



THE  
**NEW GUILD**  
TRUST

**Supporting Pupils with  
Medical Conditions  
Policy**



This policy has been adopted on behalf of all academies in the New Guild Trust Academy

Member Academies:-

**Alexandra Infants' School**

**Alexandra Junior School**

**Jackfield Infant School**

**Moorpark Junior School**

**Approval and review**

Committee to approve policy	Finance and Resources
Date of Trustee Board / Academy Committee Approval	
Chair of Trustee Board / Academy committee	
Signature	
Chair of Trustee Board / Academy Representatives	
Policy review period	
Date of policy review	

**Version Control**

Version	Date Approved	Changes	Reason for Alterations
1	Dec 2018		Initial version



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## **Appendices:**

- a) Individual Healthcare Plan (IHC) Implementation Procedure



## 1. Legislative framework

1.1. This policy has due regard to legislation including:

The Children and Families Act 2014  
The Education Act 2002  
The Education Act 1996 (as amended)  
The Children Act 1989  
The NHS Act 2006  
The Equality Act 2010  
The Health and Safety at Work etc. Act 1974  
The Misuse of Drugs Act 1971  
The Medicines Act 1968  
The School Premises (England) Regulations 2012 (as amended)  
The Special Educational Needs and Disability Regulations 2014

1.2. This policy also has due regard to the following guidance:

- DfE (2015) 'Special educational needs and disability code of practice: 0-25 years'
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfEE (2000) 'First aid in schools'
- Ofsted (2015) 'The common inspection framework: education, skills and early years'

## 2. The role of the Local Community Governing Body

### 2.1. The Local Community Governing Body:

- Is legally responsible for fulfilling its statutory duties under legislation.
- Ensures that arrangements are in place to support pupils with medical conditions.
- Ensures that pupils with medical conditions can access and enjoy the same opportunities as any other child at the school.
- Works with health professionals, commissioners and support services to ensure that pupils with medical conditions receive a full education.



- Ensures that, following long-term or frequent absence, pupils with medical conditions are reintegrated effectively.
- Ensures that the focus is on the needs of each pupil and what support is required to support their individual needs.
- Instils confidence in parents/carers and pupils in the school's ability to provide effective support.
- Ensures that all members of staff are properly trained to provide the necessary support and are able to access information and other teaching support materials as needed.
- Ensures that no prospective pupil is denied admission to the school because arrangements for their medical condition have not been made.
- Ensures that pupils' health is not put at unnecessary risk. As a result, it holds the right to not accept a pupil into school at times where it would be detrimental to the health of that pupil or others to do so, such as where the child has an infectious disease.
- Ensures that policies, plans, procedures and systems are properly and effectively implemented.

### **3. The role of parents/carers**

#### **3.1. Parents/carers:**

- Notify the individual school if their child has a medical condition.
- Provide the individual school with sufficient and up-to-date information about their child's medical needs.
- Are involved in the development and review of their child's IHC plan.
- Carry out any agreed actions contained in the IHC plan.
- Ensure that they, or another nominated adult, are contactable at all times.

### **4. The role of school staff in each individual school**

#### **4.1. School staff:**

- May be asked to provide support to pupils with medical conditions, including the administering of medicines, but are not required to do so.
- Take into account the needs of pupils with medical conditions in their lessons when deciding whether or not to volunteer to administer medication.
- Receive sufficient training and achieve the required level of competency before taking responsibility for supporting pupils with medical conditions.



- Know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

## 5. The role of the school nurse/hub

5.1. The school nurse/hub for each individual school:

- At the earliest opportunity, notifies the individual school when a pupil has been identified as having a medical condition which requires support in school.
- Supports staff to implement IHC plans and provides advice and training.
- Liaises with lead clinicians locally on appropriate support for pupils with medical conditions.

## 6. The role of other healthcare professionals

6.1. Other healthcare professionals, including GPs and paediatricians:

- Notify the individual schools' nurse when a child has been identified as having a medical condition that will require support at school.
- Provide advice on developing IHC plans.
- May provide support in the school for children with particular conditions, e.g. asthma, diabetes and epilepsy.

## 7. Admissions

7.1. No child is denied admission to any individual school in the MAT or prevented from taking up a school place because arrangements for their medical condition have not been made.

7.2. A child may only be refused admission if it would be detrimental to the health of the child to admit them into the school setting.

## 8. Managing medicines

8.1. Medicines are only administered at school when it would be detrimental to a pupil's health or school attendance not to do so.

8.2. Each individual school holds an asthma inhaler for emergency use. The inhaler is stored in the school office and their use is recorded. Inhalers are always used in line with the school's Asthma Policy.

## 9. Record keeping

9.1. Written records are kept of all medicines administered to children that have an IHC plan.

## 10. Emergency procedures

10.1. Medical emergencies are dealt with under the individual school's emergency procedures.



## 11. Day trips, residential visits and sporting activities

11.1. Pupils with medical conditions are supported to participate in school trips, sporting activities and residential visits.

11.2. Prior to an activity taking place, the individual school conducts a risk assessment to identify what reasonable adjustments should be taken to enable pupils with medical conditions to participate. In addition to a risk assessment, advice is sought from pupils, parents/carers and relevant medical professionals.

## 12. Complaints

12.1. Parents/carers or pupils wishing to make a complaint concerning the support provided to pupils with medical conditions are required to speak to the individual school in the first instance.

12.2. If they are not satisfied with the school's response, they may make a formal complaint via the school's complaints procedure.

12.3. If the issue remains unresolved, the complainant has the right to make a formal complaint to the Trust and then the ESFA.

12.4. Parents/carers and pupils are free to take independent legal advice and bring formal proceedings if they consider they have legitimate grounds to do so.

**This Policy will be reviewed annually.**