



**St Helens Primary School**

# **Supporting Pupils with Medical Conditions Policy**

Reviewed by: FGB

On: July 2025

Next review due: July 2026

Chair of Governors: Matthew Searle

Signature: Chair of Governors:

Matthew Searle

Signature:

# **St Helens Primary School**

## **Supporting Pupils with Medical Conditions Policy**

### **1.1 Rationale**

St Helen's Primary School has a duty to make arrangements for supporting pupils at school with their medical conditions so that they can play a full and active role in school life, remain healthy and achieve their potential.

### **1.2 Definition**

Pupils' medical conditions may be summarised as being of two types

- Short term while on a course of medication
- Long term potentially limiting their access to education and requiring extra care and support (requiring a Health Care Plan)

### **1.3 Policy aims and principles**

The school will ensure that pupils with medical conditions and specific medication needs receive appropriate care and support at the school. We also aim to ensure that pupils with medical conditions are able to participate fully in all aspects of school life.

The Head teacher will accept responsibility in principle for members of the school staff giving or supervising pupils taking prescribed medication during the school day, where those members of staff have volunteered to do so and in line with the school's **Administration of Medicines Policy**.

The school will treat any medical information about a pupil as confidential and will be shared on a need-to-know basis to ensure that the pupil receives the most appropriate care and support during their time at the school.

**Please note that parents should keep their children at home if acutely unwell or infectious.**

### **1.4 Monitoring and review**

This policy will be reviewed every two years or in the following circumstances:

- changes in legislation and / or government guidance
- as a result of any other significant change or event
- in the event that the policy is determined not to be effective

If there are urgent concerns these should be raised with the Head teacher in the first instance to determine whether a policy review is required in advance of the review date.

## **2. Supporting pupils**

The school will work with parents and medical professionals to enable the best possible support for pupils. Parents are responsible for providing the school with comprehensive information regarding the pupil's condition and medication in a written format.

We understand that pupils with the same condition may require different treatment and support; therefore it is our policy to involve the pupil (if applicable) and their parents when making support arrangements for an individual.

All staff are aware that Children with Disabilities/SEN present additional challenges due to their vulnerability. Assumptions are that indicators of possible abuse relate to the child's disabilities, the potential is for these children to be suffering abuse without any outward signs and in addition there may be communication difficulties. Children with medical conditions are also vulnerable in this way. Staff need to be particularly vigilant with non-verbal pupils.

The school aims to be an inclusive environment and will therefore endeavour to obtain good attendance from all pupils, including those with medical needs. We will not send pupils home frequently or prevent them from taking part in activities at the school where possible. Risk assessments will be completed for school trips, school holidays and other school activities outside the normal school timetable. Staff will make reasonable adjustments to include pupils with medical conditions into lessons and in circumstances where this is not possible, the school will inform the pupil and parents of any alternative arrangements that will be put in place. The school will do everything possible to support the attendance of pupils with medical needs. Medical evidence and opinion will not be ignored and there may be times where the school requires contact with medical professionals directly. The school will always request authorisation for contacting medical professionals unless the school considers that disclosing this information would be detrimental to the pupil.

### **2.1 Long term or complex medical conditions**

For each pupil with long-term or complex medication needs the school will ensure that an Individual Health and Care Plan (IHCP) is drawn up in conjunction with the appropriate health professionals. This may involve a meeting with the parents and pupil to discuss arrangements for how the school can support the pupil whilst in education. The Head teacher is responsible for the development of **IHCP**, with the input of health professionals, parents and the child.

## **Individual Health and Care Plan (IHCP)**

IHCP's will be easily accessible whilst preserving confidentiality. The IHCP will be reviewed at least annually or when a pupil's medical circumstances change, whichever is sooner.

When deciding what information should be recorded on individual healthcare plans, the following will be considered:

- 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 exams, use of rest periods or additional support in catching up with lessons, counselling sessions;
- The level of support needed, (some children will be able to take responsibility for their own health needs), including in emergencies. If a child is self-managing their medication, this should 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 child'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 child's condition and the support required;
- arrangements for written permission from parents 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 child can participate, risk assessments;
- where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child's condition; and
- what to do in an emergency, including whom to contact, and contingency arrangements. Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan

Where a pupil has an Education, Health and Care Plan (EHCP), the IHCP will be linked to it or become part of it.

Where a pupil is returning from a period of hospital education or alternative provision or home tuition, we will work with the LA and education provider to ensure that the IHCP identifies the support the pupil needs to reintegrate.

## **2.2 Training**

The Head teacher will ensure that sufficient staff are suitably trained. Members of staff will receive training on the Supporting Pupils with Medical Conditions Policy as part of their induction and will receive regular ongoing training as part of their development. All relevant staff will be made aware of a child's condition and in case of staff absences, staff turnover or supply cover there will always be someone available to support the child and they will be made aware of any conditions.

If a pupil has a specific medical need that requires one or more staff members to undertake additional training this will be identified on their IHCP.

**The school will keep a list of all training undertaken and a list of staff members qualified to undertake responsibilities under this policy.**

## **2.3 Emergencies**

Medical emergencies will be dealt with under the school's emergency procedures unless an IHCP is in place and this amends the emergency procedures for a particular pupil.

If a pupil needs to be taken to hospital, a member of staff will remain with the pupil **until** a parent or known carer arrives.

All staff will be made aware of the procedures to be followed in the event of an emergency. Pupils will be informed in general terms of what to do in an emergency i.e. telling a member of staff.

## **2.4 Insurance**

Staff members who undertake responsibilities within this policy are covered by the school's insurance.

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.

## **2.5 Complaints**

All complaints are dealt with under the **Complaints Policy**. Complaints should be made in writing and will follow the complaint procedures and set timescales. The handling of complaints may be delegated to an appropriate person. The outcome of the complaint will be communicated in writing.

### **3. Process for administering medication**

#### **3.1 Medication administration within the school**

Where possible, it is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside of school hours. If this is not possible, medicines will be administered in line with the school's **Administration of Medicines Policy**. The school's policy on the storage of medicines is also covered in the Administration of Medicines Policy.