

# **Heathfield Community School**



## **MEDICAL CONDITIONS POLICY**

**Last reviewed : Summer 2018  
Next review : Summer 2020**

**Staff responsible : N Patmore – Deputy Head  
This policy is updated every 2 years**

# Supporting Students with Special Medical Needs

## **Definition**

Students' medical needs may be broadly summarised as being of two types:

- (a) Short-term affecting their participation in school activities which they are on a course of medication.
- (b) Long-term potentially limiting their access to education and requiring extra care and support (deemed **special medical needs**).

## **Rationale**

LAs and schools have a responsibility for the health and safety of students in their care. The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of students with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all students at the school. This may mean making special arrangements for particular students who may be more at risk than their classmates. Individual procedures may be required. The employer is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support these students may need.

The Children and Families Act 2014, from September 2014, places a duty on schools to make arrangements for children with medical conditions. **Students with special medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone.** However, teachers in charge of students have a common law duty to act in loco parentis and may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off the school site. This could extend to a need to administer medicine.

The prime responsibility for a child's health lies with the parent who is responsible for the child's medication and should supply the school with information. The school encourages self- administration of medication when possible. There is always at least one First Aider on site at Heathfield School.

## **Aims**

### **Heathfield School aims to:**

- assist parents in providing medical care for their children;
- educate staff and children in respect of special medical needs;
- follow DfE guidance for supporting 'Students with Medical Conditions in School'
- arrange training for individual students where necessary;
- liaise as necessary with medical services in support of the individual student;
- ensure access to full education if possible.
- monitor and keep appropriate records.

## **Entitlement**

Heathfield School accepts that students with medical needs should be assisted if at all possible and that they have a right to the full education available to other students. We believe that students with medical needs should be enabled to have full attendance and receive necessary proper care and support.

Heathfield School accepts all employees have rights in relation to supporting students with medical needs as follows:

- choose whether or not they are prepared to be involved;
- receive appropriate training;
- work to clear guidelines;
- have concerns about legal liability;
- bring to the attention of management any concern or matter relating to supporting students with medical needs.

## **Expectations**

It is expected that:

- parents will be encouraged to co-operate in training children to self-administer medication if this is practicable and that members of staff will only be asked to be involved if there is no alternative;
- where parents have asked the school to administer the medication for their child they will need to complete the appropriate form which is available from the school office.
- that employees will consider carefully their response to requests to assist with the giving of medication or supervision of self-medication and that they will consider each request separately.

- the school will liaise with the School Health Service for advice about a student's special medical needs, and will seek support from the relevant practitioners where necessary and in the interests of the student.
- Any medicines brought into school by the staff e.g. headache tablets, inhalers for personal use are stored in an appropriate place (locked cupboard or other secure area) and kept out of the reach of the students. Any staff medicine is the responsibility of the individual concerned and not the school.

### **Policy into Practice**

There is a need for proper documentation at all stages when considering the issue of support for students with medical needs in school.

Records of medical conditions will include :

- Notes on SIMS under 'medical' plus on 'quick note' for serious conditions so the information can be seen immediately on the basic details page.
- Individual Health Care Plans where appropriate. These will be drawn up in full consultation with Parents/Carers and students where appropriate, as these are the people who know most about the needs of the child.
- The IHCP will be stored in the school office.
- Staff are made aware of students with medical conditions via an annual list and via access to SIMS.