

Supporting children with medical conditions policy

It is the responsibility of all Cathedral Schools Trust employees, governors and volunteers to familiarise themselves with the contents of all Trust policies and any amendments hereafter.

**Cathedral Schools Trust
Hotwells Primary School**

July 2025

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1.Aims

1 This policy aims to ensure that:

- Learners, staff and parents understand how CST schools will support pupils with medical conditions
- Learners with medical conditions are properly supported to allow them to access the same education as other learners, including school trips and sporting activities

1.2 The School will implement this policy by:

- Making sure sufficient staff are suitably trained
- Ensuring that the procedures and arrangements for managing medical conditions and medical emergencies are understood by all staff
- Making staff aware of learners' conditions, where appropriate
- Ensuring they are satisfied that the schools understand the impact of medical conditions on learners' wellbeing and ability to achieve
- Making sure there are cover arrangements to ensure someone is always available to support learners with medical conditions
- Providing supply teachers with appropriate information about the policy and relevant learners
- Developing and monitoring Individual Healthcare Plans (IHCPs)
- Being satisfied that learners are encouraged and supported in managing their own health needs and medicines, as appropriate
- Ensuring that written records are promptly and accurately maintained
- Ensuring that staff have been made aware of unacceptable practice
- Ensure that, in schools with EYFS (children under 5 years), at least one person has a current paediatric first aid certificate and this person must accompany children on outings.

1.3 All schools will welcome and support students with medical needs and ensure that all learners with medical conditions have the same opportunities as others.

2. Introduction

2.1 Ofsted guidance "Learners with Medical Needs' and DfE statutory guidance 'Supporting Pupils at School with Medical Conditions Dec 2015' were used as reference documents as the policy was developed. Supporting pupils at school with medical conditions (publishing.service.gov.uk)

Relationship to Other Policies

- Health and Safety Policy

- Equality Opportunities (Students) Policy
- SEND and Inclusion Policy, including the SEN Information Report
- Accessibility Plan
- Attendance Policy
- Complaints Policy

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.

3. Transition, Welcome and Support Arrangements on Entry

The Trust is an inclusive community that aims to welcome and support learners with medical conditions.

4. Inclusive Practice and Reintegration after Long Term Absence

Schools within the Trust will ensure that learners with medical conditions are included in all activities within the school and appropriate adjustments are made to the activities where possible.

5. Roles and Responsibilities

5.1 The Headteacher

- The headteacher has ultimate responsibility to make arrangements to support learners with medical conditions.

- The headteacher will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions .
- 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 Individual Healthcare Plans (IHCPs), including in contingency and emergency situations.
- Ensure that all staff who need to know are aware of a learner's condition.
- Take overall responsibility for the development of IHCPs, see section 8 for any delegation of this.
- Make sure that school staff are appropriately insured and aware that they are insured to support learners in this way.
- Contact the school nursing service in the case of any learner 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 learner's medical needs and that this information is kept up to date

In practice these responsibilities may be carried out through directing others within the management chain of the school. However, Headteachers remain ultimately responsible for ensuring those persons with delegated responsibility carry out the requirements in full. The Headteacher will therefore need to monitor that the required actions are being undertaken on their behalf.

5.2 Staff

Supporting learners 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 learners with medical conditions, although they will not be required to do so.
- Those staff who take on the responsibility to support learners with medical conditions will receive sufficient and suitable training in administering medicines, and will achieve the necessary level of competency before doing so.
- Teachers will take into account the needs of learners with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a learner with a medical condition needs help.

5.3 Parents

Parents will:

- Provide the school with sufficient and up-to-date information about their child's medical needs
- Be involved in the development and review of their child's IHCP and may be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the IHCP, e.g. provide medicines and equipment, and ensure they or another nominated adult are contactable at all times

5.4 Learners

Learners with medical conditions will often be best placed to provide information about how their condition affects them. Learners should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHCPs. They are also expected to comply with their IHCPs.

5.5 School nurses and other healthcare professionals

The school nursing service and other healthcare professionals will notify the school when a learner has been identified as having a medical condition that will require support in school. This will be before the learner starts school, wherever possible. They may also support staff to implement a child's IHCP.

Healthcare professionals, such as GPs and paediatricians, will liaise with the school's nurses and notify them of any learners identified as having a medical condition. They may also provide advice on developing IHCPs.

6. Equal opportunities

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

7. Being notified that a child has a medical condition

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

The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for learners who are new to the school.

8. Individual healthcare plans (IHCPs)

The headteacher has overall responsibility for the development of IHCPs for learners with medical conditions.

Plans will be reviewed at least annually, or earlier if there is evidence that the learners's needs have changed. Plans will be developed with the learner's best interests in mind and will set out:

- What needs to be done
- When
- By whom

Not all learners with a medical condition will require an IHCP. It will be agreed with a healthcare professional and the parents when an IHCP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the headteacher will make the final decision.

Plans will be drawn up in partnership with the school, parents and a relevant healthcare professional (specialist or paediatrician) who can best advise on the learner's specific needs.

The learner will be involved wherever appropriate. IHCPs will be linked to, or become part of, any Education, Health and Care Plan (EHCP). If a learner has SEND but does not have an EHCP, the SEN will be mentioned in the IHCP. The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed.

The School and the headteacher, will consider the following when deciding what information to record on IHCPs:

- The medical condition, its triggers, signs, symptoms and treatments.

- The learner'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 learner'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 learner 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 learner'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 learner'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 learner 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 learner can participate, e.g. risk assessments.
- Where confidentiality issues are raised by the parent/learner, the designated individuals to be entrusted with information about the learner's condition.
- What to do in an emergency, including who to contact, and contingency arrangements.
- Each school within the Trust will maintain a central record of healthcare plans. Any learner with a serious medical condition will be highlighted to staff via a briefing and photographic information cards displayed in key locations.

9. Training

Staff who are responsible for supporting learners with medical needs will receive suitable and sufficient training to do so. The training will be identified during the development or review of IHCPs. Staff who provide support to learners 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 learners
 - Fulfil the requirements in the IHCPs
 - Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures
- Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

10. Record keeping

The School will ensure that written records are kept of all medicine administered to learners for as long as they are present at the school. Parents will be informed if their child has been unwell at school. IHCPs are kept in a readily accessible place which all staff are aware of.

11. Liability and indemnity

The Trust will ensure that the appropriate level of insurance is in place through the Department for Education's risk protection arrangement (RPA). Individual cover may need to be arranged for any healthcare procedures.

12. Complaints

Parents with a complaint about their child's medical condition should discuss these directly with the headteacher in the first instance. If the headteacher

cannot resolve the matter, they will direct parents to the school's complaints procedure.

13. Monitoring arrangements

The Policy will be reviewed every two years. In addition to the information gathered above, key staff, parents of learners with medical conditions and key health professionals will be asked for their views on the school's practice and adherence to the procedures.

14. Risk Assessments

Each school within the Trust will carry out individual risk assessments for learners who participate in out of school activities, work placements and trips to ensure that appropriate provision is made for the health, safety and wellbeing of both learners and staff.

15. Version Control

Version	Date	Amended by	Recipients	Purpose
1	June 2024	Risk and Audit Committee	Members of CST, every Trustee, each Local Governor, all Cathedral Schools Trust employees and volunteers and others at the discretion of the Chairman of the Trustees of CST. CST Website updated.	Annual Review
2	1st July 2025	Risk and Audit Committee/ Trustees		