



PRINCE REGENT

STREET TRUST

Supporting Pupils with Medical Needs Policy

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1. Aims

This policy aims to ensure that:

- Pupils, staff and parents understand how our schools in Prince Regent Street Trust will support pupils with medical conditions;
- Pupils with medical conditions are properly supported so that they can:
 - Play a full and active role in school,
 - Remain healthy;
 - Achieve their academic potential; and
 - Access the same opportunities as other pupils, including school trips and sporting activities.
- Parents and pupils have confidence in the Trust and schools' ability to provide effective support for medical conditions in school.

The Trust Board will implement this policy by:

- Making sure sufficient staff are suitably trained;
- Making staff aware of pupils' conditions, where appropriate;
- Making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions;
- Providing supply teachers with appropriate information about the policy and relevant pupils;
- Developing and monitoring individual healthcare plans (IHPs).

The Headteacher is the person with responsibility for implementing this policy.



2. Legislation and Statutory Responsibilities

This policy meets the requirements under [Section 100 of the Children and Families Act 2014](#), which places a duty on governing boards to make arrangements for supporting pupils at their school with medical conditions.

It is also based on the Department for Education (DfE)'s statutory guidance on [supporting pupils with medical conditions at school](#).

We also use the North Yorkshire County Council '**Guidance for Supporting Children and Young people with Medical Conditions in School Feb 2015**'.

This policy also complies with our funding agreement and articles of association.

3. Planning Ahead

We have a responsibility to plan ahead for pupils with medical conditions who may enrol for our school in the future and we do this by:

- Having some staff who have the duties of administering medicines and undertaking health care procedures written into their job descriptions.
- Ensuring other staff are aware that they may volunteer to do these duties and that they also have responsibilities in emergency situations.
- Having record keeping procedures in place for administering medication.
- Having storage facilities in place for medication.
- Having identified a suitable area within school for undertaking health care procedures.
- Having suitable toileting facilities for pupils which are clean, safe and pleasant to use.
- Having flexible policies which take into consideration medical conditions e.g. we do not refuse access to the toilet at any time to any pupil with a medical condition that requires this.
- Appointing a member of staff to be our Named Person for medical needs.
- Following the guidance provided by the Local Authority in 'Procedures for Supporting Children & Young People with Medical Conditions' August 2021.

4. Roles and Responsibilities

The Trust Board

The Trust Board has ultimate responsibility to make arrangements to support pupils with medical conditions. The Trust Board along with local governing bodies 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 holds overall responsibility for the following but may delegate some of the responsibilities to a named person:

- Ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks.
- Liaise between interested parties including pupil, school staff, pastoral support/welfare officers, teaching assistants, Health Services, parents and governors.



- Ensure information held by the school is accurate and up to date and that there are good information sharing systems in place using Individual Healthcare Plans (IHPs).
- Ensure pupil confidentiality.
- 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 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 school staff are appropriately insured and aware that they are insured to support pupils in this way.
- Contact the school nursing service in the case of any pupil who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school 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.
- Ensure absences due to medical needs are monitored and alternative arrangements for continuing education are in place.
- Check medication held in school termly for expiry dates and dispose of accordingly.
- Inform parents when supply of medicine needs replenishing / disposing.
- Quality assure record keeping.
- Work together to quality assure staff competency in specific procedures.
- Where a pupil is open to the Medical Education Service (MES) the Headteacher will:
 - Identify a named school contact to liaise directly with the MES
 - Ensure the named contact arranges regular Pupil Reintegration Education Plan (PREP) meetings in a timely way
 - Ensure the pupil's teachers liaise directly with the MES & share appropriate resources (laptop/schemes of work/lesson plans etc) prior to provision from the MES starting
 - Arrange an appropriate space in school for the pupil to have provision from the MES
 - Ensure school is in regular contact with the pupil and parent/carer
 - Maintain safeguarding responsibility & identify the Designated Safeguarding Lead (DSL)
 - Enter the pupil for exams & arrange access & invigilation arrangements
 - Make arrangements for EHCARs and EHCP Reviews, where appropriate
 - Facilitate career interviews
 - Be active in the monitoring of progress and the reintegration into school, using key staff to facilitate the reintegration into school
 - Support transitions

Staff

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

Teachers will take into consideration 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.

