



BUGLAWTON PRIMARY SCHOOL

Be the Best We Can

Supporting Pupils with Medical Needs Policy

Member of staff responsible:
Approved by Full Governing Body:
Review date:

Miss A Kennerley
Autumn 2025
Autumn 2027

Most pupils at some time have a medical condition, which could affect their participation in school activities. This may be a short term situation or a long term medical condition which, if not properly managed, could limit their access to education. Individual schools are required to develop their own Health and Safety Policies to cover a wide variety of issues and have a specific policy to outline procedures for supporting pupils with medical needs, including the safe management of medication.

(The Director of Education and Cultural Services March 2002)

Teachers are not required to administer medication or to support pupils with medical needs as part of their employment contract but they may volunteer to do so. All staff may wish to discuss this with their particular Teacher Association and County Council regarding their indemnity policy. In some cases, the contracts for non-teaching staff or Teaching Assistants may include references to the administration of medication and/or the undertaking of medical procedures. Such contracts will of course be agreed on an individual basis.

In December 2015 the government released a document requiring governing bodies to make arrangements to support pupils at school with medical conditions. The aim is to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

Action in Emergencies

This policy does not replace the protocol and procedures already in place in school for emergency situations. Failure to act in an emergency situation could result in a teacher or other member of school staff being found in breach of the statutory duty of care.

Rationale

Buglawton Primary School wishes to provide a fully inclusive educational and pastoral system. To do this we need to ensure that correct procedures and protocols are in place to enable any pupil with a long-term medical condition to be able to attend school or have minimum disruption to their education.

Parents of children with medical conditions are often concerned that their child's health will deteriorate when they attend school. This is because pupils with long-term and complex medical conditions may require on-going support, medicines or care while at school to help them manage their condition and keep them well. Others may require monitoring and interventions in emergency circumstances. It is also the case that children's health needs may change over time, in ways that cannot always be predicted, sometimes resulting in extended absences. It is therefore important that parents feel confident that schools will provide effective support for their child's medical condition and that pupils feel safe. In making decisions about the support they provide, schools should establish

relationships with relevant local health services to help them. This policy sets out the schools aims and procedures.

Aims

- To ensure as little disruption to our pupils' education as possible.
- To develop staff knowledge and training in all areas necessary for our pupils.
- To ensure we develop links with all outside agency support systems where needed
- To ensure safe storage and administration of agreed medication.
- To provide a fully inclusive school.

Definition

This is not a policy for short-term illness and related medication for example antibiotics or paracetamol for a cold or eye infection etc. Any pupil who is infectious or too poorly should not attend school until they are well enough. In the event of a prescription for medicine to be taken in school, parents should contact the school office.

This policy relates to pupils who have a recognised medical condition, which will last longer than 15 days and will require the pupil to have a care plan protocol in school. In such cases an Individual Health Care Plan (IHCP) would generally be adopted in school with the parents' consent and input. An IHCP usually consists of a Buglawton Primary School Medical Pupil Profile attached to a National Health Service Plan. This is to ensure a medical specialist has devised and written the Health Service Plan, which is then adopted by school, in discussion with the Health professional.

Identification

We will work with the parents and medical professionals to ensure we have specific protocols in place as soon as the child starts school. This may take the form of information sharing, developing specific care plans, organising training, employing new staff or reorganising classroom facilities.

We will also send out data collection sheets annually to parents to ensure all our records are up to date.

Provision and Organisation

The school will follow the guidance given by the government and Cheshire East County Council regarding supporting pupils with medical needs in school.

Training regarding specific conditions will be delivered as required. This is usually within the term of a new pupil beginning school but if necessary before they commence their education at Buglawton Primary School. General training on awareness of medical conditions and their possible medication implications will occur annually. This will run in parallel with the school's first aid training, which will continue to be under the guidance of the Health and Safety Policy. Pupils requiring continuous support for a medical condition will be given an Individual Health Care Plan (IHCP).

Individual Health Care Plans (IHCP)

The main purpose of an IHCP is to identify the level of support that is needed at school for an individual child. The IHCP clarifies for staff, parents/carers and the child the help the school can provide and receive. These plans will be reviewed annually as a minimum, or more frequently at the request of parents/carers or the school.

An IHCP will include:

- Details of the child's condition
- What constitutes an emergency
- What action to take in an emergency
- What not to do in the event of an emergency
- Who to contact in an emergency
- The role of staff
- Special requirements e.g. dietary needs, pre-activity precautions
- Side effects of medicines

A copy will be given to parents/carers, class teachers for the class SEND file and a copy will be retained in the medical needs file in the office. The general, school medical pupil profile information sheet given to all staff will indicate that the child has an IHCP.

