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## HOE VALLEY SCHOOL SUPPORTING STUDENTS WITH MEDICAL CONDITIONS

Person Responsible: Education Committee  
Link Governor: Mrs L Perkins  
Date Adopted: September 2016  
Date of last review: Autumn 2024  
Date of next review: Autumn 2026

*This policy should be read in conjunction with the First Aid and Administration of Medicines Policy, the Parental Complaints Policy and the SEND Policy.*

This policy is written in regard to Section 100 of the Children and Families Act 2014 which places a duty on governing bodies to make arrangements for supporting students at their school with medical conditions.

### 1. AIMS

- To ensure students at school with medical conditions, in terms of both physical and mental health, are properly supported so they can play a full and active role in school life, remain healthy and achieve their academic potential.
- To ensure the needs of children with medical conditions are effectively supported in consultation with health and social care professionals, their parents/carers and the students themselves.

### 2. PROCEDURE

The Head Teacher is responsible for ensuring that whenever the school is notified that a student has a medical condition:

- sufficient staff are suitably trained
- all relevant staff are made aware of a student's condition
- cover arrangements in case of staff absence/turnover is always available
- any supply teachers are briefed
- risk assessments for visits and activities out of the normal timetable are carried out
- individual healthcare plans are monitored (at least annually)
- transitional arrangements between schools are carried out
- if a student's needs change, the above measures are adjusted accordingly

Where students are joining the school at the start of a new academic year, these arrangements should be in place for the start of term. Where a student joins mid-term or a new diagnosis is given, arrangements should be in place as soon as possible, ideally within two weeks.

Prior to joining HVS, each parent/carer will be asked to complete a Student Medical Information Form. These forms will be reviewed by the School First Aid Officer in conjunction with the Head Teacher and taking account of any advice given by a healthcare professional. Following this review, any students that need an Individual Healthcare Plan (IHP) will be identified.

If the parents, healthcare professional and school agree that an IHP is inappropriate or disproportionate, a record of the student's medical condition and any implications for the student will be kept in the school's medical record and the student's individual record.

### **3. INDIVIDUAL HEALTHCARE PLANS (IHPS)**

Any student with a medical condition requiring medication or support in school should have an individual healthcare plan (IHP) which details the support that the student needs unless it has been agreed that this would be inappropriate or disproportionate.

The following information should be considered when writing an individual healthcare plan:

- the medical condition, its triggers, signs, symptoms and treatments
- the student's resulting needs, including medication and other treatments, times, facilities, equipment, testing, dietary requirements and environmental issues
- specific support for the student'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
- who in school needs to be aware of the student'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 (students 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 student can participate
- confidentiality
- what to do if a student refuses to take medicine or carry out a necessary procedure
- what to do in an emergency, who to contact and contingency arrangements
- where a student has SEN but does not have an Education, Health and Care plan, their special educational needs should be mentioned in their individual healthcare plan

Appendix 1 contains the template to be used

## **4. ROLES AND RESPONSIBILITIES**

Supporting a student with a medical condition during school hours is not the sole responsibility of one person. The school will work collaboratively with any relevant person or agency to provide effective support for the student.

### **4.1 The Board of Governors**

- must make arrangements to support students with medical conditions and ensure this policy is developed and implemented
- must ensure sufficient staff receive suitable training and are competent to support students with medical conditions
- must ensure the appropriate level of insurance is in place and appropriately reflects the level of risk

### **4.2 The Head Teacher**

- should ensure all staff are aware of this policy and understand their role in its implementation
- should ensure all staff who need to know are informed of a student's condition
- should ensure sufficient numbers of staff are trained to implement the policy and deliver IHPs, including in emergency and contingency situations, and they are appropriately insured
- is responsible for the development of IHPs

### **4.3 HVS Staff**

- any staff member may be asked to provide support to students with medical conditions, including the administering of medicines, although they cannot be required to do so
- should receive sufficient and suitable training and achieve the necessary level of competency before taking on the responsibility of supporting students with medical conditions
- any staff member should know what to do and respond accordingly when they become aware that a student with a medical condition needs help

### **4.4 HVS First Aiders**

- are responsible for notifying the school when a student has been identified as having a medical condition which will require support in school
- may support staff on implementing a student's IHP and provide advice and liaison

### **4.5 Other healthcare professionals**

- should notify the school when a student has been identified as having a medical condition that will require support at school
- may provide advice on developing healthcare plans
- specialist local teams may be able to provide support for particular conditions (e.g. Asthma, diabetes)

#### **4.6 HVS Students**

- should, wherever possible, be fully involved in discussions about their medical support needs and contribute to, and comply with, their IHP
- should, wherever possible, take increasing responsibility for remembering to collect or take medicines

#### **HVS Parents/Carers**

- must provide the school with sufficient and up-to-date information about their child's medical needs
- are the key partners and should be involved in the development and review of their child's IHP
- should carry out any action they have agreed to as part of the IHP implementation

### **5. NOTES**

The school does not have to accept a student identified as having a medical condition at times when it would be detrimental to the health of that student or others to do so.

The following practice is considered not acceptable:

- preventing students from easily accessing their medication and administering it when and where necessary
- assuming students with the same condition require the same treatment
- ignoring the views of the student, their parents; ignoring medical advice or opinion
- sending students with medical conditions home frequently or prevent them from staying for normal school activities (unless specified in IHP)
- penalising students for their attendance record if their absences are related to their medical condition that is recognised under this policy
- preventing students from drinking, eating or taking toilet breaks whenever they need to in order to manage their medical condition effectively
- to require parents to attend school to administer medication or provide medical support to their child, including toileting issues (no parent should have to give up working because the school is failing to support their child's medical needs)
- preventing students from participating, or create unnecessary barriers to students participating in any aspect of school life, including school trips (such as requiring parents to accompany the student)

### **6. COMPLAINTS**

Should parents or students be dissatisfied with the support provided they should discuss their concerns directly with the school. If this does not resolve the issue, they may make a formal complaint via the school's complaints procedure (please see Parental Complaints Policy)

## INDIVIDUAL HEALTHCARE PLAN

Student's Name			
Year Group		Date of birth	
Student Address			
Medical diagnosis or condition			
Date:		Review Date:	
<b>Family Contact Information</b>			
Name			
Daytime No:		Mobile No:	
Relationship to child			
Name			
Daytime No:		Mobile No:	
Relationship to child			
<b>Clinic/Hospital Contact</b>			
Name			
Phone no.			
<b>G.P.</b>			
Name			
Phone no.			

<b>Symptoms, triggers, signs and treatments</b>	
<b>Describe students' needs:</b> <i>(Name of medication, dose, method of administration, time to be taken, administered by/self-administered with /without supervision, facilities, equipment or devices, dietary requirements and environmental issues.)</i>	
<b>Daily care requirements</b>	N/A

<b>What to do if student refuses to take medicine or carry out a necessary procedure?</b>	
<b>Arrangements required for school visits/trips to ensure the student can participate</b>	
<b>Describe what constitutes an emergency, and the action to take if this occurs</b>	
<b>Who is responsible in an emergency? <i>(if different for off-site activities)</i></b>	
<b>Who in HVS needs to be aware of the student's medical needs</b>	
<b>Staff training needed/undertaken</b>	

Signed: ..... Date:  
 .....

Relationship to the Student:  
 .....

Signed on behalf of the School: ..... Date:  
 .....

**Form copied to**

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|--|
| Student's medical file<br>School's database (SIMS)<br>Google Drive |
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