All staff have a responsibility to:

- Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency.
- Understand and implement this medical policy.
- Know which pupils in their care have a medical condition.
- Allow all pupils to have immediate access to their emergency medication.
- Maintain effective communication with parents including informing them if their child has been unwell at school.
- Ensure pupils who carry their medication with them have it when they go on a school trip or out of the classroom e.g. to the field for PE.
- Be aware of pupils with medical conditions who may be experiencing bullying or need extra social support.
- Ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in.
- Ensure pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

Teaching Staff Responsibilities

Teachers have a responsibility to:

- Ensure pupils who have been unwell catch up on missed school work.
- Be aware that medical conditions can affect a pupil's learning and provide extra help when needed.
- Liaise with parents, healthcare professionals and special educational needs co-ordinator if a pupil is falling behind with their work because of their condition.
- If a child is open to the Medical Education Service (MES) the pupil's teachers will:
 - Liaise directly with the MES
 - Share schemes of work, lessons plans & resources with the MES in a timely manner prior to the provision starting
 - Moderate & standardise work completed by the pupil at least once a term.

First Aiders Responsibilities

We have trained first aiders on site at all times throughout the school day who are aware of the most common serious medical conditions in their school. **All PE teachers and lunchtime supervisors are first-aid-trained and made aware of the most common serious medical conditions in school, which pupils are affected, and how to respond in a medical emergency. Training is refreshed regularly.**

School Educational Needs and Disabilities Co-Ordinator Responsibilities

The SEND Co-Ordinator has a responsibility to:



- Help update the school's medical condition policy.
- Know which pupils have a medical condition and which have special educational needs because of their condition.
- Ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in exams or coursework.
- Where a pupil has SEN but does not have an Education and Health Care Plan (EHCP), ensure their SEN is mentioned in their IHP.
- Where a pupil has a SEN identified in an EHCP, ensure the IHP is linked to or a part of that EHCP.

Pupils

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Pupils 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.

Pupils will:

- Treat other pupils with and without a medical condition equally.
- Tell their parents, teacher or nearest staff member when they or another pupil is not feeling well. We remind all pupils of this on an annual basis.
- Treat all medication with respect.
- Know how to gain access to their medication (includes emergency medication).
- Ensure a member of staff is called in an emergency situation.

Parents

Parents are expected to support their child by:

- Telling school if their child has / develops a medical condition.
- Immediately informing (the school office) in writing if there are any changes to their child's condition or medication.
- Ensuring that they / their emergency representative is contactable at all times.
- Administering medication out of school hours, wherever possible.
- Undertaking health care procedures out of school hours wherever possible.
- Ensuring they supply school with correctly labelled in date medication.
- Completing the necessary paperwork e.g. request for administration of medication.
- Collecting any out of date or unused medicine from school for disposal.
- Keeping their child at home if they are not well enough to attend school / infectious to other people.
- Ensuring their child catches up on any school work they have missed.
- Ensuring their child has regular reviews about their condition with their doctor or specialist healthcare professional.
- Being involved in the development and review of their child's IHP and may be involved in its drafting.
- Carrying 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.



Parents who do not provide this support should be aware that we may not be able to fully support their child's medical condition in school.

5. Equal Opportunities

Prince Regent Street Trust 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 schools 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 and any relevant healthcare professionals will be consulted.

6. Procedure to be followed when school is notified that a pupil has a medical condition

Notification of a pupil's medical condition may come via a number of routes e.g. by parents, school nurse, admission forms etc. Whatever the route the Headteacher must be informed as soon as possible.

They must then:

- Seek further information about the condition.
- Determine with the support of parents and relevant health professional whether an Individual Healthcare Plan (IHP) is required.
- Identify any medication / health care procedures needed.
- Identify any aspects of a pupils care they can manage themselves.
- Identify which staff will be involved in supporting the pupil.
- Identify what, if any, training is needed, who will provide this and when.
- Identify which staff need to know the details of the pupil's medical condition and inform them as appropriate.
- Ensure parent/s written permission is received for any administration of medication.

The school will make every effort to ensure that arrangements are put into place within two weeks, or by the beginning of the relevant term for pupils who are new to our school.

7. Individual Healthcare Plans (IHPs)

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

N.B. Please note that the IHP would normally cover everything that would be covered in a Risk Assessment so it is unlikely that a separate risk assessment would be required.

The Headteacher has overall responsibility for the development of IHPs for pupils with medical conditions.



Plans will be reviewed at least annually, or earlier if there is evidence that the pupil's needs have changed. Plans will be kept according to NYCC guidance & the requirements of the UK GDPR.

