

The Billericay School

Students with Medical Conditions Policy



Date of Last Review: September 2021

Status: Statutory

Committee: LGB

Staff Lead: Karen Cooper

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SECTION 1

INTRODUCTION

1.0. Legislation

This policy is in line with:

- Supporting pupils at school with medical conditions: Statutory guidance for governing bodies of maintained schools and proprietors of academies in England (2015) [Supporting-pupils-at-school-with-medical-conditions Dec 15.pdf](#)

1.1. Statement of Intent:

The Billericay School wishes to ensure that pupils with medical conditions receive appropriate care and support at school. This policy has been developed in line with the Department for Education's guidance updated in December 2015 "Supporting Pupils at School with Medical Conditions".

The Billericay School places a clear emphasis on meeting the needs of pupils with SEN and Disabilities and this includes children with medical conditions. This policy has been developed using Ofsted guidance regarding students with medical needs (September 2104), and with reference to DFE guidance 'Supporting Pupils at School with Medical Conditions' (December 2015), The Equality Act (2010), and The Special Educational Needs and Disability Code of Practice (2015), Education Act (1996) and (2002), The Children's Act (1989) and (2004), The NHS Act (2006).

1.2. Aims:

- Students with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.
- Clear arrangements are in place in schools to support students with medical conditions, so that they can play a full and active role in school life, remain healthy and achieve their academic potential.
- The Billericay School will consult with health and social care professionals, parents and students to ensure that the needs of students with medical conditions are effectively supported.

1.3. Objectives:

- To ensure the provision of on-going support to children and young people with long term and complex medical conditions is in place, monitored and reviewed.
- To ensure the school's ability to supply emergency intervention, where required, is in place.
- To ensure staff are aware of social and emotional implications of long-term ill health for individual students, and that provision is made to support students in this position.
- To ensure the student's reintegration back into school, following long-term illnesses/ medical conditions, is planned and supported.
- To ensure short term and frequent absences for students who have to attend frequent medical appointments are also effectively managed, and that appropriate support is put into place to limit the impact on the student's educational attainment and emotional well-being.

Key Roles and Responsibilities

2.0. The Local Authority (LA) is responsible for:

- Promoting cooperation between relevant partners and stakeholders regarding supporting students with medical conditions.
- Providing support, advice and guidance to schools and their staff.
- Making alternative arrangements for the education of students who need to be out of school for fifteen days or more due to a medical condition.

2.1. The Governing Body is responsible for:

- The overall implementation of the 'Students with Medical Conditions Policy' and procedures of The Billericay School.
- Ensuring that the 'Students with Medical Conditions Policy', as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation. In addition, that no child or young person with a medical condition should be denied admission or prevented from taking up a place in school because arrangements for their medical condition has not been met.
- Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- Ensuring that all students with medical conditions are able to participate fully in all aspects of school life. In doing so, Governors may take into account that school procedures and facilities are such that school systems can deal with students needs in a flexible manner, and involve, for example, programmes of study that rely on part time attendance at school or alternative programmes of study at alternative venues. Support must take into account the needs of children and young people as individuals, and should work towards increasing the individual's confidence and ability to self-care.
- Ensuring that relevant training is delivered to staff members who take on responsibility to support children with medical conditions.
- Guaranteeing that information and teaching support materials regarding supporting students with medical conditions are available to members of staff with responsibilities under this policy.
- Ensuring that the relevant staff are keeping written records of any and all medicines administered to individual students and across the school population.
- Ensuring that parents and students remain confident in the school's ability to provide effective support for children and young people with medical conditions at the school.
- Ensuring the level of insurance in place reflects the level of risk, and that suitable risk assessments are in place for school trips and other activities outside of the normal timetable.

2.2. The Assistant Headteacher (Additional Needs) is responsible for:

- The day-to-day implementation and management of the 'Students with Medical Conditions Policy' and procedures.
- Ensuring the policy is developed effectively with partner agencies.
- Making staff aware of this policy.

