



School Policy Document

Title: Medical Conditions Policy including for Children with Health Needs who Cannot Attend School

Purpose: To Support Pupils at school with medical conditions and the health needs of those that cannot access or attend school due to a medical condition.

Lead Role Responsibility: SENCo

Governing Body Team or Head Teacher Responsibility: Curriculum Team

Reference and Source Documents: Supporting Pupils at School with Medical Conditions
Statutory Guidance for Governing Bodies December 2015
Ensuring a good education for children who cannot attend school because of health needs
Statutory guidance for local authorities January 2013

Approved by Leadership: 13th November 2023

Approved by Governing Body: 20.11.23

Reviewing Cycle: Annually

Next Review Due: November 2024

Medical Conditions Policy

St. Barnabas CE Primary School & Green Lane Pre-School Christian Vision and Aims statement

Inspire, Nurture and Achieve

We believe, as Jesus did, that in our happy, purposeful and welcoming **Christian school** and pre-school **all people** are **valued, encouraged** and **cared for**:

- **Inspire** the school community to think and feel positively about themselves and others.
- **Nurture** each child and adult so that they grow with others in a secure and happy environment; where they enjoy a wealth of opportunity and experience a love of learning.
- A place where **achievements** are celebrated and expectations are high for all.

This is underpinned through the understanding that in Jesus, **all** are welcome and unique and have a God given purpose and place in the world. Jesus inspires us that **all** people can flourish.

Matthew 19 v14

Jesus said, "Let the children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these."

We aim to:

Inspire a positive approach to life and learning;

*Value and nurture each child as an individual: developing **resilience, independence,** and an **understanding** of what they bring to the world;*

*Create a rich, stimulating environment where **achievements** are celebrated and **team work** and **co-operation** are expected;*

*Promote **high expectations** and **self-confidence** for each individual;*

*Ensure each child strives towards **excellence** supporting those who find learning difficult and challenging the most able children;*

*Develop and foster **motivation** for learning and **enthusiasm** for life;*

*Promote a sense of **belonging** and build outstanding **relationships** between school, home, church and the wider community.*

*Help every person understand their **unique purpose** and **place in God's world**.*

Supporting Pupils at school with Medical Conditions Policy including for Children with Health Needs who Cannot Attend School

Introduction:

This policy is written in line with the requirements of:

- Children and Families Act 2014 - section 100 which places a duty on governing bodies to make arrangements for supporting pupils in the school with medical conditions
- Supporting pupils at school with medical conditions: Statutory Guidance for governing bodies of maintained schools and proprietors of academies in England, DfE December 2015 Updated 2017
- 0-25 SEND Code of Practice, DfE 2015
- Mental Health and Behaviour in schools: departmental advice for school staff, DfE June 2014
- Equalities Act 2010
- Schools Admissions Code, DfE 1 Feb 2010
- Ensuring a good education for children who cannot attend school because of health needs DfE Jan 2013

This policy should be read in conjunction with: the LA Local Offer including 'Ordinarily Available', the LA Equal Opportunities Policy, our own Teaching and Learning Policy, SEND Policy, Safeguarding Policy, Allergies Policy including Nut and Food Allergy, the Home School agreement and the school prospectus.

The staff of St. Barnabas CE Primary and Green Lane Pre-School are committed to meeting a diverse range of needs and understand that medical conditions should not be a barrier to learning.

Agreement date of Policy:

The policy was developed by the SENCo, reviewed by SLT and approved by Governors in Autumn Term 2023 (20.11.23).

