

## Medical Conditions Policy

Version 3.2

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Reviewer:  
Governor Link:

H. Chamberlain  
Chair of People

# MEDICAL CONDITIONS POLICY

East Barnet School, Chestnut Grove, East Barnet, Herts EN4 8PU

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This policy meets the requirements under Section 100 of the Children and Families Act 2014, which places a duty on governing boards to make arrangements for supporting pupils at their school with medical conditions.

It is also based on the Department for Education (DfE)'s statutory guidance on supporting pupils with medical conditions at school.

## A. Statement of Principle

East Barnet School is an inclusive community that aims to support and welcome students with permanent medical conditions and those who are subject to a temporary illness or injury. This means we see it as our responsibility to provide such students with the same opportunities offered to others by:

- Making the school welcoming and supportive to students with medical conditions who currently attend and to those who may enrol in the future.
- Making appropriate provision in order that all students have equal access to school facilities and a quality teaching and learning experience.
- Encouraging and supporting students with medical conditions to take control of their condition and feel confident in the support they receive from the school to help them do this.
- Including all students with medical conditions in all school activities as far as is practical and possible given their medical condition.
- Working with the parents and carers of students with medical conditions so that they may feel secure in the care their children receive at this school.
- Ensuring all staff understand their duty of care to students and procedures to follow in the event of an emergency.
- Developing the confidence of all staff in knowing what to do in an emergency and are given regular opportunity to undertake basic first-aid Training with an accredited trainer.

- Communicating the understanding to the whole school community that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.
- Training all staff to understand the common medical conditions that affect children at this school and appreciate the impact this can have on students.
- Promoting this Medical Conditions Policy and the School's 'Disability Equality Scheme' so that they are understood and supported by the whole school and local Healthcare Team

## **B. Roles and Responsibilities**

### **1. The Governing Body**

The Governing Body has ultimate responsibility to make arrangements to support pupils with medical conditions. The Governing Body will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

### **2. The Headteacher will:-**

1. Ensure that all staff are aware of this policy and understand their role in its implementation.
2. Ensure there is a sufficient number of trained staff available to implement this policy and deliver against all Individual Healthcare Plans (IHPs).
3. Ensure that staff who need to know are aware of students' medical needs.
4. Take overall responsibility for the development of IHPs.

### **3. The School Business Leader/Office Manager will:-**

1. Ensure that the school is appropriately insured and that staff are insured to support students in this way.
2. Ensure that the school nursing service is contacted in the case of any student who has a medical condition that may require support at school.
3. Ensure systems are in place for obtaining information about a child's medical needs and that this information is kept up to date.

#### **4. Staff**

Supporting students with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to pupils with medical conditions, although they will not be required to do so. This includes the administration of medicines.

Those staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.

Teachers will take into account the needs of pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

The AEN Team will liaise with the Student Welfare Officer when necessary to provide support with any Care Plans where the child may also have SEND and/or an EHCP.

#### **5. Parents will-**

- Provide the school with sufficient and up-to-date information about their child's medical needs
- Be involved in the development and review of their child's IHP and may be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the IHP, e.g. provide medicines and equipment, and ensure they or another nominated adult are contactable at all times.

#### **6. Students**

Students with medical conditions will often be best placed to provide information about how their condition affects them. Students should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of the IHPs. They are also expected to comply with their IHPs.

#### **7. School Nurses and other Healthcare Professionals**

- a. The School Nursing Service should notify the school when a student has been identified as having a medical condition that will require support in school. This should be before the student starts at the school where possible. They may also help to support staff in school to implement a child's IHP.
- b. Healthcare professionals, such as GPs and paediatricians, will liaise with the School Nursing Service and notify them of any pupils identified as having a medical condition. They may also provide advice on developing IHPs.

