



Timothy Hackworth Primary School

‘Respectful and resilient; being the best that we can be’

Supporting Children with Medical Conditions Policy

CRC Article 24: All children have the right to be healthy.

CRC Article 28: All children have the right to be the best that they can be.



Date policy approved/adopted:	March 2025
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Approved by:	Governing Body
Head Teacher signature:	<i>L. Boulton</i>
Chair of Governors signature:	<i>P. Crook</i>

Supporting Children with Medical Conditions Policy

CRC Article 19: All children have the right to be healthy.

CRC Article 28: All children have the right to be the best that they can be.

Date of Policy: March 2025

Review Date: March 2026

This policy should be read in conjunction with the following:

- Accessibility Plan;
- Children with Health Needs Who Cannot Attend School Policy;
- Complaints Policy;
- Equality Information and Objectives;
- First Aid;
- Health and Safety Policy;
- Respectful Relationships Policy;
- Safeguarding Policy;
- Special Educational Needs Information Report and Policy;
- Spillage Policy.

This policy also links to:

- Health and Safety Executive (HSE) www.hse.gov.uk
- Public Health England www.gov.uk/government/organisations/public-health-england
- National Health Service (NHS) www.nhs.uk

Our Timothy Hackworth School Vision

May our Rights Respecting School be a happy place for us all to learn; where every one of us is valued and safe in our Timothy Hackworth School Family. May we all be the best that we can be by making a positive difference to each other, our community in Shildon and the wider world in which we all live.

Mission Statement (written by children):

We would like our school, which reflects British values, to be at the heart of the community, sharing, supporting and learning together with everyone as equals. Our children have the right to high quality learning experiences to help them to be the best that they can be.

We encourage our children to be creative, unique, open-minded and independent individuals, respectful of themselves and of others in our school, our local community and the wider world.

We aim to nurture our children on their journey through life so they can grow into safe, caring, democratic, responsible and tolerant adults who make a positive difference to British Society and to the world.

Timothy Hackworth Primary School Values

Ours is a happy school with high hopes and ambitions for all our children and we welcome working in partnership with parents and carers to ensure that everything is done in the best interests of the children at all times. All of our staff take their responsibility towards the children seriously and they strive to help each child reach their full potential as global citizens physically, emotionally, socially and academically. We are fully committed to the CONVENTION ON THE RIGHTS OF THE CHILD. To us, every child is unique and precious and we endeavour to foster a high level of motivation towards learning and behaviour. We are committed to the basic skills of English and Maths. At all times, we aim to centre the teaching in an atmosphere of mutual respect and personal respect. A high quality education is the right of every child, and at Timothy Hackworth Primary School, we embrace that responsibility and strive to achieve it for all our pupils.

Equalities Information

This policy should be read in conjunction with our school's 'Equalities Policy Statement', 'Equalities Objectives Summary' and 'Equalities Information and Objectives'.

We welcome our duties under the Equality Act 2010 to eliminate discrimination, advance equality of opportunity and foster good relations in respect to age (as appropriate), disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation (LGBTQ+).

Timothy Hackworth Primary School wishes to ensure that pupils with medical conditions receive appropriate care and support at school. All pupils have an entitlement to a full-time curriculum or as much as their medical condition allows. This policy has been developed in line with the Department for Education's statutory guidance released in December 2015 – "Supporting pupils at school with medical conditions" under a statutory duty from Section 100 of the Children and Families Act 2014. The statutory duty came into force on 1st September 2014.

The school will have regard to the statutory guidance issued. We take account of it, carefully consider it and we make all efforts to comply.

Ofsted places a clear emphasis on meeting the needs of pupils with SEN and Disabilities also, including those pupils with medical conditions.

Equal Opportunities

Our school is clear about the need to actively support pupils 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 pupils 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 pupils with medical conditions are included. In doing so, pupils, their parents/carers and any relevant healthcare professionals will be consulted.

1) Key roles and responsibilities

a) The Local Authority (LA) is responsible for:

- 1) Promoting co-operation between relevant partners regarding supporting pupils with medical conditions;
- 2) Providing support, advice/guidance and training to schools and their staff to ensure Health Care Plans (HCP) are effectively delivered;
- 3) Working with schools to ensure pupils attend full-time or make alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a health need and who otherwise would not receive a suitable education.

b) The Governing Body of Timothy Hackworth Primary School is responsible for:

