



Supporting Pupils with Medical Needs Procedure

Introduction

This document is written regarding [Section 100 of the Children and Families Act 2014](#), which places a duty on Acer Trust schools to make arrangements for supporting their pupils with medical conditions. It outlines responsibilities and procedures to ensure pupils with needs are effectively supported in consultation with health and social care professionals, their parents/carers and the pupils themselves.

The document should be read in conjunction with the Acer Trust Administration of Medication in School Procedure and, where pupils have an identified special need, the [SEND Code of Practice](#) will apply.

Aims

The main aim is to ensure pupils with medical conditions at Acer Trust schools, in terms of both physical and mental health, are properly supported so they have full access to education, remain healthy and achieve their full potential. For many, this will be short-term, affecting their participation in school activities on a temporary basis. Others may have a longer-term medical condition potentially limiting their access to education and require extra support. We aim to recognise the impact on pupils' social and emotional development, and provide access to an inclusive curriculum, school trips and physical education.

Roles and responsibilities

School governing bodies:

- Must make arrangements to support pupils with medical conditions and ensure this policy is implemented. In doing so, they will ensure that such pupils can access and enjoy the same opportunities at school as any other pupil.
- By making their arrangements they give parents and pupils confidence in the Acer Trust schools' ability to provide effective support for medical conditions in school.
- Must ensure that sufficient staff receive appropriate training to support pupils with medical conditions.

Headteachers:

- Are responsible for implementing the Acer Trust's policy and for developing detailed procedures.

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- Should ensure all staff are aware of this policy and understand their role in its implementation.
- Are responsible for ensuring Education and Health Care Plans (EHCPs) and Individualised Health Plans (IHPs) are developed for all pupils with medical conditions and ensuring these are monitored.
- Should ensure that all staff who need to know are made aware of their pupils' conditions.
- Should ensure that enough staff are suitably trained to implement the policy and deliver against all EHCPs and IHPs, have sufficient resources to support pupils with medical conditions and are appropriately insured.
- Must ensure back-up cover is arranged when those members of staff responsible for pupils with medical conditions are absent or unavailable.
- Should liaise with the School Nursing Service (or equivalent) in supporting pupils with medical conditions.

Teachers and other school staff:

- Teachers who have pupils with medical needs in their class should understand the nature of the condition, and when and where those pupils may need extra attention. They should be aware of the likelihood of an emergency arising and what action to take if one occurs.
- Staff will receive sufficient and suitable training and achieve the necessary level of competency before taking on the responsibility of supporting pupils with medical conditions. Any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so.
- Staff must ensure reasonable adjustments are made to allow pupils with medical conditions to participate in sports, games, activities and visits whilst being aware of potential triggers for any medical condition and how to minimise these.

The School Nursing Service (or equivalent):

- Notifying the school when a pupil has been identified as having a medical condition which will require support in school. Wherever possible, this should be done before the pupil starts school.
- Providing support to staff on creating and implementing pupils' EHCPs and IHPs, and providing advice and liaison including training as appropriate.

Other healthcare professionals:

Acer Trust schools will receive support and advice as necessary from the following in conjunction with meeting the needs of pupils with medical needs:

- The local health authority.
- The School Health Nurse (or equivalent).
- The general practitioner (with the consent of the pupil's parents).
- The community paediatrician.

They should notify the school nurse when a pupil has been identified as having a medical condition that will require support at school. They may provide advice on EHCPs and IHPs. Specialist local teams may be able to provide support for certain conditions such as asthma, diabetes and epilepsy.

Parents/carers:

- Must provide the school with sufficient and up-to-date information about their child's medical needs whether short-term or more long-term complex needs and provide consent for administering medication (see Appendix 1).
- Are the key partners and should be involved in the development and review of their child's EHCP and/or IHP.
- Should carry out any action they have agreed to as part of the EHCP/IHP implementation, e.g., provide relevant medication and equipment and keep the school fully up to date with any changes in their child's treatment or medication.