## **C. Requirements and Procedures**

1. The school will employ a fulltime Student Welfare Officer (SWO) who will primarily attend to the welfare and medical needs of students, including the safe storage of medication as well as the administration of all the necessary paperwork relating to medical conditions.
2. During primary transition, all appropriate information relating to the medical conditions of year 6 into 7 students will be passed onto the SWO by the Deputy Headteacher and via the parents so that special provision, where necessary can be made to accommodate that students' needs.
3. Any student who has an Education, Health and Care (EHC) Plan\* with a specific element relating to a health issue will have a Healthcare Plan agreed with parents and relevant NHS Health Professionals.
4. Staff will be informed of students' medical conditions and how to accommodate them and deal with any form of emergency while in school.
5. The School will ensure that all medical information is kept confidentially in accordance with the school's Data Protection Policy.
6. All staff attending off-site visits will be made aware of any student with medical conditions and receive necessary Information and guidance as to what to do in an emergency.
7. All supply and temporary staff will be informed of the MC policy and their responsibilities.
8. Training will be undertaken by relevant staff in basic first-aid via an accredited training organisation.
9. All fully trained first-aiders will be identified on the Hub.
10. All staff are invited to undertake brief training via a health professional, in the administering of some medication, for example in the use of the Epi-pen, defibrillator.
11. The Office Manager will keep a register of all staff that have received first-aid training.

12. Where students have to self-administer a controlled drug, it is done so in the presence and under the supervision of the SWO or other named person.
13. Where necessary the SWO will undergo the necessary training where specific training for administering medication is needed.
14. In circumstances where the SWO is not available a first-aid trained member of staff will supervise the medical room.
15. When advised to do so by health professionals, students are reminded to carry their emergency medication with them at all times.
16. The preparation of food at EBS complies with the guidance as outlined by the Food Standards Agency (FSA).
17. The MC policy is signposted clearly on the school's website

## **D. Individual Healthcare Plans (IHPs)**

1. When the School is notified that a pupil has a medical condition, the process outlined below will be followed to decide whether the pupil requires an IHP.
2. The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for pupils who are new to the School.
3. The Headteacher has overall responsibility for the development of IHPs for pupils with medical conditions. This has been delegated to the Office Manager.
4. Plans will be reviewed at least annually, or earlier if there is evidence that the student's needs have changed.
5. Plans will be developed with the student's best interests in mind and will set out:
  - What needs to be done
  - When
  - By whom
6. Not all pupils with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the Headteacher will make the final decision.
7. Plans will be drawn up in partnership with the school, parents and a relevant healthcare professional, such as the school nurse, specialist or paediatrician, who can best advise on the student's specific needs. The student will be involved wherever appropriate.

8. IHPs will be linked to, or become part of, any education, health and care (EHC) plan. If a pupil has SEN but does not have an EHC plan, the SEN will be mentioned in the IHP.
9. The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The individual with responsibility for developing IHPs, will consider the following when deciding what information to record on IHPs:
  - The medical condition, its triggers, signs, symptoms and treatments
  - The student'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 student'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, including in emergencies. If a student is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring
  - Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the student's medical condition from a healthcare professional, and cover arrangements for when they are unavailable
  - Who in the school needs to be aware of the student's condition and the support required
  - Arrangements for written permission from parents for medication to be administered by a member of staff, or self-administered by the student during school hours
  - Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will endeavour to ensure the student can participate, e.g. risk assessments
  - Where confidentiality issues are raised by the parent/student, the designated individuals to be entrusted with information about the student's condition
  - What to do in an emergency, including who to contact, and contingency arrangements

## E. Managing Medicines

### 1. Prescribed and non-prescribed medication

- a. Prescription and non-prescription medicines will only be administered at school:
  - When it would be detrimental to the student's health or school attendance not to do so and
  - Where the School has parents' written consent
- b. The only exception to this is where the medicine has been prescribed to the student without the knowledge of the parents.
- c. Students under 16 will not be given medicine containing aspirin unless prescribed by a doctor.
- d. Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents will always be informed.
- e. The school will only accept prescribed medicines that are:
  - In-date
  - Labelled
  - Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage
- d. The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.
- e. The School will check for any allergies e.g. plasters
- f. All medicines will be stored safely. Students will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to students and not locked away.
- g. Parents/carers are asked to collect out-of-date medication.
- h. Where out-of-date medication is not collected it is taken to a local pharmacy for safe disposal.
- i. A sharps box is used for the collection of needles. The collection and disposal of sharps boxes is arranged through the LA's environmental services.