- 1) Ensuring arrangements are in place to support pupils with medical conditions;
- 2) Ensuring the policy is developed collaboratively, across services, where necessary, clearly identifies roles and responsibilities, and is implemented effectively;
- 3) Ensuring that the Supporting Pupils with Medical Conditions Policy does not discriminate on any grounds including, but not limited to, protected characteristics: ethnicity/nationality/origin, religion or belief, sex, gender reassignment, pregnancy and maternity, disability or sexual orientation;
- 4) Ensuring the policy covers arrangements for pupils who are competent to manage their own health needs;
- 5) Ensuring that all pupils with medical conditions are able to play a full and active role in all aspects of school life, participate in school visits, trips and sporting activities, remain healthy and achieve their academic potential;
- 6) Ensuring that relevant training is delivered to a sufficient number of staff who will have responsibility to support children with medical conditions and that they are signed off as competent to do so. Staff to have access to relevant information, resources and materials;
- 7) Ensuring written records are kept of, any and all, medicines administered to pupils;
- 8) Ensuring the policy sets out procedures in place for emergency situations;
- 9) Ensuring the level of insurance in place reflects the level of risk;
- 10) Handling complaints regarding this policy as outlined in the school's Complaints Policy.

c) The Head Teacher is responsible for:

- 1) Ensuring the policy is developed effectively and making sure staff understand their role in its implementation;
- 2) The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy of Timothy Hackworth Primary School;
- 3) Liaising with the SENDCO and healthcare professionals, if necessary, regarding any training required for staff;

- 4) Identifying staff who need to be aware of a child's medical condition;
- 5) Developing Health Care Plans (HCPs) through the support of the Special Needs Co-ordinator;
- 6) Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver HCPs in normal, contingency and emergency situations;
- 7) If necessary, facilitating the recruitment of staff for the purpose of delivering the requirements made in this policy. Ensuring more than one staff member is identified, to cover absences and emergencies as appropriate;
- 8) Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy;
- 9) Liaison between school nurses and school in the case of any child who has or develops an identified medical condition;
- 10) Ensuring confidentiality and data protection;
- 11) Assigning appropriate accommodation for medical treatment and care;
- 12) Voluntarily holding 'spare' salbutamol asthma inhalers for emergency use, as necessary, following information provided by the LA;
- 13) Voluntarily holding 'spare' Epipens for emergency use, as necessary.

d) Staff members are responsible for:

- 1) Taking appropriate steps to support children with medical conditions and familiarising themselves with procedures which detail how to respond when they become aware that a pupil with a medical condition needs help. *A first-aid certificate is not sufficient;*
- 2) Named staff members knowing where controlled drugs are stored and where the key is held;
- 3) Taking account of the needs of pupils with medical conditions in lessons;
- 4) Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, with particular specialist training if they have agreed to undertake a medication responsibility (e.g. currently key staff have training to support diabetic children, children with epilepsy, use of Epipens, supporting children who suffer from asthma);

- 5) Allowing inhalers, adrenalin pens and blood glucose testers to be held in an accessible location, following DfE guidance.

e) School Nurses are responsible for:

- 1) Collaborating on developing an HCP in anticipation of a child with a medical condition starting school;
- 2) Notifying the school when a child has been identified as requiring support in school due to a medical condition at any time in their school career;
- 3) Supporting staff to implement an HCP and then participate in regular reviews of the HCP, if necessary. Giving advice and liaison on training needs;
- 4) Liaising locally with lead clinicians on appropriate support. Assisting the Head Teacher in identifying training needs and providers of training.

f) Parents and Carers are responsible for:

- 1) Keeping the school informed about any new medical condition or changes to their child/children's health;
- 2) Participating in the development and regular reviews of their child's HCP;
- 3) Completing a parental consent form to administer medicine or treatment before bringing medication into school;
- 4) Providing the school with the medication their child requires and keeping it up to date including collecting leftover medicine;
- 5) Carrying out actions assigned to them in the HCP with particular emphasis on, they or a nominated adult, being contactable at all times.

g) Pupils are responsible for:

- 1) Providing information on how their medical condition affects them;
- 2) Contributing to their HCP;
- 3) Complying with the HCP and 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.

2) Training of Staff

- a) Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so.
- b) The training will be identified during the development or review of HCPs.
- c) The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the Head Teacher. Training will be kept up to date.
- d) Newly-appointed teachers, supply or agency staff and support staff will receive information regarding the Supporting Pupils with Medical Conditions Policy and the medical needs of the pupils in their care.
- e) No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the condition and being signed off as competent.
- f) School will keep a record of medical conditions supported, training undertaken, and a list of teachers trained to undertake responsibilities under this policy where appropriate.

