



**WHITE HOUSE FARM**  
PRIMARY SCHOOL

**White House Farm Primary School**  
**Supporting Children At School With Medical Conditions**

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## **SUPPORTING STUDENTS AT SCHOOL WITH MEDICAL CONDITIONS**

### **INTRODUCTION**

1. This policy sets out how children with medical conditions will be properly supported at White House Farm Primary School (WHF). The Policy should be read in conjunction with the statutory guidance contained in 'Supporting pupils at school with medical conditions'<sup>1</sup> and the school [policy for managing medication. Overall responsibility for this policy lies with the Head teacher.

### **NOTIFICATION THAT A STUDENT HAS A MEDICAL CONDITION**

2. WHF will be informed if a child has a medical condition through the application procedure and completion of the relevant section regarding health on the application form or by parents/healthcare professionals following development of a condition. In all cases, the recipient of the information regarding a medical condition is to inform the Head teacher.

3. Where it is known that a child set to join WHF has a medical condition that will require support, arrangements to provide that support are to be put in place before the child starts at the school. In cases where there is a new diagnosis or that a child has moved to WHF mid-term, suitable support arrangements are to be put in place within 14 working days of that child arriving at the school. In making arrangements, we will ensure that the focus of supporting measures is on the needs of each individual child and how their medical condition impacts on their school life. We will also consult with **healthcare** professionals where appropriate in formulating the plans we put in place.

### **INDIVIDUAL HEALTHCARE PLANS**

4. In some cases it may be necessary to develop an Individual Healthcare Plan (IHCP) for a child with a medical condition. A flowchart for considering such a plan is at Annex A and the information to be considered for inclusion in an IHCP is at Annex B. The overall responsibility for ensuring that IHCPs are produced, reviewed and managed lies with the Head teacher. The format of the IHCP is not prescribed. The IHCP must be reviewed at least annually or if evidence is presented that the child's needs have changed. The IHCP should be linked to an SEN statement or Education, Health and Care (EHC) plan as appropriate.

5. There may also be cases where IHCPs are required for short-term medical conditions **e.g.** significant sporting injuries etc.

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<sup>1</sup> December 2015 and updated 2017.

6. The provision of a suitable support plan may involve several agencies. The following agencies/groups/individuals<sup>2</sup> are likely to be involved in constructing such a plan:

- Head teacher
- Parents
- Child
- Other WHF staff
- Other healthcare professionals
- Sapientia Education Trust (SET) Staff
- Local Authority

## **STAFF TRAINING AND SUPPORT**

7. The Local Governing Body is responsible for ensuring that the school's arrangements give parents and children confidence in the school's ability to provide effective support for medical conditions at WHF. The IHCP is to identify any staff training needs to support children with medical needs. The specific training needs, how these will be provided, and who is responsible for ensuring that the training has been undertaken will be identified as part of the process of completing the IHCP (see flowchart at Annex A). It is the responsibility of the Head teacher to ensure that staff who are required to provide support to children with medical conditions are included in the discussions about the IHCP.

8. The Head teacher is responsible for ensuring that whole-school awareness training is delivered on the WHF policy for supporting students with medical conditions and the role of staff in implementing that policy. Equally, the Head teacher is responsible for ensuring that training needs are reviewed as part of the IHCP review process. Training needs are to be reviewed as part of the annual review of the IHCP or as changes in need arise.

9. The Head teacher is to ensure that supply teachers or cover staff are made aware of any children they might be responsible for who have IHCPs or EHCPs and ensure that such staff are fully briefed on the content of that plan.

10. Instructions for the management and issue of medication and self-medication are contained in the Administering Medication Policy at WHF.

## **EMERGENCY PROCEDURES**

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<sup>2</sup> Further guidance on their roles and responsibilities are contained in pages 12-15 of 'Supporting Pupils at school with medical conditions' December 2015

## SAPIENTIA EDUCATION TRUST

11. **Trips and Visits.** The emergency procedures to be followed when a child is undertaking an activity, trip or visit should be contained in the appropriate risk assessment to accompany that trip, visit or activity. Further guidance is provided in the WHF Trips and Visits policy.

12. **Day to day.** The IHCP is to contain detailed risk assessment around emergency procedures to be followed, according to a child's medical condition, for normal day-to-day attendance at the school.

### REPORTING AND EVALUATION

13. The head teacher is to ensure that their head teacher's report is provide to the Local Governing Body detailing how WHF meets the needs of children who have a medical condition including an assessment of their progress and achievement.

### UNACCEPTABLE PRACTICE

14. Although staff should use their discretion and judge each case on its merits with reference to the student's IHCP, it is not acceptable practice to:

- Prevent children from easily accessing their inhalers and medication and administering medication when and where necessary;
- Assume every child with the same condition requires the same treatment;
- Ignore the views of the child or their parents/carer; or ignore medical evidence or opinion (although this may be challenged);
- Send children with medical conditions home frequently or prevent them from staying for normal WHF activities, including lunch, unless this is specified in their IHCP;
- Penalise children for their attendance record if their absences are related to their medical condition e.g. hospital appointments;
- Prevent children from drinking, eating or taking toilet breaks whenever they need in order to manage their medical condition effectively;
- Require parents/carers, or otherwise make them feel obliged, to attend WHF to administer medication or provide medical support to their child, including with toileting issues. No parent/carer should have to give up working because WHF is failing to support their child's medical needs; or
- Prevent children from participating, or create unnecessary barriers to students participating in any aspect of school life, including trips.

### INSURANCE

15. The school is a member of the Department for Education's Risk Protection Arrangements (RPA). All other insurance not provided by the Department of Education is sourced directly from commercial providers.

