

Supporting Students with Medical Conditions Policy

Expansive Learning Wigan School

2023/24

Author: Lisa Heyes

Version 2

Review Date: Aug-24

1. Scope

All employees of Expanse Learning Wigan School (Hereafter named the school)

2. Aims

This policy aims to ensure that:

- Students, staff and parents understand how our school will support students with medical conditions
- Students with medical conditions are properly supported to allow them to access the same education as other students, including school trips and sporting activities
- Make 'reasonable adjustments' to help children with medical conditions access their education

The Senior Leadership Team (SLT) will implement this policy by:

- Making 'reasonable adjustments' to help children with medical conditions access their education
- Making sure sufficient staff are suitably trained
- Making staff aware of student's condition, where appropriate
- Making sure there are cover arrangements to ensure someone is always available to support students with medical conditions
- Providing supply teachers with appropriate information about the policy and relevant student
- Developing and monitoring individual healthcare plans (IHPs)

The named person with responsibility for implementing this policy is the Pastoral Manager **Lisa Heyes**.

3. Legislation and statutory responsibilities

This policy meets the requirements under Section 100 of the Children and Families Act 2014.

It is also based on:

- The Department for Education's statutory guidance: Supporting students at school with medical conditions.
- The Special education Needs and disability code of practice 2015
- Equality Act 2010

This is not an exhaustive list as medical needs should not be considered in isolation but as part of a holistic approach.

4. Roles and responsibilities

The Senior Leadership Team (SLT):

The SLT have ultimate responsibility to plan to support students with medical conditions. The SLT will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

Pastoral Manager:

The Pastoral Manager, supported by the headteacher, will:

- Make sure all staff are aware of this policy and understand their role in its implementation Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all student care plans (SCPs), including in contingency and emergency situations
- Take overall responsibility for the development of SCPs
- Make sure that school staff are appropriately insured and aware that they are insured to support students in this way
- Contact the school nursing service in the case of any student who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

Staff:

Staff will:

- Support students with medical conditions during school hours (This is not the sole responsibility of one person).
- Provide support to students with medical conditions, although they will not be required to do so. This includes the administration of medicines.
- Those staff who take on the responsibility to support students with medical conditions will receive sufficient and suitable training and will achieve the necessary level of competency before doing so.

- Teachers will consider the needs of students with medical conditions that they teach.
- All staff will know what to do and respond accordingly when they become aware that a student with a medical condition needs help.

Parents:

Parents will:

- Provide the school with sufficient and up-to-date information about their child's medical needs
- Be involved, if required, in the development of their child's Student Care Plan (SCP) and may be involved in its drafting
- Carry out any action they have agreed to e.g., provide medicines and equipment

Students:

Students with medical conditions will often be best placed to provide information about how their condition affects them. Students should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their SCPs. They are also expected to comply with their SCPs.

School Nurses and other healthcare professionals:

We expect that our school nursing service will notify the school when a student has been identified as having a medical condition that will require support in school. This will be before the student starts school, wherever possible.

Healthcare professionals, such as GPs and paediatricians, should liaise with the school nurses and notify them of any students identified as having a medical condition.

5. Equal opportunities

Our school is clear about the need to actively support students with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The school will consider what reasonable adjustments need to be made to enable these students to participate fully and safely on school trips, visits, and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that students with medical conditions are included. In doing so, students, their parents and any relevant healthcare professionals will be consulted.

6. Being notified that a child has a medical condition

When the school is notified that a student has a medical condition, the process outlined below will be followed to decide whether the student requires an SCP.

The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for students who are new to our school.

7. Student Care Plan.

The headteacher has overall responsibility for the development of SCPs for students with medical conditions. This has been delegated to the Pastoral Manager.

Plans will be reviewed at least annually, or earlier if there is evidence that the student's needs have changed.

Plans will be developed with the student's best interests in mind.

Not all students with a medical condition will require an SCP. It will be agreed with a healthcare professional and the parents when an SCP would be inappropriate or disproportionate. This will be based on evidence. If there is not a consensus, the headteacher will make the final decision.

Plans will be drawn up in partnership with the school, parents and if required a relevant healthcare professional, such as the school nurse, specialist or paediatrician, who can best advise on the student's specific needs. The student will be involved wherever appropriate.

SCPs will be linked to, or become part of, any statement of special educational needs (SEN) or education, health, and care (EHC) plan. If a student has SEN but does not have a statement or EHC plan, the SEN will be mentioned in the SCP.

8. Children who cannot attend school.

The statutory guidance produced by the DfE relating to children who cannot attend school due to medical needs will be followed in such a circumstance.