## **2. Controlled Drugs**

- a. Controlled drugs are prescription medicines that are controlled under the Misuse of Drugs Regulations 2001 and subsequent amendments, such as morphine or methadone.
- b. A student who has been prescribed a controlled drug may have it in their possession if they are competent to do so, but they must not pass it to another student to use. All other controlled drugs are kept in a secure cupboard in the Welfare Office and only named staff have access.
- c. Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

## **3. Consent to Administer Medicines**

- a. If a student requires regular prescribed or non-prescribed medication at school then parents/carers are asked to provide consent on the Healthcare Plan.
- b. If a student is taking short course medication then a separate form is completed or written consent from the parents or carers must be submitted along with the medication in its original packaging.
- c. Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents and it will be reflected in their IHPs.
- d. Pupils will be allowed to carry their own medicines and relevant devices wherever possible. Staff will not force a pupil to take a medicine or carry out a necessary procedure if they refuse, but will follow the procedure agreed in the IHP and inform parents so that an alternative option can be considered, if necessary.

## **4. Unacceptable Practice**

- a. School staff should use their discretion and judge each case individually with reference to the pupil's IHP, but it is generally not acceptable to:
  - Prevent students from easily accessing their inhalers and medication, and administering their medication when and where necessary
  - Assume that every student with the same condition requires the same treatment

- Ignore the views of the student or their parents
- Ignore medical evidence or opinion (although this may be challenged)
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHPs
- If the pupil becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- Penalise pupils for their attendance record if their absences are related to their medical condition, e.g. hospital appointments
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their pupil, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs
- Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany their child
- Administer, or ask pupils to administer, medicine in school toilets.

## **F. Emergency Procedures**

1. Staff will follow the school's normal emergency procedures (for example, calling 999). All students' IHPs will clearly set out what constitutes an emergency and will explain what to do.
2. If a student needs to be taken to hospital, staff will stay with the student until the parent arrives, or accompany the student to hospital by ambulance.

## **G. Training**

1. Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so.

2. The training will be identified during the development or review of IHPs. Staff who provide support to students with medical conditions will be included in meetings where this is discussed.
3. The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the School. Training will be kept up to date.
4. Training will:
  - Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils
  - Fulfil the requirements in the IHPs
  - Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures
5. Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.
6. All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

## **H. Record Keeping**

1. The governing board will ensure that written records are kept of all medicine administered to pupils for as long as these pupils are at the school. Parents will be informed if their pupil has been unwell at school.
2. IHPs are kept in a readily accessible place which all staff are aware of.
3. Enrolment forms for EBS ask that a student's medical/health conditions are recorded.
4. All accidents and injuries are recorded by the SWO and shared with Heads of Year on a regular basis. An additional record is also kept for those students who require to be taken to hospital for treatment.

## **I. School Trips /Residential visits/Work Experience**

1. As part of the EBS's Risk Assessment Policy the school, along with the student's parents/carers, will give consideration to the medical condition of the student in order to

establish what reasonable provision needs to be made so that the student, whenever possible, can participate in organised school trips or residential visits. This will include consideration of physical need and the administering of medication. The Risk Assessment is recorded on the Risk Assessment form. Parental/carers permission will be in the form of written consent.

2. Where possible school trips will have a member of staff accompanying the trip who has at least basic first-aid training. Should the student be required to be administered medication then clear instructions will be issued to the 'identified responsible person'. Any self-administered medication will also be done under the supervision of the 'identified responsible person'.
3. A risk assessment will be carried out before any work experience placements are considered and consent and agreement of both the students and parents/careers will be sought.

## **J. Confidentiality**

1. Information will only be shared where deemed necessary in line with the School's Data Protection Policy in order to ensure the effective safeguarding of students.

## **K. The Physical Environment**

1. The East Barnet School building complies with the Disability Discrimination Act 2005 and follows the recognised guidance such as BS8300. Any necessary alterations to the building will comply with the functional requirements of the Building Regulations.
2. All students and members of staff with mobility issues, either of a temporary nature or permanent medical condition have a lift key to enable access to all floors and an Individual Evacuation Plan
3. The School provides appropriate technology to cater for those students and members of staff with a hearing impairment.

## **L. Liability and Indemnity**

1. The Governing Body will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.
2. The School will ensure that it is a member of the Department for Education's risk protection arrangement (RPA).

## **M. Associated Policies and Documents**

1. Disability Equality Scheme
2. School Journeys & Visits Policy
3. First Aid
4. Health and Safety
5. Safeguarding
6. Complaints
7. Accessibility Plan