**COMPLAINTS**

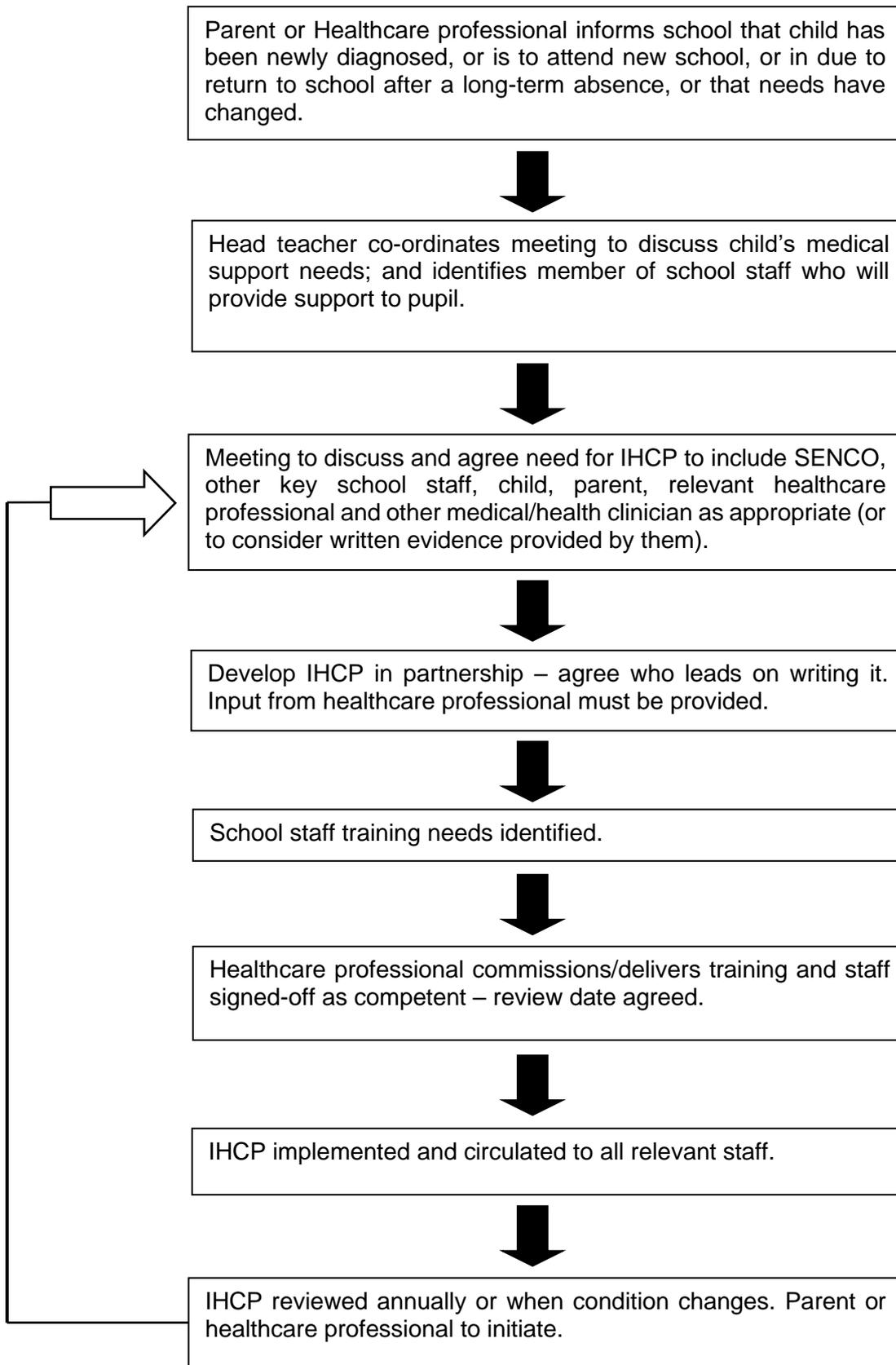
16. Any complaints about any aspect of the implementation of this policy should be addressed through the school's complaints procedure.

**ATTACHMENTS**

Annex A: Model process for developing Individual Healthcare Plans

Annex B: Information for inclusion in an Individual Healthcare Plan.

## WHF process for developing Individual Healthcare Plans



**INFORMATION FOR INCLUSION IN AN INDIVIDUAL HEALTHCARE PLAN**

The following should be considered for inclusion in an IHCP (a template is attached to this annex):

- the medical condition, its triggers, signs, symptoms and treatments;
- the child'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 child'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 (some children will be able to take responsibility for their own health needs) including in emergencies. If a child is self-medicating, this should be clearly stated with appropriate arrangements for monitoring;
- clear identification of the postholders responsible for providing support, their training needs, expectations of their role and confirmation of their proficiency to provide support for the child's medical condition from a healthcare professional; and cover arrangements for when they are unavailable;
- clear identification of who at the school needs to be aware of the child's condition and the support required;
- arrangements for written permission from parents and the Head teacher for medication to be administered by a member of staff, or self-administered by the child in accordance with existing protocols (see medication policy);
- separate arrangements or procedures required for trips and visits or other WHF activities outside of the normal timetable that will ensure that the child can participate (see trips and Visits policy for information around risk assessment);
- where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child's condition; and
- what to do in an emergency, including who to contact, and contingency arrangements. Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan.

**Template: individual healthcare plan**

Name of school/setting

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date


**Family Contact Information**

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)


**Clinic/Hospital Contact**

Name

Phone no.


**G.P.**

Name

Phone no.


Who is responsible for providing support in school

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Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

SAPIENTIA EDUCATION TRUST

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