All trained staff will ensure they are aware of the protocols and procedures for specific pupils in school through attending training provided and reading care plans devised for individual pupils.

Pupils will not be able to carry any medication and it will be kept in the school office with the exception of inhalers for asthma control (which will be kept in the classes emergency box on/in teacher's tables), or care plan specified medication. No pupil is allowed to have any non-prescription drugs in school; this is to ensure that no pupil unwittingly or otherwise gives another pupil his or her medication.

Medication will be stored in the school office and clearly labelled.

Roles and Responsibility

The ultimate responsibility for the management of this policy in school is with the Headteacher and Governing Body.

The Senior Leadership Team will manage the policy on a day-to-day basis and ensure all procedures and protocols are maintained. In the event of staff illness, a member of the Senior Leadership Team will ensure that any supply teachers are aware of specific medical needs and that appropriate support has been put in place.

School Visits/ Residential

When preparing risk assessments staff will consider any reasonable adjustments they might make to enable a child with medical needs to participate fully and safely on visits. Additional safety measures may need to be taken for outside visits and it may be that an additional staff member, a parent/carer or other volunteer might be needed to accompany a particular child. Arrangements for taking any medicines will need to be planned for as part of the risk assessment and visit planning process. A copy of IHCP should be taken on trips and visits in the event of information being needed in an emergency.

When the administration of non-emergency medication is required staff may exercise their voluntary right to not administer, this right maybe selective on the grounds of the type of medication in question.

The members of staff willing to administer the medication to a pupil should be recorded in the individual care plan and this voluntary responsibility can be withdrawn at any time.

Other Support

Outside agencies such as:

- School Nurse Service
- Medical specialists relating to pupil
- Social Services
- SEND Advisory Team
- Specialist Support Groups
- Educational Psychology Team
- Child Protection Team

Avoiding Unacceptable Practice

Each case will be judged individually but in general the following behaviour is not considered acceptable in Buglawton Primary School:

- Preventing children from easily accessing their inhalers and medication and administering their medication when and where necessary.

- Assuming that pupils with the same condition require the same treatment.
- Ignoring the views of the pupil and/or their parents or ignoring medical evidence or opinion.
- Sending pupils home frequently or preventing them from taking part in activities at school
- Sending the pupil to the school office alone or with an unsuitable escort if they become ill.
- Penalising pupils with medical conditions for their attendance record where the absences relate to their condition.
- Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues.
- Creating barriers to children participating in school life, including school trips.
- Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition effectively.

Insurance

Teachers who undertake responsibilities within this policy will be assured by the Headteacher that they are covered by the LA/school's insurance.

Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions. Those who wish to see the documents should contact the Head.

Complaints

All complaints should be raised with the school in the first instance.

The details of how to make a formal complaint can be found in the School Complaints Policy.

Monitoring and Evaluation

This policy will be monitored yearly and updated when necessary. We will ensure new legislation is incorporated. Staff will regularly receive opportunities to discuss and evaluate the management of the procedures and protocols in school.

This policy will also be made available to parents through the website. We will ask parents for annual updates regarding medical information.

Cheshire East Medical Needs Team

The aim of the Cheshire East Medical Needs Team is to deliver good quality short term intervention to improve the educational outcomes of young people with medical needs that prevent them from attending school full time. The aim is to return a pupil to full time education in school at the earliest opportunity. In the first instance a pupil will be offered up to 2 terms support, working towards reintegration by the end of the second term or sooner. This is in line with statutory guidance published by the Department for Education (DfE) 'Ensuring a good education for children who cannot attend school because of health needs' (January 2013).

In line with the statutory guidance referred to above:

'All pupils should continue to have access to as much education as their medical condition allows so that they are able to maintain the momentum of their education to keep up with their studies.'

Pupils covered by the guidance are those with physical illness or injury (for example cancer, chronic fatigue syndrome, preparing for or recovering from operations, recovering from road traffic accidents) and those who are in receipt of CAMHS (Child and Adolescent Mental Health) support at tier three or above.

The pupil will remain on the school roll throughout the process. The pupils should have **ongoing** medical support from specialist medical teams e.g. CAMHS, oncology, etc.

Once the illness ceases and there is no ongoing medical intervention, the pupil will return to school, generally with a reintegration plan devised by all agencies concerned, based on their individual needs.

Procedure for referral:

The school will be responsible for referring pupils to the Medical Needs Team, by completing form MN1, once:

- A pupil has been absent for 15 days with illness or the school is aware that the pupil will be absent e.g. after a planned medical procedure;
- A pupil's attendance is less than 50% **and** they have an identified medical need; or
- They have been in hospital and are not well enough to return to school immediately.

