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**Supporting Learners with medical conditions’**

**policy**

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| **Written by:** | **Rob Stevenson** | **Date: December 2024** |
| **Last reviewed on:** | **NEW** | |
| **Approved by:** | **Andrew Powell (Proprietor)** | |
| **Next review due by:** | **December 2025** | |

# Aims

This policy aims to ensure that:

* Learners, staff and parents/carers understand how our provision will support learners with medical conditions
* Learners with medical conditions are properly supported to allow them to access the same education as other learners, including provision trips and sporting activities

The Proprietors will implement this policy by:

* Making sure sufficient staff are suitably trained
* Making staff aware of learners’ conditions, where appropriate
* Making sure there are cover arrangements to ensure someone is always available to support learners with medical conditions
* Developing and monitoring individual healthcare plans (IHPs)

**The named person with responsibility for implementing this policy is SENCo : Rob Stevenson**

# Legislation and statutory responsibilities

This policy meets the requirements under, which places a duty on Proprietors to make arrangements for supporting learners at their provision with medical conditions.

It is also based on the Department for Education (DfE)’s statutory guidance on [supporting pupils with medical conditions at school](https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3).

# Roles and responsibilities

**The Proprietors**

The Proprietors have ultimate responsibility to make arrangements to support learners with medical conditions. The Proprietors will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

**The headteacher**

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 individual healthcare plans (IHPs), including in contingency and emergency situations
* Ensure that all staff who need to know are aware of a child’s condition
* Take overall responsibility for the development of IHPs
* Make sure that provision staff are appropriately insured and aware that they are insured to support learners in this way
* Contact the provision nursing service in the case of any learner who has a medical condition that may require support at provision, but who has not yet been brought to the attention of the provision 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**

Supporting learners with medical conditions during provision hours is not the sole responsibility of 1 person. Any member of staff may be asked to provide support to learners 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 learners with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.

Staff/Teachers will take into account the needs of learners with medical conditions that they facilitate/Teach. All staff will know what to do and respond accordingly when they become aware that a learner with a medical condition needs help.

**Parents/carers**

Parents/carers will:

* Provide the provision with sufficient and up-to-date information about their child’s medical needs
* Be involved in the development and review of their child’s IHP and may be involved in its drafting
* Carry out any action they have agreed to as part of the implementation of the IHP, e.g. provide medicines and equipment, and ensure they or another nominated adult are contactable at all times

Learners

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

Provision

Healthcare professionals, such as GPs and pediatricians, as well as the Local Authority, will liaise with the provision and notify them of any learners identified as having a medical condition. They may also provide advice on developing IHPs.

# Equal opportunities

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

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

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

**Being notified that a child has a medical condition**

When the provision is notified that a learner has a medical condition, the process outlined below will be followed to decide whether the learner requires an IHP.

The provision will make every effort to ensure that arrangements are put into place for learners who are new to our provision.

See Appendix 1.

# Individual healthcare plans (IHPs)

The headteacher has overall responsibility for the development of IHPs for learners with medical conditions. This has been delegated to the SENCo.

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

Plans will be developed with the learner’s best interests in mind and will set out:

* What needs to be done
* When
* By whom

Not all learners with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents/carers when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the headteacher will make the final decision.

Plans will be drawn up in partnership with the provision, parents/carers and a relevant healthcare professional, such as the provision nurse, specialist or paediatrician, who can best advise on the learner’s specific needs. The learner will be involved wherever appropriate.

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

The level of detail in the plan will depend on the complexity of the learner’s condition and how much support is needed. The Proprietors and the headteacher or SENCo, will consider the following when deciding what information to record on IHPs:

* The medical condition, its triggers, signs, symptoms and treatments
* The learner’s resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons
* Specific support for the learner’s educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions
* The level of support needed, including in emergencies. If a learner is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring
* Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the learner’s medical condition from a healthcare professional, and cover arrangements for when they are unavailable
* Who in the provision needs to be aware of the learner’s condition and the support required
* Arrangements for written permission from parents/carers and the headteacher for medication to be administered by a member of staff, or self-administered by the learner during provision hours
* Separate arrangements or procedures required for provision trips or other provision activities outside of the normal provision timetable that will ensure the learner can participate, e.g. risk assessments
* Where confidentiality issues are raised by the parent/carer or learner, the designated individuals to be entrusted with information about the learner’s condition
* What to do in an emergency, including who to contact and contingency arrangements

Managing medicines

Prescription and non-prescription medicines will only be administered at provision:

* When it would be detrimental to the learner’s health or provision attendance not to do so and
* Where we have parents/carers’ written consent

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

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

The provision 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 provision 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. Learners will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to learners and not locked away.