Policy Aims:

- To provide access to a broad and balanced curriculum; differentiated when appropriate to meet the individual's needs and abilities.
- To ensure that pupils with medical conditions are properly supported so that they have full access to education, including school trips, physical and outdoor education.
- To ensure that all staff are well informed about their pupils' medical conditions and have access to support, advice and training.
- To ensure that parents of pupils with complex medical conditions are fully involved in the care of their child in school.
- Suitable education is arranged for pupils on roll who cannot attend school due to health needs

- Pupils, staff and parents understand what the school is responsible for when this education is being provided by the local authority

Definitions of Medical Conditions

Pupils' medical needs may be broadly summarised as being of two types:-

Short-term affecting their participation at school because they are on a course of medication – see First Aid Guidelines

Long-term potentially limiting access to education and requiring on-going support, medicines or care while at school to help them to manage their condition and keep them well, including monitoring and intervention in emergency circumstances. It is important that parents feel confident that the school will provide effective support for their child's medical condition and that children feel safe.

Roles and Responsibilities:

(From DfE Statutory Guidance for Supporting Children with Medical Conditions updated 2017)

The statutory duty of the governing body:

The governing body remains legally responsible and accountable for fulfilling their statutory duty for supporting pupils at school with medical conditions.

The governing body of St. Barnabas CE Primary and Green Lane Pre-School fulfils this by:-

- Ensuring that arrangements are in place to support pupils with medical conditions and, that such children can access and enjoy the same opportunities at school as any other child.
- Taking into account that some medical conditions that require support at school will affect quality of life and may be life-threatening.

- Ensuring that the arrangements give parents and children confidence in the school's ability to provide effective support for medical conditions and that they demonstrate an understanding of how medical conditions impact on a child's ability to learn, as well as increase their confidence and promote self-care.
- Ensuring that staff are properly trained to provide the support that pupils need.
- Ensuring that no child with a medical condition is denied admission, or prevented from taking up a place in school because arrangements for their medical condition have not been made. However, in line with safeguarding duties, they will ensure that pupils' health is not put at unnecessary risk from, for example, infectious diseases, and reserve the right to refuse admittance to a child at times where it would be detrimental to the health of that child or others to do so.
- Ensuring that the arrangements put in place are sufficient to meet our statutory duties and ensure that policies, plans, procedures and systems are properly and effectively implemented.
- Ensuring that the appropriate level of insurance is in place and appropriate to the level of risk.

The Headteacher has overall responsibility for the implementation of this policy and for

- ensuring that sufficient staff are suitably trained
- ensure cover arrangements in cases of staff absences or staff turnover
- ensuring that someone is always available and on-site with an appropriate level of training to support children with specific medical needs as set out in their individual Care Plan

The SENCO will be responsible for

- liaising with parents and relevant health professionals
- Writing Individual Medical Care plans in conjunction with parents/carers and specialist health professionals
- Implementing the Medical Care Plans
- Reviewing and maintaining the care plans
- ensuring relevant staff are aware of these plans and any updates
- maintaining appropriate training from specialist healthcare professionals (e.g. haemophilia unit, diabetes team, cardiac team),
- briefing supply teachers
- checking risk assessments for school visits and other school activities outside of the normal timetable.
- Liaising with the Medical Education Team regarding personalised tuition if a pupil is out of school for extended periods of time and not being educated at a hospital school, (Birmingham Children's Hospital)

Parents/carers are key partners and should be involved in the development and review of their child's individual Medical Care Plan, and may be involved in its drafting. They are responsible for

- providing the school with up-to-date information about their child's medical needs.
- maintaining supplies of drugs and equipment in school in liaison with the SENCo
- carrying out any action they have agreed to as part of implementing the Care Plan, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

The family of a child will often be key in providing relevant information to school staff about how their child's needs can be met, and parents will be asked for their views. They should provide specific advice, but should not be the sole trainer.

School Staff: Some staff will be allocated to specific children and be fully trained to fulfil their daily medical needs. In addition, the list of trained first aiders, including paediatric first aiders is displayed clearly in school and pre-school.

Staff receive induction training and regular whole school awareness training so that they are aware of the school's policy for supporting pupils with medical conditions and their role in implementing the policy. They will be updated by the SENCo regarding individual Medical Care Plans and emergency procedures.

All members of staff are expected to show a commitment and awareness of children's medical conditions and the expectations of this policy.