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

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

Not all pupils with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents 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. Any decisions made and the reasons for them must be adequately recorded and the information shared with parents unless there is a safeguarding concern

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

IHPs will be linked to, or become part of, any Education, Health and Care Plan (EHCP). If a pupil has SEN but does not have an EHCP, the SEN will be mentioned in the IHP.

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 board and the headteacher/SENDCO will consider the following when deciding what information to record on IHPs:

- 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, 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 and the Headteacher 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/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.

8. Managing Medicines

Administration of Prescribed Medication

Prescription medicines will only be administered at school:

- When it would be detrimental to the pupil's health or school attendance not to do so; and
- Where we have parents' written consent.

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

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

The school 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 school 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. Pupils 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 pupils and not locked away.

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

Administration of Non-Prescribed Medication

Non-prescribed medication can only be administered in a school where it is absolutely essential to the pupil's health and where it cannot be taken out of the school hours.

When non-prescribed medicine is administered it must have prior written parental consent form and a record of administration form must be kept.

The school should ensure they treat the non-prescribed medication the same as if it were prescribed i.e. checking the packaging, expiry date, dosage, administration instructions, correct storage etc.

Non – prescribed medication should be provided by the parents. The School will not routinely hold their own stocks of medication.



Administration of Medication – General

All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication unless they have been specifically contracted to do so or it is in their job description.

For medication where no specific training is necessary, any member of staff may administer prescribed and non-prescribed medication to pupils but only with a parent's written consent.

Some medicines require staff to receive specific training on how to administer it from a registered health professional.

Refusal

If a pupil refuses to take their medication, school staff will record this on the administration of medicine record. Parent/s will be informed as soon as it is reasonably possible to do so that they can make alternative arrangements.

Pupils who can manage their own needs

We encourage all pupils to manage as much of their own needs as is appropriate. The Headteacher / SENDCO will determine after discussion with parents whether a pupil is competent to manage their own medicine and procedures and this will be reflected in their IHP.

Where a pupil has been recently diagnosed, or has an additional disability/condition e.g. visual impairment, we support them to gradually take on more of their own care, over time, as appropriate with the aim of them becoming as independent as possible. Where pupils self-administer we will provide supervision as appropriate.

We aim for our pupils to feel confident in the support they receive from us to help them do this.

Safe Storage

The Headteacher ensures the correct storage of medication at school.

The Headteacher ensures the expiry dates for all medication stored at school are checked (frequency) and informs parents by letter in advance of the medication expiring.

Some medications need to be refrigerated. These are stored in a clearly labelled airtight container in the fridge located in the staffroom. This area is inaccessible to unsupervised pupils.

Pupils 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 pupils and not locked away.

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

Safe Disposal

Parents are asked to collect out of date medication.



If parents do not collect out of date medication, it is taken to a local pharmacy for safe disposal.

Disposal of medication is recorded on the administration of medication record.

9. Unacceptable Practice

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

- Prevent pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary.
- Assume that every pupil with the same condition requires the same treatment.
- Ignore the views of the pupil or their parents.
- 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 IHPs.
- If the pupil becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable.
- Penalise pupils 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 pupil, 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 pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany their child.
- Administer, or ask pupils to administer, medicine in school toilets.

10. School Trips

Staff organising our school trips ensure:

- They plan well in advance.
- They seek information about any medical / healthcare needs which may require management during a school trip. This is specifically relevant for residential visits when pupil may require medication / procedures that they would not normally require during the daytime.
- That any medication, equipment, healthcare plans are taken with them and kept appropriately during the trip.
- They do a risk assessment which includes how medical conditions will be managed in the trip. Staff are aware that some pupils may require an individual risk assessment due to the nature of their medical condition.



11. Emergency Procedures

We are aware that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood. All pupils' IHPs will clearly set out what constitutes an emergency and will explain what to do.

We have a procedure in place for dealing with emergencies (for example calling 999) and all staff know they have a duty to take swift action. The Headteacher / SENDCO ensures that all staff feel confident in knowing what to do in an emergency.

If a pupil needs to be taken to hospital, an ambulance will be called and, if parents are not available, a member of staff will accompany and school will phone the parent/s to meet the ambulance at casualty. The member of staff will stay with the pupil until a parent arrives. Health professionals are responsible for any decisions on medical treatment in the absence of a parent.

12. Staff Training

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

The training will be identified during the development or review of IHPs. Staff who provide support to pupils 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 pupils.
- Fulfil the requirements in the IHPs.
- Help staff to develop an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures.