- Liaising with healthcare professionals regarding the training required for staff, including ensuring that the school nursing service is consulted in the case of any student who has a significant medical condition
- Making staff who need to know, aware of a student's medical condition.
- Developing and implementing Individual Healthcare Plans (IHCPs) / Education and Health Care Plans (EHC) in liaison with the Medical Assistants.
- Ensuring a sufficient number of trained members of staff (including medical room staff and welfare assistants) are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.

2.3. Welfare Assistants working within an IHCP/EHCP are responsible for:

- Administering medication, if they have agreed to undertake that responsibility, in accordance with the IHCP/EHCP
- Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, where the support may be emergency in nature, e.g. Administering Epipens or calling an ambulance.

2.4. Staff are responsible for:

- Taking appropriate steps to support students with medical conditions.
- Where necessary, making reasonable adjustments to include students with medical conditions into lessons.
- Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.
- Referring students to Medical Room, if they have any concerns about a student's health. Referring students to the Safeguarding team, if they have any concerns about a child or young person's health or wellbeing.

2.5. School nurses are responsible for:

- Notifying the school when a student has been identified as requiring support in school due to a medical condition.
- Liaising locally with lead clinicians on appropriate support.

2.6. Parents and carers are responsible for:

- Keeping the school informed about any changes to their child/children's health.
- Completing a parental agreement for school to administer medicine form before bringing medication into school.
- Providing the school with the medication their child requires and keeping it up to date.
- Collecting any leftover medicine at the end of the course or year.
- Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- Participating in the development of an IHCP/EHCP where appropriate.

2.7. The role of the child

- Students who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- If students refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- When appropriate, students will be encouraged to take their own medication under the supervision of the medical room staff.

SECTION 3

ADDITIONAL INFORMATION

3.0. Definitions

“Medication” is defined as any prescribed or over the counter medicine.

“Prescription medication” is defined as any drug or device prescribed by a doctor.

A “staff member” is defined as any member of staff employed at The Billericay School.

4.0. Training of staff

- Teachers and support staff will receive training on the ‘Students with Medical Conditions Policy’ as part of their new starter induction, ‘SEN Session’.
- Teachers and support staff will receive regular and ongoing training as appropriate.
- Teachers and support staff who undertake responsibilities under this policy will receive specialist training as required.
- No staff member will be asked to administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility.
- No staff member may administer drugs by injection unless they have received training in this responsibility, with the exception of EpiPens (which may be administered in an emergency).
- The HR Officer (T Salmon) will keep a record of training undertaken and a list of staff qualified to undertake responsibilities under this policy.

5.0. Individual Healthcare Plans (IHCPs)

- Where necessary, an Individual Healthcare Plan (IHCP) or EHCP (SEND) will be developed in collaboration with the student, parents/carers, Medical Room Staff (Ms Hamilton and Mrs Turner), Assistant Headteacher for Additional Needs (K Cooper) and medical professionals.
- IHCPs will be easily accessible whilst preserving confidentiality.
- IHCPs will be reviewed at least annually or when a student’s medical circumstances change, whichever is sooner.
- Where a student has an Education, Health and Care plan or special needs statement, the IHCP will be linked to it or become part of it.
- Where a student is returning from a period of hospital education or alternative provision or home tuition, The Billericay School will work with the LA and education provider to ensure that the IHCP identifies the support the student needs to reintegrate.

6.0. Policy Review

- This policy document will be reviewed by the Assistant Head [Additional Needs], Senior Leadership Team and the Governing Body on an annual basis to ensure it is up to date with current legislation and best practice.

Next review due: September 2022

Appendix 1

Education for Children with Health Needs who cannot Attend School

Guidance related to ensuring a good education for students who are unable to attend school due to medical needs.

[health_needs_guidance_accessible.pdf](#)