The general guidance states that:

“LAs are responsible for arranging suitable full-time education for permanently excluded students, and for other children who – because of illness or other reasons – would not receive suitable education without such provision. This means that where a child cannot attend school because of health problems, and would not otherwise receive a suitable full-time education, the LA is responsible for arranging provision and must have regard to this guidance.”

In circumstances where a child may be able to access some school time whilst also attending medical appointments, the Pastoral manager (or delegated member of staff) will liaise with the LA, Medical professionals, and family to agree a plan of support to agree arrangements for their time in school. We will adopt a flexible approach where necessary to ensure treatment can be accessed, convalescence carried out and resettlement undertaken if this is in the best interest of the child. Current guidance advises

‘The law does not specify the point during a child’s illness when it becomes the LA’s responsibility to secure for the child suitable full-time education. Schools would usually provide support to children who are absent from school because of illness for a shorter period, for example when experiencing chicken pox or influenza. In some cases, where a child is hospitalised, the hospital may provide education for the child within the hospital and the LA would not need to arrange any additional education, provided it is satisfied that the child is receiving suitable education. More generally, LAs should be ready to take responsibility for any child whose illness will prevent them from attending school for 15 or more school days, either in one absence or over the course of a school year, and where suitable education is not otherwise being arranged.’

In all circumstances where clarification is required, this will take place with the appropriate LA officer.

9. Managing medicines

Prescription medicines will only be administered at school:

- When it would be detrimental to the student’s health or school attendance not to do so
- Where we have parents’ consent (the only exception to this is where the medicine has been prescribed to the student without the knowledge of the parents).

Students under 16 will not be given medicine containing aspirin unless prescribed by a doctor

Anyone giving a student any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents will always be informed.

The school will only accept prescribed medicines that are:

- In-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage, and storage
- The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely. Students will be informed about where their medicines are at all times and be able to access them immediately, with staff support. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to students and not locked away.

Medicines will be returned to parents to arrange for safe disposal when no longer required.

10. Students managing their own needs

Students who are competent will be encouraged to take responsibility for managing their own medical need and procedures. This will be discussed with parents, and it will be reflected in their SCPs.

Students will be allowed to carry their own relevant medical devices/medication wherever possible. Staff will not force a student to take a medicine or carry out a necessary procedure if they refuse but will follow the procedure agreed in the SCP and inform parents so that an alternative option can be considered, if necessary.

11. Unacceptable practice

School staff should use their discretion and judge each case individually with reference to the student's care plan, but it is generally not acceptable to:

- Prevent students from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every student with the same condition requires the same treatment
- Ignore the views of the student or their parents
- Ignore medical evidence or opinion (although this may be challenged)
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their SCPs
- If the student becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- Penalise students for their attendance record if their absences are related to their medical condition, e.g., hospital appointments
- Prevent students from drinking, eating, or taking toilet or other breaks whenever they need to; in order to manage their medical condition effectively
- Require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their student, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs
- Prevent students from participating, or create unnecessary barriers to students participating in any aspect of school life, including school trips, e.g., by requiring parents to accompany their child

12. Emergency procedures

Staff will follow the school's normal emergency procedures.

If a student needs to be taken to hospital, staff will stay with the student until the parent arrives or accompany the student to hospital by ambulance.

13. Record keeping

The SLT will ensure that written records are kept of all medicine administered to students. Parents will be informed if their child has been unwell at school.

SCPs are kept in a readily accessible place which all staff are aware of.

Additional information or guidance will be sourced from DFE resources as required.

14. Liability and indemnity

The SLT will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

15. Complaints

Parents with a complaint about their child's medical condition should discuss these directly with the Pastoral manager in the first instance. If the Pastoral Manager cannot resolve the matter, they will direct parents to the school's compliments and complaints procedure.

16. Monitoring and Review

The effectiveness of this policy will be reviewed annually.

Impact of non-compliance

Staff:	Disciplinary action, Support, Action Plan
Student:	N/A
Legislation/organisational:	Statutory and non-regulated compliance. Prosecution, Financial Loss and Compensation Pay-out
Compliance lead:	Pastoral Manager
Policy Reference:	ELWS-SAFG-POL-0012_(Aug23)
Version:	2
Agreed policy location:	Company Webpage and Intranet
Does the policy require Governor approval?	No

Approval

Prepared by Lisa Heyes 22/08/2023  Pastoral Manager	Approved by Richard King 22/08/2023  Director of Schools, Pre 16 Education	Counter Signatory Tony Brown 22/08/2023  CEO
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Version Control

Version	Date	Revision	Review Date
1	04/07/2022	First Issue	03/07/2023
2	22/08/2023	Reviewed	August 2025
3			
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