



## Windmill Primary School

**Policy Document Name: Supporting pupils with medical conditions**

**Person(s) Responsible for Document: Mr Simon Bateson**

**Date Document Discussed and Agreed with:**

**(a) Relevant Staff:**

**Date Document Ratified at Full Governing Body: 21/11/18**

**Signed**

**Vice Chair of Governors**

**Signed:**

**Principal**

**Date Document to be reviewed: November 2020**

**Principal:** Mr Matt Coleman BA Hons PGCE  
Windmill Lane, Raunds, Northants,  
NN9 6LA  
**T:** 01933 623121  
**E:** headteacher@windmillprimary.net  
www.windmillprimary.co.uk



Proud to be part of the  
Nene Education Trust



The Governors and Principal of Windmill Primary School accept their responsibility under the Children and Families Act 2014, section 100 and acknowledge the importance of supporting pupils at school with medical conditions.

The arrangements for pupils with medical conditions, in terms of both physical and mental health, will be in accordance with the Department for Education's guidance on 'Supporting pupils at school with medical conditions'.

Our aim is to ensure that all children with medical conditions, both physical and mental health issues, are properly supported in school so that they can play an active role in school life, remain healthy and achieve their academic potential.

### **Statement of organisation**

The school's arrangements for carrying out this policy include eight principles.

- Places a duty on the governing body to approve, implement and review the policy.
- Appoints a named person who will ensure that this policy is implemented effectively. Ensure that sufficient staff are suitably trained and that all staff understand the common medical conditions that affect children at the school, and the impact these conditions can have on pupil's wellbeing as well as educational attainment.
- Places individual duties on all employees. Ensure that all staff understands their duty of care to children and young people in the event of an emergency.
- A commitment that all **relevant** staff will be made aware of the child's condition.
- Ensure that children with medical conditions can access and enjoy the same opportunities at school as any other child.
- Ensure that children with medical conditions are entitled to a full education and have the same rights to admission as other children.
- Ensure that parents/carers and pupils, if appropriate, are well informed regarding the school's policy and arrangements for pupils with medical conditions.
- To ensure the day to day implementation of this policy.
  - Make staff aware of this policy.
  - Liaising with healthcare professionals regarding the training needs of staff. Arrange for training when and where it is appropriate.
  - Keep a record of any training undertaken by staff.
  - Keep regular contacts with the school nursing services regarding children with medical conditions:
    - Inform the school Nursing services immediately should a parent or carer discloses a possible medical condition.
    - Keep a copy of Individual Health Care Plans (IHCPs) for each child.
    - Provide relevant adults with the copy of the IHCP's that are to be kept in the class's First Aid and Medicine file.
  - Liaise with parents regarding Administering Medicine at school in accordance with the First Aid and Medicine Policy.



Ensure that all medication at school is stored according to regulations and advice by School Nursing Services.

- Ensure that Individual Health Care Plans (IHCPs) are up to date and available to relevant staff who are responsible for their implementation.

---

DRAFT



### Staff member's responsibilities

- Take appropriate steps to support children with medical conditions.
- Make reasonable adjustments to include pupils with medical conditions into lessons.
- Administer medication, if they have undertaken that responsibility.
- Undertake training to achieve the necessary competence to support children with medical conditions.
- Familiarise themselves with the content of IHCPs and/or Education, Health and Care Plan (EHCP) of the children under their immediate care.

### School Nurse

- The School Nurse needs to notify the school when a child has been identified as requiring support in school due to a medical condition.
- Liaise with other health professionals in accordance with guidelines and provide the school with Individual Health Care Plans, where required, due to children's medical conditions.
- Advise the school on issues for training needs of staff and implementation of IHCPs.

### Parent's responsibilities

- To provide the school with information on any changes of their child/children's health.
- Complete a **Parental Agreement for School to Administer Medicine** form before bringing medication into school.
- Provide the school with the medication, that has been prescribed by a Health Practitioner, their child requires and keep it up to date.
- Collect any leftover medication at the end of the course or academic year.
- Discuss medication with their children prior to requesting school staff to administer the medication.
- Participate in the development of an IHCP or EHCP for their child in collaboration with staff members and healthcare professionals.

### The role of the child

- Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures. (e.g. Asthma pumps)
- Where possible, pupils will be allowed to carry their own medicines and devices. Where this is not possible, their medicines will be located in an easily accessible location.
- If pupils refuse to take medication or to carry out a necessary procedure, parents will be informed immediately.

### Individual Health Care Plans (IHCPs) and Education, Health and Care Plans (EHCP's)

Where necessary, IHCP's will be developed by the School Nursing Services in collaboration with parents/carers, Health Practitioners (GP's, Hospital consultants or other medical professionals), the Appointed Person and the Special Educational Needs Coordinator (SENCO). They will be reviewed annually or when a child's medical circumstances change, whichever is sooner.



Some children with medical conditions may also be considered as disabled under the definition set out in the Equality Act 2010. Some may also have special educational needs and may have a statement or EHCP.

Where a child has an EHCP or special needs statement the IHCP will link to it or become part of it. The school will follow the Special Educational Needs and Disability code of practice. When a child returns from a long term illness, hospital education or home tuition we will ensure that the IHCP identifies the support the child needs to reintegrate.

### **Medicines in school and record keeping**

School policy on the administration of medicine is lined out in the First Aid and Medicine policy.

### **Emergencies**

Medical Emergencies will be dealt with according to school emergency procedures in the First Aid and Medicine policy.

Where an IHCP is in place, it should detail:

- What constitutes as an emergency.
- What to do in an emergency.

If a child needs to be taken into hospital, a member of staff will stay with him/her until their parents arrive.

### **Unacceptable Practice**

- Assuming that children with the same condition require the same treatment.
- Ignoring the views of the pupil or their parents.
- Ignoring medical evidence or opinion.
- Preventing pupils from taking part in school activities.
- Sending pupils to the school office or to seek medical help alone.
- Penalising pupils with medical conditions for their attendance record where the absences relate to their condition.
- Creating barriers to children participating in school life, including school trips.
- Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.

### **Indemnity/ Liability insurance**

Teachers and school support staff, who undertake responsibilities within this policy, are covered by the school's insurance policy. Full insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions. Those who wish to see the document should contact the schools' Bursar.

### **Complaints**

Any complaints can be made in accordance with the schools complaints procedure that is outlined in the complaints policy.