

Clifton Hill School

Document	Supporting Pupils at School with Medical Conditions Policy 2024-2025
Content	Policy to meet duties under section 100 of the Children & Families Act 2014
Status	Statutory
Review period	2 yearly (non statutory)
Author	Assistant Head - Jane Allen Clinical Service Manager Children and Family Health Surrey- Joy Attrill
Policy Reviewed	Autumn 2024
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Version Number	Date	Comment
3	September 2024	<p>Page 1 –‘setting’ Change in wording describing our students to be the same as our description on the school website</p> <p>Page1 – ‘Setting’ added “Updated in <u>December 2025</u>) Relevant new link to document attached to this policy</p> <p>P3 1.4.2. Wording changed to: Ensuring school staff are aware of a student’s medical condition.</p> <p>P3 1.4.4. changed to: Training of education staff to administer medication and supporting the administration of medication that must be given during the school day and in emergencies</p>

		<p>Page 4 –‘training of staff’ school <u>nurse name</u> updated</p> <p>Page 4 –‘training of staff wording changed to ‘The <u>school nurse</u> will keep a record of training undertaken’</p> <p>P5 2.3 Added the following to the list of training:</p> <p>Epilepsy and administration of emergency seizure medication</p> <p>Medicines administration</p> <p>P6 Changed to : Central Surrey Health</p> <p>Page 6 –‘links to other policies’ - updated link for ‘Supporting Pupils at School with medical conditions’</p>
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Setting

Clifton Hill is a Surrey County Council funded community school for students aged 11-19 years who have severe and profound multiple learning difficulties. Many of our students have additional diagnoses and complex needs.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Clifton Hill wishes to ensure that pupils with medical conditions receive appropriate care and support at school. This policy has been developed in response to and in accordance with the Department for Education’s statutory guidance, which was updated in December 2015– “Supporting pupils at school with medical conditions”.

1. Key roles and responsibilities

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

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

1.2. The Governing Body is responsible for:

- 1.2.1. The overall implementation of this Supporting Pupils with Medical Conditions Policy.
- 1.2.2. Ensuring that the Supporting Pupils 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.
- 1.2.3. Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- 1.2.4. Ensuring that all pupils with medical conditions are able to participate fully in all aspects of school life.
- 1.2.5. Ensuring that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy.

1.3. The Headteacher is responsible for

- 1.3.1. The day-to-day implementation and management of this Supporting Pupils with Medical Conditions Policy
- 1.3.2. Ensuring the policy is developed effectively with partner agencies.
- 1.3.3. Making staff aware of this policy.
- 1.3.4. Ensuring that relevant training is delivered to staff members who take on responsibility to support children with medical conditions.
- 1.3.5. Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- 1.3.6. If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.

1.4. School Nursing Staff are responsible for:

- 1.4.1. Liaising with other healthcare professionals regarding the training required for staff.

- 1.4.2. Ensuring school staff are aware of a student's medical condition
- 1.4.3. Developing Individual Healthcare Plans (IHCPs) as required and to review these annual or as necessary.
- 1.4.4. Training of education staff to administer medication and supporting the administration of medication that must be given during the school day and in emergencies
- 1.4.5. Notifying the school when a child has been identified with requiring support in school due to a medical condition or a change in their medical condition.
- 1.4.6. Liaising locally with lead clinicians on appropriate support.

1.5. Staff members are responsible for:

- 1.5.1. Taking appropriate steps to support children with medical conditions.
- 1.5.2. Where necessary, making reasonable adjustments to include pupils with medical conditions into lessons.
- 1.5.3. Administering medication, if they have agreed to undertake that responsibility.
- 1.5.4. Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, if they have agreed to undertake that responsibility.
- 1.5.5. Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.

1.6. Parents and carers are responsible for:

- 1.6.1. Keeping the school informed about any changes to their child/children's health.
- 1.6.2. Adhering to the school's Medication Policy
- 1.6.3. Where necessary, developing an Individual Healthcare Plan (IHCP) for their child in collaboration with the School Nursing Staff, other staff members and healthcare professionals.

2. Training of staff

- 2.1. Teachers and support staff will receive training on the Supporting Pupils with Medical Conditions Policy as part of their new starter induction.
- 2.2. Teachers and support staff will receive regular and ongoing training as part of their development.
- 2.3. Teachers and support staff who undertake responsibilities under this policy will receive the following training:

- Adrenaline auto -injectors/anaphylaxis
- Intimate care plans
- Cerebral shunt
- Oxygen therapy/Respiratory assessment
- Emergency medication ie midazolam
- Asthma inhalers
- Gastrostomy care
- Catheterisations
- Moving and handling
- Epilepsy and administration of emergency seizure medication
- Medicines administration

- 2.4. The clinical lead for this training is Malar Sutharshan, Senior School Nurse apart from *moving & handling which is led by Janie Thompson*.
- 2.5. No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, and must adhere to the Medications Policy
- 2.6. No staff member may administer drugs by injection unless they have received training in this responsibility
- 2.7. The School Nurse will keep a record of training undertaken.

3. Individual Healthcare Plans (IHCPs)

- 3.1. Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with parents/carers, Headteacher, School Nurses and medical professionals.
- 3.2. IHCPs will be easily accessible whilst preserving confidentiality.
- 3.3. IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- 3.4. Where a pupil has an Education, Health and Care plan or special needs statement, the IHCP will be linked to it or become part of it.
- 3.5. Where a child is returning from a period of hospital education or alternative provision or home tuition, we will work with the LA and education provider to ensure that the IHCP identifies the support the child needs to reintegrate.

4. Emergencies

- 4.1. Medical emergencies will be dealt with under the school's emergency procedures and IHCP.
- 4.2. Where an Individual Healthcare Plan (IHCP) is in place, it should detail:
- What constitutes an emergency.
 - What to do in an emergency.

- 4.3. If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parent/carer arrives.

5. Avoiding unacceptable practice

5.1. Clifton Hill School understands that the following behaviour is unacceptable:

- Assuming that pupils with the same condition require the same treatment.
- Ignoring the views of the pupil and/or their parents.
- Ignoring medical evidence or opinion.
- Sending pupils home frequently or preventing them from taking part in activities at school
- Sending the pupil to the medical room or school office alone 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.

6. Insurance

6.1. All appropriately trained staff who undertake responsibilities within this policy are covered by the school's insurance, which is arranged through Surrey County Council. A copy of the insurance documentation is available upon request to the School Business Manager.

7. Complaints

7.1. The details of how to make a complaint or raise a concern can be found in the Complaints Policy and/or Whistleblowing Policy.

8. Links to other Policies

This Policy should be read in conjunction with:

Management of Incidents & Accidents policy

Medication in School for Parents/Guardians

Medication Policy

Inclusion Policy

Single Equality Scheme (in SDP)

Central Surrey Health standard operating procedures for storage, monitoring and administration of medicines

Surrey Special School Nursing Service – information guide (Central Surrey Health)

Supporting Pupils at School with medical conditions (Statutory Guidance Updated 2015):

<https://assets.publishing.service.gov.uk/media/5ce6a72e40f0b620a103bd53/supporting-pupils-at-school-with-medical-conditions.pdf>

Special Educational Needs and Disability Code of practice:

<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>

Appendix 1 - Individual healthcare plan implementation procedure