Pupils:

- Should, wherever possible, be fully involved in discussions about their medical support needs and contribute to their EHCP and/or IHP. They should inform a member of staff if they feel unwell.
- Should comply with their EHCP and/or IHP and, for secondary school pupils, self-managing their medication or health needs including carrying medicines or devices, if judged competent to do so by a healthcare professional and agreed by parents.

Procedure when notification is received that a pupil has a medical condition

Notification of a medical condition may come via:

- A Health Review Questionnaire (or equivalent) completed by parents/carers prior to a pupil starting on roll.
- A parent/carer notifying the school directly.
- A healthcare professional informing the school.

All notifications should be passed to the School Health Nurse (or equivalent) who will make an initial assessment, including consulting with the parent/carer. Where it is agreed that an EHCP and/or IHP is appropriate, the School Health Nurse (or equivalent) will liaise with the individual pupil, parents/carers, other healthcare professionals and agencies as appropriate to decide on the support to be provided to the student. This will be recorded in the EHCP and/or IHP.

Where it is agreed that an EHCP or IHP is inappropriate and disproportionate, a record of the condition and any implication for the pupil will be kept on the school's medical records and the pupil's individual records.

Education and Health Care Plans (EHCPs)

An EHCP is a legal document that outlines what special educational needs a pupil has. It also covers the support the local authority has a legal obligation to put in place to help the pupil. The pupil's parents/guardians apply on behalf of their child. Pupils with an EHCP are entitled to receive personal one-to-one support in school. The following information should be considered when writing an EHCP:

- The medical condition, its triggers, signs, symptoms and treatments.
- The pupil's resulting needs, including medication and other treatments, times, facilities, equipment, testing, dietary requirements and environmental issues.
- Specific support for the pupil's educational, social and emotional needs.
- The level of support needed including in emergencies.

- Who will provide support, their training needs, expectation of their role, confirmation of their proficiency and cover arrangements.
- Consideration of any impact of the medical condition on accessing the curriculum or other school provision.
- Parental consent for sharing the EHCP.
- Arrangements for written permission from parents for medication to be administered by a member of staff or, for secondary school pupils, self-administered (pupils who are competent should be encouraged to take responsibility for managing their own medicines and procedures, with an appropriate level of supervision).
- 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.
- What to do if a pupil refuses to take medicine or carry out a necessary procedure.
- What to do in an emergency, who to contact and contingency arrangements.
- EHCPs will be easily accessible to all relevant staff. A copy will be kept in a secure location with limited access such as the school office and on the secure IT system.
- EHCPs will be reviewed at least annually or when a pupil's medical circumstances change, whichever is sooner.
- Where a pupil returns to school from a period of hospital education or alternative provision or home tuition, re-integration should be effective, and the pupil's needs identified on the EHCP. Collaboration between the LA (Local Authority) provider and school is needed to ensure that the EHCP identifies the support the pupil needs to reintegrate.

See gov.uk for a template of an EHCP.

Individual Healthcare Plans (IHPs)

Whereas the content of an EHCP is determined by the law, the content of an IHP is determined by the school. It sets out the pupil's medical needs and how they should be handled. An IHP is drawn up involving people who might be required to contribute to a pupil's care while at school.

This could include the Headteacher, the class teacher(s), care or support staff, other staff members who might need to provide medical or emergency care, the parents and the pupil. Other people from outside the school might also be involved, depending on the level of the pupil's needs, such as the GP or school health service.

An IHP is a written document that specifies what sort of help the school can provide for the pupil – for example, what medicines they can administer, and what to do in a medical emergency.

The following information should be included in an IHP:

- The pupil's personal details: name, date of birth, class, and ideally a photo to help staff identify them.
- The name of their condition.
- Contact details for both parents/guardians or other family members, the GP and their clinic or consultant.
- A description of their condition and the symptoms that affect them.

- Information about the pupil's daily care requirements: for instance, medication (including dose, storage requirements and side effects), dietary requirements, special facilities needed in school (such as access to a disabled toilet), and social and environmental needs (such as extra time between lessons).
- What sort of support the pupil needs with their daily care, and who at school will administer it.
- What constitutes a medical emergency relating to the pupil's condition, and what action they should take if it occurs – for example, administering an EpiPen in the event of an anaphylactic reaction.
- The date of preparation of the plan, and the date when it should be reviewed.