Arrangements for induction of new staff are described within the Induction Policy.

Staff must not give prescription medicines or undertake healthcare procedures without appropriate training. In some cases, written instructions from the parent or on the medication container dispensed by the pharmacist is sufficient and the Headteacher will determine this.

We aim for all staff to receive basic awareness training in the following more common conditions:

- Asthma
- Epilepsy
- Allergic reaction



This training is delivered regularly by qualified medical professionals. This is supported by having information about these conditions located in the staff room, school office and classrooms, as required.

13. Record Keeping

The governing board will ensure that written records are kept of all medicine administered to pupils for as long as these pupils are at the school. Parents will be informed if their pupil has been unwell at school.

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

All these records will be kept securely and in accordance with the Trust's Records Retention and Disposal Schedule Policy & the requirements of the UK GDPR. All electronic records will be password protected.

Admission Forms

We ask on our Admission Form if a pupil has any medical /health conditions and again at regular times.

School Medical Register

We keep a centralised register of pupils with medical needs. The Headteacher has responsibility for keeping the register up to date.

Asthma

School staff are aware that, although it is a relatively common condition, asthma can develop into a life-threatening situation.

We have a generic asthma plan in place in school which details how asthma attacks are managed. This plan is displayed in prominent locations in school.

Pupils who have asthma will not have an Individual Healthcare Plan unless their condition is severe or complicated with further medical conditions.

The Headteacher and Governing body have chosen to keep emergency Salbutamol inhalers and spacers in school for use by pupils who have a diagnosis of asthma and whose parent/s have given us written permission for their child to use it. This would be in rare circumstances where an inhaler has become lost or unusable. Parents are informed by standard letter if their child has used the school's emergency inhaler.

The Headteacher is responsible for managing the stock of the emergency school Salbutamol inhalers.

The emergency salbutamol inhalers will be kept in the school office. Along with a register of pupils whose parent/s has given permission for these to be used as appropriate.



The Headteacher is responsible for ensuring the emergency inhalers and spacers are washed as necessary.

Data Protection

We will only share information about a pupil's medical condition with those staff who have a role to play in supporting that child's needs, as this is special category information and additional safeguards apply. In some cases, e.g. allergic reactions it may be appropriate for the whole school to be aware of the needs. In other cases, e.g. toileting issues, only certain staff involved need to be aware. We will ensure we have written parental permission to share any medical information. The Trust's Data Protection Policy and Special Category Data Policy ensures staff are aware of their obligations in this area.

14. School Environment

We will ensure that we make reasonable adjustments to be favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

Physical Environment

We have an accessibility plan which outlines how we aim to develop our facilities and staffing to meet potential future health care needs e.g. improved physical access, improved toilet facilities.

Education and Learning

We ensure that pupils with medical conditions can participate as fully as possible in all aspects of the curriculum and ensure appropriate adjustments and extra support are provided.

Teachers and support staff are made aware of the pupils in their care who have been advised to avoid or take special precautions with particular activities.

We ensure teachers and PE staff are aware of the potential triggers for pupils' medical conditions when exercising and how to minimise these triggers.

Staff are aware of the potential for pupils with medical conditions to have special educational needs (SEN). The school's SEND coordinator consults the pupil, parents and pupil's healthcare professional to ensure the effect of the pupil's condition on their schoolwork is properly considered.

Home to School Transport

Parents are responsible for informing SEN transport or Integrated Passenger transport if their child has a medical need that they may require assistance with during the journey to and from school.

Dignity and Privacy

At all times we aim to respect the dignity and privacy of all pupils with medical conditions and we do this by only sharing information with those who have a role in directly supporting the pupil's needs.



Liability and Indemnity

The Trust Board will ensure that the appropriate level of insurance is in place and appropriately reflects the Trust's level of risk.

15. Complaints

Parents with a complaint about their child's medical condition should discuss these directly with the Headteacher / SENDCO / class teacher in the first instance. If the Headteacher cannot resolve the matter, they will direct parents to the school's complaints procedure. For details on how to make a complaint around medical issues in school please follow our school complaints procedure available from the school office, school website and the Trust's website.

16. Monitoring Arrangements

This policy will be reviewed and approved by the Trust Board every three years, or sooner if required.

17. Links to Other Policies

This policy links to the following policies:

- Accessibility Plan
- Complaints Policy
- Data Protection Policy
- Equality Policy
- First Aid Policy
- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Special Category Data Policy
- Special Educational Needs Information Report and Policy