All new members of staff will be inducted into the arrangements and guidelines in this policy when they take up their post.

All teachers will take into account the needs of pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

Procedure to be followed when notification is received that a pupil has a medical condition

- For children being admitted to St Barnabas CE Primary or Green Lane Pre-School for the first time with good notification given, the arrangements will be in place for the start of the relevant school term. In other cases, such as a new diagnosis or a child moving mid-term, every effort will be made to ensure that arrangements are put in place within two weeks.
- For a pupil moving to a new school, the SENCo will work with parents to inform the receiving school and the individual Medical Care Plan will be transferred in time for the child to start if possible or within the first two weeks.
- Any arrangements made will focus on the needs of each individual child and how their medical condition impacts on their school life. They will show an understanding of how the medical condition impacts on the child's ability to learn, as well as increase their confidence and promote self-care.
- Staff will be properly trained and supervised to support pupils' medical conditions and will be clear and unambiguous about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities.
- Arrangements will be made for the inclusion of pupils in such activities with any adjustments as required unless evidence from a clinician states that this is not possible.

Medical Care Plans

- Individual Medical Care Plans will help to ensure that pupils with medical conditions are supported effectively. They will provide clarity about what needs to be done, when and by whom. They will often be essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed. They are likely to be helpful in the majority of other cases too, especially where medical conditions are long-term and complex.
- The school, healthcare professional and parent/carer should agree, based on evidence, when a Medical Care plan would be appropriate.
- For children with complex needs or whose condition is life threatening, Medical Care Plans must include: What to do in an emergency, including whom to contact, and contingency arrangements. Some children may have an emergency Medical Care plan prepared by their lead clinician that could be used to inform their individual School Medical Care Plan.
- Individual Medical Care Plans are easily accessible to all who need to refer to them, while preserving confidentiality. They are displayed in a blue folder in the staff room and are in red class files. The level of detail within the plan depends on the complexity of the child's condition and the degree of support needed.
- Individual Medical Care Plans will be drawn up in partnership between the school, parents/carers and a relevant healthcare professional, who can best advise on the particular needs of the child. Pupils should also be involved whenever appropriate. Plans will be reviewed at least annually or earlier if a child's needs change.

Managing medicines on school or pre-school premises and record keeping

- Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so;
- No child should be given prescription or non-prescription medicines without their parents written consent - consent forms for medication are available from the school office and copies are kept in the medical room and class files.
- Prescribed medicines, are only accepted with written permission from parent/carer that are ***in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage.***
- All medicines will be stored safely in the staff room medical fridge or cupboard as appropriate.
- Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available. Asthma inhalers and Epi pens must be marked with the child's name and prescription date where appropriate.
- Inhalers: In EYFS and Key Stage One all inhalers are kept in a box in the classroom. These are administered by the class teacher as directed by the parents. At Key Stage Two, children are responsible for their own inhalers and are advised to keep them with them at all times.
- Epipens are kept in the staff room, in the named locker. Epipens may only be administered to the named individual on the medication.

- During school trips, the first aid trained member of staff will carry all medical devices and medicines required.
- All controlled drugs (prescription medicines that are controlled under the [Misuse of Drugs Regulations 2001](#)) and that have been prescribed for a pupil are securely stored in a non-portable container and named staff have access. A record is kept of any doses used and the amount of the controlled drug held in the school;
- Staff administering medicines should do so in accordance with the prescriber's instructions. A record of all medicines administered to individual children is kept stating what, how and how much was administered, when and by whom. Written records are kept of all medicines administered to children.
- When no longer required, medicines should be returned to the parent/carer to arrange safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps.

Emergency procedures

- The Headteacher will ensure that arrangements are in place for dealing with emergencies for all school activities wherever they take place, including school trips within and outside the UK, as part of the general risk management process.
- Where a child has an individual Medical Care Plan, this should clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other pupils in the school should know what to do in general terms, such as informing a teacher immediately if they think help is needed for a specific child.
- If a child needs to be taken to hospital, staff should stay with the child until the parent arrives, or accompany a child taken to hospital by ambulance.