Please see gov.uk for a template of an IHP.

Administering medicines and record keeping

- We understand the importance of correctly prescribed medicines, dosage, administration and relevant consent. School governors ensure detailed procedures are specified as part of the Acer Trust Administration of Medication in School policy.
- Written records are kept of all medicines administered to pupils offering protection to staff and pupils and provide evidence that agreed procedures have been followed. These records should be kept in the school office and on the secure IT system for as long as the pupil is at the school.
- Full records are kept in accordance with the Administration of Medication in School policy and with the School Health Nurse (or equivalent) as appropriate when working in conjunction with school staff.

Day trips, residential visits and sporting activities

- Clear and explicit arrangements should be made that are flexible enough to ensure pupils with medical conditions can participate in school trips, residential stays and sports activities and not prevent them from doing so unless a clinician says it is not possible.
- To comply with best practice, risk assessments should be undertaken that are in line with H&S executive guidance on school trips that include pupils with medical conditions. Consultation with parents/carers, healthcare professionals etc. on trips and visits will be separate to the schools' normal day-to-day EHCP requirements.

Storing and communication – EHCPs and IHPs

If a pupil has an EHCP and/or IHP, this is indicated in the 'medical notes' section of their record on the school's Management Information System. There are four types of plans kept in Acer Trust schools:

- EHCP
- IHP
- Diabetic Care Plan
- EpiPen Care Plan

All the plans are kept in a secure location with limited access such as the school office and are scanned/saved to the relevant secure folder on the secure IT system. EpiPen plans

provided by the school nurse can also be displayed in appropriate locations around the school (kitchen, staff room, first aid cupboard and so on).

Avoiding unacceptable practice

School staff are expected to use their judgement, based on their knowledge of an individual and any EHCP/IHP, but Acer Trust schools will not sanction practice that:

- Prevents pupils from easily accessing their medication and administering it when and where necessary.
- Assumes pupils with the same condition require the same treatment.
- Ignores the views of the pupils and/or their parents/carers, or that ignores medical advice or opinion.
- Sends pupils with medical conditions home frequently or prevents them from staying for normal school activities (unless specified in their EHCP/IHP).
- If a pupil becomes ill, sends them to the office or medical room unaccompanied or with someone unsuitable.
- Penalises pupils for their attendance records if their absences are related to their medical condition that is recognised under this policy.
- Prevents pupils from drinking, eating or taking toilet breaks whenever they need to manage their medical condition effectively.
- Prevents pupils from participating or creates unnecessary barriers to pupils participating in any aspect of school life, including school trips.

Confidentiality

It is important to ensure confidentiality when supporting pupils with medical conditions. However, when it is in the best interests of the pupil relevant health information will be shared on a 'need to know' basis.

Staff training

- Acer Trust schools will ensure the necessary number of staff, appropriately trained, are in place to meet daily needs, cover in times of staff absence and provide support for EHCPs and/or IHPs.
- Staff will be given suitable training before they take on responsibility of supporting pupils with medical conditions and this will be recorded.
- The School Health Nurse (or equivalent) will support, advise and deliver training on some conditions.
- Relevant staff will be appraised of the contents of this policy. Newly appointed staff, when appropriate, will receive this information, which will form part of the induction procedure.

Medical emergencies

- Pupils' EHCPs and/or IHPs will specify what constitutes an emergency and explain what to do, ensuring all relevant staff are aware of emergency symptoms and procedures.
- Other pupils will be told what to do in a general emergency, including informing an adult if they think that help is needed.

- Medical emergencies will be dealt with under the school's emergency procedures, which will be communicated to all relevant staff at induction.
- If a pupil needs to be taken to hospital, at least one member of staff with knowledge of the pupil's medical condition should stay with the pupil until a parent/carer arrives.

Complaints

Should parents/carers or pupils be dissatisfied with the support provided they should discuss their concerns directly with the relevant school. If this does not resolve the issue, they may make a formal complaint via the school's complaint procedure.