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

**Controlled drugs**

[Controlled drugs](http://www.nhs.uk/chq/Pages/1391.aspx?CategoryID=73) are prescription medicines that are controlled under the [Misuse of Drugs Regulations 2001](https://www.legislation.gov.uk/uksi/2001/3998/schedule/1) and subsequent amendments, such as morphine or methadone.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

Learners managing their own needs

Learners who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents/carers and it will be reflected in their IHPs.

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

**Unacceptable practice**

Provision staff should use their discretion and judge each case individually with reference to the learner’s IHP, but it is generally not acceptable to:

* Prevent learners from easily accessing their inhalers and medication, and administering their medication when and where necessary
* Assume that every learner with the same condition requires the same treatment
* Ignore the views of the learner or their parents/carers
* 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 provision activities, including lunch, unless this is specified in their IHPs
* If the learner becomes ill, send them to the provision office or medical room unaccompanied or with someone unsuitable
* Penalise learners for their attendance record if their absences are related to their medical condition, e.g. hospital appointments
* Prevent learners from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
* Require parents/carers, or otherwise make them feel obliged, to attend provision to administer medication or provide medical support to their learner, including with toileting issues. No parent/carer should have to give up working because the provision is failing to support their child’s medical needs
* Prevent learners from participating, or create unnecessary barriers to learners participating in any aspect of provision life, including provision trips, e.g. by requiring parents/carers to accompany their child
* Administer, or ask learners to administer, medicine in provision toilets

# Emergency procedures

Staff will follow the provision’s normal emergency procedures (for example, calling 999). All learners’ IHPs will clearly set out what constitutes an emergency and will explain what to do.

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

# Training

Staff who are responsible for supporting learners with medical needs will receive suitable and sufficient training to do so.

The training will be identified during the development of the transition process or review of IHPs. Staff who provide support to learners with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the headteacher. Training will be kept up to date.

Training will:

* Be sufficient to ensure that staff are competent and have confidence in their ability to support the learners
* Fulfil the requirements in the IHPs
* Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

# Record keeping

The Proprietors will ensure that written records are kept of all medicine administered to learners, on CPOMS, for as long as these learners are at the provision. Parents/carers will be informed if their learner has been unwell at provision.

IHPs are kept in a readily accessible place that all staff are aware of.

# Liability and indemnity

The Proprietors will ensure that the appropriate level of insurance is in place and appropriately reflects the provision’s level of risk.

The provision is currently insured with Markel International Insurance Company Ltd this includes public liability insurance with a £10 million limit.

The full details of the provision’s insurance policy can be provided on request.

# Complaints

Parents/carers with a complaint about the provision’s actions in regard to their child’s medical condition should discuss these directly with the headteacher in the first instance. If the headteacher cannot resolve the matter, they will direct parents/carers to the provision’s complaints’ procedure.

# Monitoring arrangements

This policy will be reviewed and approved by the Proprietors every year.

# Links to other policies

This policy links to the following policies:

* Accessibility plan
* Complaints
* Equality information and objectives
* First aid
* Health and safety
* Safeguarding

### Appendix 1: Being notified a child has a medical condition

###  Parent or healthcare professional informs the provision that the learner:

### Has a new diagnosis

### Is due to attend the provision for the first time

### Is returning after a long-term absence

### Has needs that have changed

###  The manager or senior staff member coordinates a meeting to discuss the learner's needs and identifies a staff member to provide support.

###  Hold a meeting with the following people to discuss and agree on the need for an Individual Healthcare Plan (IHP):

### Key provision staff

### The learner

### Parents or carers

### Relevant healthcare professionals

###  Develop an IHP with input from a healthcare professional.

###  Identify staff training needs within the provision.

###  Healthcare professionals provide or commission training and sign off staff as 'competent' with an agreed review date.

###  Implement the IHP and share it with all relevant staff.

###  Review the IHP annually or whenever the learner's condition changes. Parents or healthcare professionals will initiate this.

Appendix 2: Individual Healthcare Plan (IHP)

|  |  |
| --- | --- |
| Name of school/setting |  |
| Child’s name |  |
| Group/class/form |  |
| Date of birth |  |
| Child’s address |  |
| Medical diagnosis or condition |  |
| Date |  |
| Review date |  |

Family Contact Information

|  |  |
| --- | --- |
| Name |  |
| Phone no. (work) |  |
| (home) |  |
| (mobile) |  |
| Name  Relationship to child |  |
| Phone no. (work) |  |
| (home) |  |
| (mobile) |  |

Clinic/Hospital Contact

|  |  |
| --- | --- |
| Name |  |
| Phone no. |  |

G.P.

|  |  |
| --- | --- |
| Name |  |
| Phone no. |  |

Who is responsible for providing support in provision?

Describe medical needs and give details of child’s symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the learner’s educational, social and emotional needs

Arrangements for provision visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (state if different for off-site activities)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to