3) Medical Conditions Register

- a) School admissions forms request information on pre-existing medical conditions. Parents are able to inform school at any point in the school year if a condition develops or is diagnosed. Consideration could be given to seeking consent from GPs to have input into the HCP and also to share information for recording attendance.
- b) A medical conditions register is kept, updated and reviewed regularly by the nominated member of staff. Each class has an overview of the list for the pupils in their care, within easy access.
- c) Supply staff and support staff have access on a need to know basis and parents/carers can be assured data sharing principles are adhered to.
- d) For pupils on the Medical Conditions Register, key stage transition point meetings take place in advance of transferring to enable parents, school and health professionals to prepare the HCP and train staff if appropriate.

4) Healthcare Plans (HCPs)

- a) Not all pupils with a medical condition will require an HCP. It will be agreed with a healthcare professional and the parents/carers when an HCP would be appropriate or disproportionate. This will be based on evidence. Where necessary (Head Teachers will make the final decision) a Healthcare Plan (HCP) will be developed in collaboration with the pupil, parents/carers, Head Teacher, Special Educational Needs Coordinator (SENCO) and medical professionals.
- b) HCPs will be easily accessible to all relevant staff, including supply/agency staff, whilst preserving confidentiality. Staffrooms are inappropriate locations under the Information Commissioner's Office (ICO) advice for displaying HCPs as visitors/parent helpers etc. may enter. If consent is sought from parents, a photo and instructions may be displayed. In the case of allergies, a copy of the HCP will be given to kitchen staff and Breakfast Club staff. A confidential master file is kept in the School Office. An additional confidential file is kept in the Head Teacher's Office. ***At Timothy Hackworth, HCPs are clearly available in class teachers' SEND files so that any member of staff teaching the class will be aware of them.***
- c) HCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- d) Where a pupil has an Education, Health and Care Plan, the HCP will be linked to it or become part of it.
- e) Where a child is returning from a period of hospital education or alternative provision or home tuition, collaboration between the LA/AP provider and school is needed to ensure that the HCP identifies the support the child needs to reintegrate.

Plans will be developed with the pupil's best interests in mind and will set out:

- What needs to be done;
- When;
- By whom.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The Governing Body and the Head Teacher / SENDCO, will consider the following when deciding what information to record on HCPs:

- The medical condition, its triggers, signs, symptoms and treatments;
- The pupil'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 pupil's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete assessments/national tests, use of rest periods or additional support in catching up with lessons, counselling sessions;
- The level of support needed, including in emergencies. If a pupil 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 pupil's medical condition from a healthcare professional, and cover arrangements for when they are unavailable;
- Who in the school needs to be aware of the pupil's condition and the support required;
- Arrangements for written permission from parents/carers and the Head Teacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours;
- 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, e.g. risk assessments;
- Where confidentiality issues are raised by the parent/carer or pupil, the designated individuals to be entrusted with information about the pupil's condition;
- What to do in an emergency, including who to contact and contingency arrangements.

5) Transport Arrangements

- a) Where a pupil with an HCP is allocated school transport, the school will, where appropriate, provide a copy of the HCP to the Transport team. The HCP must be passed to the current operator for use by the driver/escort and the Transport team will ensure that the information is supplied when a change of operator takes place. For some medical conditions, the driver/escort will require adequate training. For pupils who receive specialised support in school with their medical condition this must equally be planned for in travel arrangements to school and included in the specification to tender for that pupil's transport. In this case the escort may be invited to training at school.
- b) When prescribed controlled drugs need to be sent in to school, parents will be responsible for handing them over to the adult in the car in a suitable bag or container. They must be clearly labelled with name and dose.

- c) Controlled drugs will be kept under the supervision of the adult in the car throughout the journey and handed to a school staff member on arrival. Any change in this arrangement will be reported to the Transport team for appropriate action.

6) Education Health Needs (EHN) referrals

- a) All pupils of compulsory school age who because of illness, lasting 15 days or more, would not otherwise receive a suitable full-time education are provided for under the local authority's duty to arrange educational provision for such pupils.
- b) In order to provide the most appropriate provision for the condition the EHN team accepts referrals where there is a medical diagnosis from a medical consultant.

7) Medicines

- a) Where possible, unless advised it would be detrimental to health, medicines should be prescribed in frequencies that allow the pupil to take them outside of school hours.
- b) Should a child require the administration of medicine during the school day, as part of the daily prescribed dosage to meet the needs of the child, then the medicine will be administered in school accordingly, with the consent of the parent or carer.
- c) If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental consent to administration of medicine form.
- d) No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- e) No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- f) Medicines MUST be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- g) A maximum of **four** weeks' supply of the medication may be provided to the school at one time.