Day trips, residential visits, and sporting activities

- Pupils with medical condition will be supported to participate in day trips, residential visits and sporting activities.
- A risk assessment will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions can be included safely. This will involve consultation with parents\carers and relevant healthcare professions and will be informed by LA Health and Safety Executive (HSE) guidance on school trips. A member of the senior leadership teams signs off on all risk assessments.

Unacceptable Practice (in line with Statutory Guidance)

Although school staff should use their discretion and judge each case on its merits with reference to the child's individual Medical Care plan, it is **not** generally acceptable practice to:

- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- assume that every child with the same condition requires the same treatment;
- ignore the views of the child or their parents; or 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 individual Medical Care plans;
- if the child becomes ill, send them to the school office unaccompanied or with someone unsuitable;
- penalise children for their attendance record if their absences are related to their medical condition, e.g. hospital appointments;

- prevent pupils 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 child, 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 children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the child

Allergies including Nut and Food Allergy

- The safeguarding, healthcare and management of our pupils and staff is taken extremely seriously in our whole school community. This includes those who suffer from specific allergies.
- As an education and childcare provider we are aware that some pupils on roll have allergies and we aim to manage and support these in a professional and appropriate manner.
- We do not guarantee to provide a completely allergen free environment but try to minimise the risk of exposure to allergens and plan for effective response to emergencies.
- LA guidelines stipulate that the provider must obtain information about any dietary requirements or allergies and we require all parents or carers to provide details of any allergies on the Child Health Form which is submitted before starting at either of our settings.
- We aim to minimise the risk of any child suffering allergy-induced anaphylaxis whilst at either of our settings.
- We have established effective risk management practices to minimise exposure of allergens to our pupils, staff and all visitors to our premises.
- All relevant staff have received appropriate training to deal with an emergency response to any allergic reactions, this includes Epi-Pen* training for severe reactions.
- It is the parent or carers responsibility to inform the school setting of any known allergies.
- Parents are requested to attend a meeting, at least annually, and contribute to and sign a Medical Care Plan (IHCP).
- Parents are to inform the school or pre-school of any change in medical circumstances or treatment. This should be done in writing as well as verbally to ensure that the right staff receive this information.
- It is the responsibility of both parents or carers and the school settings to educate the children with severe food allergies in an age-appropriate manner.
- Further, specific information on allergies can be found in the **Allergies Policy including Nut and Food**

Children who cannot attend school due to medical conditions

Definitions

Children who are unable to attend school as a result of their medical needs may include those with:

- Physical injuries.
- Mental health problems, including anxiety issues.
- Emotional difficulties or school refusal.
- Progressive conditions.
- Terminal illnesses.

- Chronic illnesses.

Children who are unable to attend mainstream education for health reasons may attend any of the following:

- Hospital school: a special school within a hospital setting where education is provided to give continuity whilst the child is receiving treatment.
- Home tuition: many LAs have home tuition services that act as a communication channel between schools and pupils on occasions where pupils are too ill to attend school and are receiving specialist medical treatment.
- Medical PRUs: these are LA establishments that provide education for children unable to attend their registered school due to their medical needs.

The responsibilities of the school

The Governing Body is responsible for:

- Ensuring arrangements for pupils who cannot attend school as a result of their medical needs are in place and are effectively implemented.
- Ensuring the termly review of the arrangements made for pupils who cannot attend school due to their medical needs.
- Ensuring the roles and responsibilities of those involved in the arrangements to support the needs of pupils are clear and understood by all.
- Ensuring robust systems are in place for dealing with health emergencies and critical incidents, for both on- and off-site activities.
- Ensuring staff with responsibility for supporting pupils with health needs are appropriately trained. Approving and reviewing this policy on an annual basis.