This application must be supported by medical confirmation from one of the following health professionals:

- Consultant Paediatrician or Adolescent Psychiatrist;
- Consultant Child Psychiatrist;
- Hospital Consultant

The referring school is responsible for ensuring the fully completed MN1 form is sent to the Medical Needs Team. Schools must be aware that an incomplete referral cannot be accepted by the team and may cause a delay in initiating support for a young person.

Allocation of support

On receipt of the completed forms the allocation panel will consider the request at its next meeting. The panel will inform the school of its decision and if accepted will allocate a lead teacher who will be the link between the school and the Medical Needs Team.

Tuition

The amount of tuition will be determined by the particular needs of the pupil and the state of their health. One to one tuition is very intense and more can be achieved in a shorter period than in a normal classroom. The amount of tuition may also vary depending upon whether pupils can access on-line learning e.g. through the school website or other providers. The Medical Needs Team will review the allocation of tuition at each review meeting, in conjunction with the family, pupil, school and other agencies involved.

Initial meeting

Once support has been agreed **the school** should chair and document a planning meeting **prior to the commencement of** medical needs tuition to ensure effective joint working and appropriate education provision for the pupil.

The Initial meeting should involve the pupil, parent / carer, appropriate school staff, the lead teacher from the Medical Needs Team and representatives of all the other agencies involved e.g. CAMHS, Family Support and School Health.

The meeting should decide:

- an agreed **education support plan** including how other agencies will contribute to an integrated support plan for the pupil;
- the approximate duration of the period of tuition (based on current medical information received);
- the subjects to be taught (Core Subjects/Levels);
- a named link with school and named subject links and contact details;
- resources to be provided by the school;
- the venue for tuition – at home; combination of home & school; any alternative venue such as community centre (to include risk assessment)
- examination entries (if appropriate);
- the responsibilities of parents during education provision;
- the terms and conditions for continued support of the medical needs service;
- a reintegration plan;
- the date of review meeting (not more than 6 weeks from the beginning of tuition)

Once this meeting has taken place additional teachers may be allocated and tuition will begin.

Review

Review meetings should take place on a regular basis (about every 6 weeks) to re-examine the education support plan and to begin the process of reintegration as appropriate. If a CAF or other multiagency meeting is in place, the review can be held in conjunction with this, if deemed appropriate. Review meetings should be attended by;

- The pupil
- A representative from the Medical Needs Service
- A representative from the school or academy
- Parent or Carer
- Relevant agencies working with the family e.g. CAMHS/School Health

Responsibilities

The school retains funding for the pupil and so remains responsible for:

- Organising planning and review meetings;
- Ensuring that a named member of staff regularly liaises with the Medical Needs Team/attends half termly target setting and review meetings/facilitates and supports any planned reintegration programme;
- Ensuring half-termly work plans are available in all National Curriculum (NC) subjects which the pupil would normally be studying. Successful reintegration will only be possible if the pupil feels confident that s/he has covered a similar programme of work to her/his peer group;
- Providing the Medical Education Team with appropriate learning resources to assist the pupil to learn and the teacher to teach;
- Ensuring the pupil and teachers have access, if appropriate, to the school virtual learning environment or other on-line learning opportunities e.g. Google Classroom, TTRockStars, Spelling Shed
- Exam entry fees;
- Making arrangements for public examinations and NC tests **including provision of invigilators**;
- Assessment & marking of coursework;
- Ensuring the pupil remains part of school life, by e.g. sending home any information on activities, parents' evenings, school plays/concerts, etc. by facilitating contact where appropriate with school friends and members of the school staff;
- Planning appropriate reintegration strategies and informing colleagues;
- Issues related to a pupil's special educational needs;
- Ensuring that MN4 reports from the Medical Needs Team are sent to the appropriate subject staff to aid planning and to the attendance lead for accurate coding on the attendance register;
- Effective use of any Pupil Premium allocation.

Medical Needs Team will be responsible for:

- Nominating a lead teacher who will have oversight of the education plan for the pupil;
- Ensuring the delivery of a suitable curriculum to meet the individual needs of the pupil. This will depend on pupil ability and the severity of the medical condition;
- Maintaining written monthly reports which may be made available to school, parents/carers, other agencies, etc. as required;
- Completing accurate attendance records and informing school of the timing of teaching sessions and any missed sessions or changes to the timetable;
- Facilitating the reintegration of pupils into school, through the transfer of teaching support into the school, if agreed through a planned reintegration programme;
- Providing support, where appropriate through the service outreach worker, to aid reintegration and/or access to alternative provision or services;
- Attending planning and review meetings;
- Liaising with parents/carers, the pupil and other agency professionals regularly to ensure effective partnership working;
- Liaising with health professionals to review the medical condition of the pupil;
- Reporting any safeguarding concerns to the referring school and copying in the Medical Needs Team safeguarding lead.