- h) A child who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so, but passing it to another child for use is an offence. Monitoring arrangements may be necessary. Schools should otherwise keep controlled drugs that have been prescribed for a pupil securely stored in a non-portable container and only named staff should have access. Controlled drugs should be easily accessible in an emergency.
- i) Medications will be stored in a **locked cabinet** in the School Office. In the circumstances where medication is to be administered for life-threatening conditions, medications will be securely stored in an allocated locker in the Small Building where appropriate.
- j) Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils and not locked away.
- k) Any medications left over at the end of the course will be returned to the child's parents.
- l) Written records will be kept of any medication administered to children.
- m) Pupils will never be prevented from accessing their medication.
- n) Emergency salbutamol inhaler kits and Epipens are kept voluntarily by school.
- o) Timothy Hackworth Primary School cannot be held responsible for side effects that occur when medication is taken correctly.
- p) Staff will not force a pupil, if the pupil refuses to comply with their health procedure, and the resulting actions will be clearly written into the HCP which will include informing parents.

8) **Emergencies**

- a) Medical emergencies will be dealt with under the school's emergency procedures which will be communicated to all relevant staff so they are aware of signs and symptoms.
- b) All pupils' HCPs will clearly set out what constitutes an emergency and will explain what to do.
- c) Pupils will be informed in general terms of what to do in an emergency such as telling a teacher.
- d) If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

9) Day trips, residential visits and sporting activities

- a) Unambiguous arrangements should be made and be flexible enough to ensure pupils with medical conditions can participate in school trips, residential stays, sports activities and not prevent them from doing so unless a clinician states it is not possible.
- b) To comply with best practice, risk assessments will be undertaken in line with HSE guidance on school trips, in order to plan for including pupils with medical conditions. Consultation with parents, healthcare professionals etc. on trips and visits will be separate to the normal day to day HCP requirements for the school day.

10) Avoiding unacceptable practice

Each case will be judged individually but in general the following is not considered acceptable.

The following behaviour is unacceptable in Timothy Hackworth Primary School:

- a) Preventing children from easily accessing their inhalers and medication and administering their medication when and where necessary.
- b) Assuming that pupils with the same condition require the same treatment.
- c) Ignoring the views of the pupil and/or their parents or ignoring medical evidence or opinion.
- d) Sending pupils home frequently or preventing them from taking part in activities at school
- e) Sending the pupil to the School Office alone or with an unsuitable escort if they become ill.
- f) Penalising pupils with medical conditions for their attendance record where the absences relate to their condition.
- g) Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues. No parent/carer should have to give up working because the school is failing to support their child's medical needs.
- h) Creating barriers to children participating in school life, including school trips.

- i) Refusing to allow pupils to eat, drink or use the toilet or other breaks when they need to in order to manage their condition.

11) Insurance

- a) Teachers who undertake responsibilities within this policy will be assured by the Head Teacher that they are covered by the LA/school's insurance.
- b) Full written 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 documents should contact the Head Teacher.

12) Complaints

- a) All complaints should be raised with the school in the first instance.
- b) The details of how to make a formal complaint can be found in the School Complaints Policy.

13) Definitions

- a) 'Parent(s)' is a wide reference not only to a pupil's birth parents but to adoptive, step and foster parents, or other persons who have parental responsibility for, or who have care of, a pupil.
- b) 'Medical condition' for these purposes is either a physical or mental health medical condition as diagnosed by a healthcare professional which results in the child or young person requiring special adjustments for the school day, either ongoing or intermittently. This includes: a chronic or short-term condition, a long-term health need or disability, an illness, injury or recovery from treatment or surgery. Being 'unwell' and common childhood diseases are not covered.
- c) 'Medication' is defined as any prescribed or over the counter treatment.
- d) 'Prescription medication' is defined as any drug or device prescribed by a doctor, prescribing nurse or dentist and dispensed by a pharmacist with instructions for administration, dose and storage.
- e) A 'staff member' is defined as any member of staff employed at Timothy Hackworth Primary School.

Supporting Pupils with Medical Conditions

1

- Parent or healthcare professional informs school that child has medical condition or is due to return from long-term absence, or that needs have changed.

2

- Headteacher or delegated SLT member co-ordinates meeting to discuss child's medical needs and identifies member of school staff who will provide support to the pupil.

3

- Meeting held to discuss and agree on the need for IHP to include key school staff, child, parent and relevant healthcare professionals and other medical/health clinician as appropriate (or to consider evidence provided by them).

4

- Develop IHP in partnership. Agree who leads on writing it. input from healthcare professionals must be provided.

5

- School staff training needs identified.

6

- Healthcare professional commissions and/or delivers training.
- Staff signed off as competent - review date agreed.

7

- IHP implemented and circulated to all relevant staff.

8

- IHP reviewed annually or when condition changes. Parent/carer or healthcare professional to initiate.