#### **4.2 Headteacher**

7. The Headteacher is responsible for ensuring that:
  - Staff receive suitable training and are competent to support children with medical conditions.
  - Staff are appropriately insured for this role.

### **4.3 SENCO**

8. SENCO is responsible for:
- The development of Individual Healthcare Plans (IHCPs).
  - Contacting the School Nursing Service in the case of any child with a medical condition who has not been brought to the attention of the school nurse.
  - Ensuring that all staff are aware of this policy and understand their role in its implementation.
  - Ensuring that all staff who need to know are informed of a child's condition.
  - Ensuring that enough staff are trained to implement the policy and deliver IHCPs, including in emergency and contingency situations.
  - Ensuring that parents are treated as key partners and are involved in the development and review of their children's IHCPs.

### **4.4 Members of Staff**

9. All members of staff should receive sufficient and suitable training and achieve the necessary level of competency before taking on the responsibility of supporting children with medical conditions.
10. Any staff member may be asked to provide support to children with medical conditions, including the administration of medication, although they cannot be required to do so.
11. All members of staff should know what to do, and be able to respond accordingly, if they become aware that a child with a medical condition needs help.
12. Any medication brought into school by members of staff (e.g. headache tablets, inhalers for personal use) should be stored in an appropriate place and kept out of the reach of the children. Any staff member's medication is the responsibility of the individual concerned and not the School.

### **4.5 Children's Involvement**

13. Wherever possible, children should be fully involved in discussions about their medical support needs, and they should contribute to and comply with their IHCPs.

### **4.6 Parents' Involvement**

14. Parents are responsible for providing the School with sufficient and up-to-date information about their children's medical needs.
15. Parents will be expected to carry out any action they have agreed to as part of the IHCP implementation.

## **5 IMPLEMENTATION**

### **5.1 Collaboration**

16. Supporting a child with a medical condition during school hours is not the sole responsibility of one person. The School will work collaboratively with any relevant person or agency to provide effective support for any children concerned.

## **5.2 IHCPs**

17. Any child with a medical condition requiring medication or support in school should have an IHCP which details the support that the child needs. If the parents, healthcare professional and the School agree that an IHCP is inappropriate or disproportionate, a record of the child's medical condition, and any implications for the child, will be kept in the School's medical records and the child's individual record.

## **5.3. Administration of Medication**

18. Where parents have asked the School to administer the medication for their child, they will be expected to provide the School with the prescription and dosage regime typed or printed clearly on the packaging or container. They should also provide the name of the pharmacist. School staff will not accept any medications that are not presented properly.

19. Children should not bring their medication into school themselves; it should be brought in by their parents or carers themselves. All medication should be handed into the school office.

## **5.4 Actions by SENCO**

20. When the School is notified that a child has a medical condition, the SENCO is responsible for ensuring that:

- All relevant staff are made aware of the child's condition;
- Supply teachers are briefed on the situation;
- Cover arrangements are put in place in case of staff absence/turnover;
- Sufficient members of staff are suitably trained;
- Appropriate risk assessments are carried out for visits and activities outside the normal timetable;
- The child's Individual healthcare plan (IHCP) is monitored and reviewed at least annually;
- If the child's needs change, the above measures are adjusted accordingly;
- Transitional arrangements between schools are carried out.

## **5.5 Parents or Children Dissatisfied**

21. If parents/carers or children are dissatisfied with the support provided, they should discuss their concerns directly with the School. If this does not resolve the issue, they may make a formal complaint in accordance with the School's Complaints Policy.