Dene House Primary School

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Pupils with Health Conditions Policy



Date of last review: Sept 2026

Date of next review: Sept 2027

Lead member of staff: Mr L Blake (Head Teacher)

Dene House Primary School

Supporting Pupils with Medical/Mental Health Conditions Policy

Dene House Primary School wishes to ensure that pupils with medical/mental health conditions (.e.g. self-harm) receive appropriate care and support at school. All pupils have an entitlement to a full time curriculum or as much as their medical/mental health condition allows. This policy has been developed in line with the Department for Education's statutory guidance released in April 2014 – "Supporting pupils at school with medical/mental health conditions" under a statutory duty form section 100 of the Children and Families Act 2014. The statutory duty came into force on 1st September 2014

The school will have regard to the statutory guidance issued. We take account of it, carefully consider it and we make all efforts to comply.

Ofsted places a clear emphasis on meeting the needs of pupils with SEN and Disabilities, also including those pupils with medical/mental health conditions.

N.B. Early years settings should continue to apply the Statutory Framework for Early Years foundation Stage.

1) **Key roles and responsibilities**

- **The Local Authority (LA) is responsible for:**

    1) Promoting co-operation between relevant partners regarding supporting pupils with medical/mental health conditions.

    2) Providing support, advice /guidance and training to schools and their staff to ensure Individual Healthcare Plans (IHP) are effectively delivered.

    3) Working with schools to ensure pupils attend full-time or make alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a health need and who otherwise would not receive a suitable education.

- **The Governing Body of Dene House Primary School is responsible for:**

    1) Ensuring arrangements are in place to support pupils with medical/mental health conditions.

    2) Ensuring the policy is developed collaboratively across services, clearly identifies roles and responsibilities and is implemented effectively.

    3) Ensuring that the Supporting Pupils with Medical/mental health Conditions Policy does not discriminate on any grounds including, but not limited to protected characteristics: ethnicity/national/origin, religion or belief, sex, gender reassignment, pregnancy & maternity, disability or sexual orientation.

    4) Ensuring the policy covers arrangements for pupils who are competent to manage their own health needs.

5) Ensuring that all pupils with medical/mental health conditions are able to play a full and active role in all aspects of school life, participate in school visits / trips/ sporting activities, remain healthy and achieve their academic potential.

6) Ensuring that relevant training is delivered to a sufficient number of staff who will have responsibility to support children with medical/mental health conditions and that they are signed off as competent to do so. Staff to have access to information, resources and materials.

7) Ensuring written records are kept of, any and all, medicines administered to pupils. This is to be recorded onto the health care plan of the child.

8) Ensuring the policy sets out procedures in place for emergency situations.

9) Ensuring the level of insurance in place reflects the level of risk.

10) Handling complaints regarding this policy as outlined in the school's Complaints Policy.

- **The Head teacher is responsible for:**

1) Ensuring the policy is developed effectively with partner agencies and then making staff aware of this policy.

2) The day-to-day implementation and management of the Supporting Pupils with Medical/Mental Health Conditions Policy and Procedures of Dene House Primary School.

3) Liaising with healthcare professionals regarding the awareness and competency training required for staff.

4) Identifying staff who need to be aware of a child's medical/mental health condition.

5) Developing Individual Healthcare Plans (IHPs).

6) Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHPs in normal, contingency and emergency situations.

7) If necessary, facilitating the recruitment of staff for the purpose of delivering the promises made in this policy. Ensuring more than one staff member is identified, to cover holidays / absences and emergencies.

8) Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.

9) Ensuring that supervision time is allowed following an incident

10) Continuous two way liaison with school nurses and school in the case of any child who has or develops an identified medical/mental health condition.

11) Ensuring confidentiality and data protection.

12) Assigning appropriate accommodation for medical/mental health treatment/ care. There is a designated First Aid area and adjacent room for privacy in certain situations.

13) Considering the purchase of a defibrillator.

- Voluntarily holding ‘spare’ salbutamol asthma inhalers and Adrenaline Auto-Injectors in the first aid area for emergency use. **Please note in the event of an asthma attack, the child should be supported using a spacer and this will then be used solely for this child and no other child**.

- **Staff members are responsible for:**

  1) Taking appropriate steps to support children with medical/mental health conditions and familiarising themselves with procedures which detail how to respond when they become aware that a pupil with a medical/mental health condition needs help. *A first-aid certificate is not sufficient*.