Parents/carers will be responsible for:

- Ensuring their child attends the agreed provision;
- Providing a suitable work space in line with the signed parental agreement;

- Supervising work set by the service outside of tuition hours and ensuring self study and work set by the tutor is completed;
- Attending planning and review meetings at school;
- Co-operating with the agreed reintegration programme;
- Ensuring that their child attends appointments with the health services and participates in any therapeutic programme they offer;
- Keeping school and the Medical Needs Team up-to-date with new information around the health of their child.

Long term provision

If the medical needs of the pupil are such that a return to school is likely to be over a longer time period alternative provision will need to be considered to ensure that the wider educational needs of the pupil are being met. This may involve the school requesting an assessment for an Education Health Care Plan or a team around the child meeting to provide further resources to support the pupil.

School Responsibility

Organising planning and review meetings	
Ensuring that a named member of staff regularly liaises with the Medical Needs Team/attends half termly target setting and review meetings/facilitates and supports any planned reintegration programme	
Ensuring half-termly work plans are available in core National Curriculum subjects for which the pupil would normally be studying. <i>Successful reintegration will only be possible if the pupil feels confident that s/he has covered a similar programme of work to her/his peer group</i>	
Providing the Medical Education Team with appropriate learning resources to assist the pupil to learn and the teacher to teach	
Ensure the student and teachers have access, if appropriate, to the school virtual learning environment or other on-line learning opportunities e.g. My Maths	
Exam entry fees	
Arrangements for public examinations and NC tests including provision of invigilators	
Assessment & marking of coursework	
Ensuring the pupil remains part of school life, by e.g. sending home any information on activities, parents' evenings, school plays/concerts, etc.by facilitating contact where appropriate with school friends and members of the school staff	
Planning appropriate reintegration strategies and informing colleagues	
Ensure that MN4 reports are sent to the appropriate subject staff to aid planning	
Issues related to pupil's special educational needs.	
Ensuring that the pupil's attendance register is accurate	
Completing any additional SEN assessments and initiation of CAF/EHCP if appropriate	
Effective use of any Pupil Premium funding	

Medical Needs Team

Nominating a Lead Teacher who will have oversight of the education plan for the pupil	
Ensuring the delivery of a suitable core curriculum to meet the individual needs of the pupil taking into account the pupils ability and the nature of the medical condition	
Liaising with the appropriate subject staff to ensure the pupil is following the appropriate curriculum	
Maintaining written monthly reports (MN4) which will be made available to school, parents/carers, other agencies, etc. as required	
Completing accurate attendance records, notifying school of sessions missed and liaising with the EW service.	
Facilitating the reintegration of pupils into school through a planned reintegration programme or access to alternative provision.	
Where appropriate providing support through the service outreach worker to aid reintegration and/or access to alternative provision or services	
Attending planning and review meetings	
Liaising with parents/carers, the pupil and other agency professionals regularly to ensure effective partnership working	
Liaising with health professionals to review the medical condition of the pupil and its impact on their learning	

Parents/Carers

Ensuring their child attends the agreed provision	
Providing a suitable work space in line with the signed parental agreement	
Supervising work set by the service outside of tuition hours and ensuring self study is completed	
Attending planning and review meetings at school	
Co-operating with the agreed reintegration programme	
Ensuring that their child attends appointments with the health services and participates in any therapeutic programme they offer	
Keeping school/Medical Needs Team up-to-date with new information	

Additional Resources attached:

Template A: staff training record – administration of medicines

Template B: contacting emergency services

Date:

Review Date:

Signed: Miss A Kennerley:
Headteacher

Signed: Mr G Hayes:
Chair of Governors



Buglawton Primary School

Staff training record – administration of medicines

Name of school/setting	Buglawton Primary School
Name	
Type of training received	
Date of training completed	
Training provided by	
Profession and title	

I confirm that _____ has received the training detailed above and is competent to carry out any necessary treatment.

I recommend that the training is updated _____ [name of member of staff].

Trainer's signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Suggested review date

Calling an Ambulance

1. **Dial 999**, ask for an **ambulance** and be ready with the information below. Speak clearly and slowly and be ready to repeat information if asked.
2. Our telephone number **01260 633080**
3. Buglawton Primary School
4. Our location is **Buglawton Primary School, Buxton Old Road, Congleton, Cheshire**
5. Our postcode is **CW12 2EL**
6. Provide the exact location of the patient within the school setting
7. Provide the name of the child and a brief description of their symptoms
8. Inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient

Put a completed copy of this form by the phone