The SENCO is responsible for:

- Working with the Governing Board to ensure compliance with the relevant statutory duties when supporting pupils with health needs.
- Working collaboratively with parents and other professionals to develop arrangements to meet the needs of children.
- Ensuring the arrangements put in place to meet pupils' health needs are fully understood by all those involved and acted upon.
- Liaising with parents, pupils, the LA, key workers, health professionals and others involved in the pupil's care.
- Ensuring the support put in place focuses on and meets the needs of individual pupils.
- Arranging appropriate training for staff with responsibility for supporting pupils with health needs.
- Providing teachers who support pupils with health needs with suitable information relating to a pupil's health condition and the possible effect the condition and/or medication taken has on the pupil.
- Providing reports to the Governing Board on the effectiveness of the arrangements in place to meet the health needs of pupils.
- Notifying the LA when a pupil is likely to be away from the school for a significant period of time due to their health needs.
- Ensuring that the School Nurse appropriately supports pupils who are unable to attend school because of medical needs.
- Actively monitoring pupil progress and reintegration into school.
- Make reasonable adjustments for the needs of the pupil on returning to the school.
- Supplying pupils' education providers with information about the child's capabilities, progress and outcomes.

- Liaising with education providers and parents to determine pupils' programmes of study whilst they are absent from school.
- Keeping pupils informed about school events and encouraging communication with their peers.
- Providing a link between pupils and their parents, and the LA, where applicable.

Teachers and support staff are responsible for:

- Understanding confidentiality in respect of pupils' health needs.
- Designing lessons and activities in a way that allows those with health needs to participate fully and ensuring pupils are not excluded from activities that they wish to take part in without a clear evidence-based reason.
- Understanding their role in supporting pupils with health needs and ensuring they attend the required training

Arrangements which the school could make include:

- Sending work home
- Making a MET referral
- Liaising with hospital schools and other agencies such as CAMHS, Early Help and SocialCare
- Agreeing a time limited reduced timetable, following the school's agreed protocols. In the first instance parents, will be invited in to meet key staff and an Individual Medical Care Plan drawn up. Where possible the pupil will be involved in this process. At this meeting a plan for reintegration back into school will be discussed with agreed review times. Issues around ensuring the child is being safeguarded will be discussed at this meeting. Parents are advised to contact the school on the first day their child is unable to attend due to illness.
- Absences due to illness will be authorised unless the school has genuine cause for concern about the authenticity of the illness
- The school will provide support to pupils who are absent from school because of illness for a period of less than 15 school days by liaising with the pupil's parents to arrange school work as soon as the pupil is able to cope with it or part-time education at school. The school will give due consideration to which aspects of the curriculum are prioritised in consultation with the pupil, their family and relevant members of staff.
- For periods of absence that are expected to last for 15 or more school days, either in one absence or over the course of a school year, the school will notify the LA, who will take responsibility for the pupil and their education . Where absences are anticipated or known in advance, the school will liaise with the LA to enable education provision to be provided from the start of the pupil's absence. For hospital admissions, the appointed named member of staff will liaise with the LA regarding the programme that should be followed while the pupil is in hospital.

- The school will monitor pupil attendance and mark registers to ensure it is clear whether a pupil is, or should be, receiving education otherwise than at school
- A pupil unable to attend school because of their health needs will not be removed from the school register without parental consent and certification from the Medical Officer, even if the LA has become responsible for the pupil's education.

Alternative Provision

- In order to ensure children access their entitlement to full time education, sometimes it is helpful or necessary to make alternative provision for the child; alternative provision often allows for a more bespoke and flexible approach to education.
- This can work well for children whose medical difficulties mean for example that their energy levels fluctuate and therefore full time attendance within a busy school environment is very challenging. Alternative provision can be defined as education for pupils who, because of exclusion, illness or other reasons, would not otherwise receive suitable education (DfE, 2013).
- Alternative provision for children with medical difficulties can be arranged by the school or by the Local Authority.
- In cases where the child's medical difficulties are likely to be short term (typically less than 15 days) or result in only small amounts of school being missed, it is often simpler for the school to make these arrangements.
- In cases where the child is not able to attend school for long periods, it may be more appropriate for the Local Authority to make arrangements through the Medical Education Team.