  2) Knowing where controlled drugs are stored and where the key is held. All medication will be stored in a lockable fridge in the first aid area.

  3) Taking account of the needs of pupils with medical/mental health conditions in lessons.

  4) Undertaking training to achieve the necessary competency for supporting pupils with medical/mental health conditions, with particular specialist training if they have agreed to undertake a medication responsibility.

  5) Allowing inhalers, adrenalin pens and blood glucose testers to be held in an accessible location, following DFE guidance.

- **School nurses are responsible for:**

  1) Collaborating on developing an IHP in anticipation of a child with a medical/mental health condition starting school.

  2) Notifying the school when a child has been identified as requiring support in school due to a medical/mental health condition at any time in their school career.

  3) Supporting staff to implement an IHP and then participate in reviews annually of the IHP or earlier if health needs change. Giving advice and liaison on training needs.

  4) Liaising locally with lead clinicians on appropriate support. Assisting the Headteacher in identifying training needs and providers of training.

- **Parents and carers are responsible for:**

  1) Keeping the school informed about any new medical/mental health condition or changes to their child/children’s health so the health care plan can be adapted.

  2) Participating in the development and regular reviews of their child’s IHP.

  3) Completing a parental consent form to administer medicine or treatment before bringing medication into school.

  4) Providing the school with the medication their child requires and keeping it up to date including collecting leftover medicine.

  5) Carrying out actions assigned to them in the IHP with particular emphasis on, they or a nominated adult, being contactable at all times.

- **Pupils are responsible for:**

1) Providing information on how their medical/mental health condition affects them.

2) Contributing to their IHP

3) Complying with the IHP and self-managing their medication or health needs including carrying medicines or devices, if judged competent to do so by a healthcare professional and agreed by parents.

2) **Training of staff**

- Newly appointed teachers, supply or agency staff and support staff will receive training on the 'Supporting Pupils with Medical/Mental Health Conditions' Policy where appropriate
- All staff will receive as a minimum annual emergency first aid training and anaphylaxis awareness
- The clinical lead for each training area/session will be named on each IHP.
- No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the condition and signed off as competent.
- School will keep a record of medical/mental health conditions supported, training undertaken and a list of teachers qualified to undertake responsibilities under this policy. They will notify Health & Safety DCC, and Risk, Insurance & Governance Manager, DCC.

3) **Medical/mental health conditions register /list**

- Schools admissions forms should request information on pre-existing medical/mental health conditions. Parents must have easy pathway to inform
- school at any point in the school year if a condition develops or is diagnosed. Consideration could be given to seeking consent from GPs to have input into the IHP and also to share information for recording attendance.
- A medical/mental health conditions list or register should be kept, updated and reviewed regularly by the nominated member of staff. Each class / form tutor should have an overview of the list for the pupils in their care, within easy access.
- Supply staff and support staff should similarly have access on a need to know basis. Parents should be assured data sharing principles are adhered to.
- For pupils on the medical/mental health conditions list key stage transition points meetings should take place in advance of transferring to enable parents, school and health professionals to prepare IHP and train staff if appropriate.

4) **Individual Healthcare Plans (IHPs)**

- Where necessary (Head teacher will make the final decision) an Individual Healthcare Plan (IHP) will be developed in collaboration with the pupil, parents/carers, Head teacher, Special Educational Needs Coordinator (SENCO) and medical/mental health professionals.
- IHPs will be easily accessible to all relevant staff, including supply/agency staff, whilst preserving confidentiality. IHPs will be reviewed at least annually or when a child's medical/mental health circumstances change, whichever is sooner.

- Where a pupil has an Education, Health and Care plan or special needs statement, the IHP will be linked to it or become part of it.

- Where a child is returning from a period of hospital education or alternative provision or home tuition, collaboration between the LA /AP provider and school is needed to ensure that the IHP identifies the support the child needs to reintegrate.

5) **Transport arrangements**

- Where a pupil with an IHP is allocated school transport the school should invite a member of DCC Transport team who will arrange for the driver or escort to participate in the IHP meeting. A copy of the IHP will be copied to the Transport team and kept on the pupil record. The IHP must be passed to the current operator for use by the driver /escort and the Transport team will ensure that the information is supplied when a change of operator takes place.

- For some medical/mental health conditions the driver/ escort will require adequate training. For pupils who receive specialised support in school with their medical/mental health condition this must equally be planned for in travel arrangements to school and included in the specification to tender for that pupil's transport.

- When prescribed controlled drugs need to be sent in to school, parents will be responsible for handing them over to the adult in the car in a suitable bag or container that is clearly labelled with name and dose etc.

- Controlled drugs will be kept under the supervision of the adult in the car throughout the journey and handed to a school staff member on arrival. Any change in this arrangement will be reported to the Transport team for approval or appropriate action.

6) **Education Health Needs (EHN) referrals**

- All pupils of compulsory school age who because of illness, lasting 15 days or more, would not otherwise receive a suitable full-time education are provided for under the local authority's duty to arrange educational provision for such pupils.

- In order to provide the most appropriate provision for the condition the EHN team accepts referrals where there is a medical/mental health diagnosis from a medical/mental health consultant.

7) **Medicines**

- Where possible, unless advised it would be detrimental to health, medicines should be prescribed in frequencies that allow the pupil to take them outside of school hours.

- If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental consent to administration of medicine form.

- No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.

- Where a pupil is prescribed medication by a healthcare professional without their parents'/carers' knowledge, every effort will be made to encourage the pupil to involve their parents while respecting their right to confidentiality.

- No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- Medicines MUST be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- A maximum of four weeks' supply of the medication may be provided to the school at one time.
- A child who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so, but passing it to another child for use is an offence. Monitoring arrangements may be necessary. Schools should otherwise keep controlled drugs that have been prescribed for a pupil securely stored in a non-portable container and only named staff should have access. Controlled drugs should be easily accessible in an emergency.

- Medications will be stored either in a lockable fridge in the first aid area or in the class medicine box located near the teacher.
- Any medications left over at the end of the course will be returned to the child's parents.
- Written records will be kept of any medication administered to children.
- Pupils will never be prevented from accessing their medication.
- Emergency salbutamol inhaler kits and AAIs will be kept voluntarily by school.
- General posters about medical/mental health conditions (diabetes, asthma information pack passed to each class teacher, epilepsy etc.) are recommended to be visible in the staff room
- Dene House Primary School cannot be held responsible for side effects that occur when medication is taken correctly.
- Staff will not force a pupil, if the pupil refuses to comply with their health procedure, and the resulting actions will be clearly written into the IHP which will include informing parents.

8) **Emergencies**

- Medical/mental health emergencies will be dealt with under the school's emergency procedures which will be communicated to all relevant staff so they are aware of signs and symptoms.
- Pupils will be informed in general terms of what to do in an emergency such as telling a teacher.
- If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

9) **Day trips, residential visits and sporting activities**

- Unambiguous arrangements should be made and be flexible enough to ensure pupils with medical/mental health conditions can participate in school trips, residential stays, sports activities and not prevent them from doing so unless a clinician states it is not possible.

- To comply with best practice risk assessments should be undertaken, in line with H&S executive guidance on school trips, in order to plan for including pupils with medical/mental health conditions. Consultation with parents, healthcare professionals etc. on trips and visits will be separate to the normal day to day IHP requirements for the school day.

10) **Avoiding unacceptable practice**

The following behaviour is unacceptable in Dene House Primary School:

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

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

11) **Insurance**

- Teachers who undertake responsibilities within this policy will be assured by the Headteacher that are covered by the 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/mental health conditions. Those who wish to see the documents should contact the Head.

12) **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.

13) **Definitions**

- 'Parent(s)' is a wide reference not only to a pupil's birth parents but to adoptive, step and foster parents, or other persons who have parental responsibility for, or who have care of, a pupil.

- 'Medical/mental health condition' for these purposes is either a physical or mental health medical/mental health condition as diagnosed by a healthcare professional which results in the child or young person requiring special adjustments for the school day, either ongoing or intermittently. This includes; a chronic or short-term condition, a long-term health need or disability, an illness, injury or recovery from treatment or surgery.

- ‘Medication’ is defined as any prescribed or over the counter treatment.
- ‘Prescription medication’ is defined as any drug or device prescribed by a doctor, prescribing nurse or dentist and dispensed by a pharmacist with instructions for administration, dose and storage.
- A ‘staff member’ is defined as any member of staff employed at Dene House Primary School.