Medical Education Team

- In Worcestershire, the statutory duties for children unable to attend the school because of medical difficulties are discharged by the Medical Education Team.
- The Medical Education Team ensure that arrangements are in place for children and young people who are unable to attend school because of their medical needs so that they have appropriate and ongoing access to education.
- The Team consists of qualified teachers and teaching assistants who are skilled in teaching children/young people of statutory school age with a wide range of physical, emotional and psychological health needs.
- Where it is not appropriate or possible for the needs of children with medical difficulties to be met by the Medical Education Team and the school has not made

alternative arrangements, Worcestershire Children First will work with schools and families to agree provision.

- The school will alert Worcestershire Children First when there is evidence to suggest that a child is unable to attend school and alternative provision is not yet in place to ensure they access full time education.
- Contact should be made with the Local Authority as a matter of upmost priority to ensure there is no delay in provision being made for the child.

Escalating welfare concerns

If an assessment has been undertaken and there are needs that cannot be met by the Early Help arrangements in school then a referral to Level 2 or 3 services may be appropriate. Worcestershire's Levels of Need Guidance (2019) describes the indicators which may suggest that a child is in need of additional or targeted support from services providing intervention at these levels.

[Worcestershire Safeguarding Children Partnership](#) (levels of need guidance formerly threshold guidance)

As with all children if there is a risk of significant harm to a child with medical difficulties, an immediate referral should be made to the Family Front Door 9.00am-5.00pm – Monday to Thursday. 9.00am-4.30pm – Friday 01905 822666. Out of hours or at weekends: 01905 768020

Fabricated and/or induced illness

In a very small number of cases, there may be concerns that a child's medical difficulties maybe fabricated or induced. Parents/carers may fabricate or induce illness in a number of ways:

- Fabrication of signs and symptoms. This may include fabrication of past medical history
- Fabrication of signs and symptoms and falsification of hospital charts and records, and specimens of bodily fluids, including falsification of letters and documents Induction of illness by a variety of means

As with any other form of abuse, where schools are concerned that a child may be experiencing or be at risk of harm, advice should be sought from the Family Front Door. In cases where Fabricated and/or induced illness is a consideration, evidence of medical difficulties such as medical appointment letters and multiagency working will be key.

Further advice regarding this area of safeguarding is available as a supplement to Working Together to Safeguard Children: <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

If the local authority makes arrangements

If the school can't make suitable arrangements, Worcestershire Children First will become responsible for arranging suitable education for these children.

In cases, where the local authority makes arrangements, the school will:

- Work constructively with the local authority, providers, relevant agencies and parents to ensure the best outcomes for the pupil
- Share information with the local authority and relevant health services as required
- Help make sure that the provision offered to the pupil is as effective as possible and that the child can be reintegrated back into school successfully

When reintegration is anticipated, work with the local authority to:

- Plan for consistent provision during and after the period of education outside the school, allowing the pupil to access the same curriculum and materials that they would have used in school as far as possible
- Enable the pupil to stay in touch with school life (e.g. through newsletters, emails, invitations to school events or internet links to lessons from their school)
- Create individually tailored reintegration plans for each child returning to school
- Consider whether any reasonable adjustments need to be made

Complaints/Concerns

Should parents or carers be unhappy with any aspect of their child's care at St. Barnabas CE Primary or Green Lane Pre-School, they must discuss their concerns with the school. This will be with the child's class teacher in the first instance.

If this does not resolve the problem or allay the concern, the problem should be brought to a member of leadership team, who will, where necessary, bring concerns to the attention of the Headteacher. In the unlikely event of this not resolving the issue, the parent/carer must make a formal complaint following procedures outlined in the school Complaints Policy.