



THE
**THOMAS
AVELING**
SCHOOL

**MEDICAL NEEDS (SUPPORTING STUDENTS WITH)
PROCEDURES**

REVIEWED: NOVEMBER 2022

REVIEW DATE: NOVEMBER 2025

This document describes the arrangements to provide support for pupils with medical conditions; it includes details on how the procedures will be implemented effectively, including a named person who has overall responsibility for implementation. The document covers:

- The **administration of medicines** in school.
- The role of **individual healthcare plans** for those pupils who need them. It identifies who is responsible for the development of healthcare plans in supporting pupils at school with medical conditions.
- It describes the **arrangements to actively support pupils with medical conditions** for them to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.
- It requires that **written records are kept** of all medicines administered to children. It requires that staff are properly trained to provide the support that pupils need. The policy sets out what should happen in **an emergency situation**.
- It requires that the **appropriate level of insurance** is in place and appropriately reflects the level of risk, with risk assessment being carried out, when appropriate.
- It requires parents to provide the school with **sufficient and up-to-date information** about their child's medical needs. This will be prompted with an annual data check.

Definition

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

- A. Short-term affecting their participation in school activities for 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).

Aims

To ensure pupils at Thomas Aveling with medical conditions, in terms of both physical and mental health are properly supported so they can play a full and active role in school life, remain healthy and achieve their academic potential.

To ensure the needs of children with medical conditions are effectively supported in consultation with health and social care professionals, their parents and the pupils themselves.

The school aims to:

- Assist parents in providing medical care for their children.
- Educate staff and children in respect of special medical needs.
- Arrange training for volunteer staff to support individual pupils.
- Liaise as necessary with medical services in support of the individual pupil.
- Ensure access to full education if possible, so that all pupils with medical conditions can participate in all



- aspects of school life.
- Monitor and keep appropriate records

Rationale

Local Authorities and schools have a responsibility for the health and safety of pupils 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 pupils with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all pupils at the school. This may mean making special arrangements for particular pupils 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 pupils may need. The Children and Families Act 2014, from September 2014, places a duty on schools to make arrangements for children with medical conditions. Pupils 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. Teachers and other school staff in charge of pupils 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 takes advice and guidance from the medical profession which encourages self-administration of medication when possible.

Entitlement

We believe that pupils with medical needs should be assisted wherever possible and that they have a right to the full education available to other pupils. We believe that pupils with medical needs should be enabled to have full attendance and receive necessary proper care and support whilst at school. We believe that all employees have rights in relation to supporting pupils with medical needs as follows:

- Choose whether 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 pupils with medical needs

Expectations and administration

It is expected that:

- Any pupil with a medical condition requiring medication or support in school should have an individual healthcare plan which details the support that child needs. If the parents, healthcare professional and school agree that a healthcare plan is inappropriate or disproportionate, a record of the child's medical condition and any implications for the child will be kept in the school's medical record and the child's individual record which are stored safely school. Students will keep Inhalers with them for easy access with a spare being kept in student services.



- 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.

Expectations and administration (continued)

- Where parents have written to request the school to administer the medication for their child the prescription and dosage regime should be typed or printed clearly on the outside. The school will only administer medicines in which the dosage cannot be administered outside of school hours or has to be taken with meals. The name of the pharmacist should be visible. School staff will not accept any medications not presented as described. Pupils should not bring in their own medicine. This should be brought into school by the parent.
- Staff are trained by professionals and parents in some instances to administer medicines such as EpiPens.
- Controlled drugs (such as Ritalin) may only be taken on school premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence. Controlled drugs will be stored in a locked non-portable container and only named staff will have access.
- The school will keep a record of all medication administered to individual students, including how much was administered, when, and by whom. Any side effects noted should also be logged.
- Medication will be stored safely and students should know where their medication is at all times, including the key person to ask in order to facilitate immediate access. Asthma inhalers, blood glucose equipment and adrenalin pens, should be readily available and not locked away, particularly on school trips etc.
- Staff 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.
- Medications containing aspirin will never be given to a child unless they have been prescribed by a doctor.
- The school will liaise with the School Health Service for advice about a pupil's special medical needs and will seek support from the relevant practitioners where necessary and in the interests of the pupil.
- Thomas Aveling cannot be held responsible for side effects that occur when medication is taken correctly.
- Any medicines brought into school by the staff eg headache tablets; inhalers for personal use will be kept securely in appropriate storage and kept out of the reach of the pupils. Staff medicine is the responsibility of all staff concerned and not the school.

The **SEND team and the Student Services and Welfare Officer** are responsible for ensuring that whenever the school is notified that a pupil has a medical condition:

- Sufficient staff are suitably trained.
- All staff are made aware of a child's condition.
- Risk assessments for visits and activities out of the normal timetable are carried out.
- Individual healthcare plans are monitored regularly and reviewed annually or earlier if evidence is presented that the child's needs have changed. The plan should be developed with the child's best interests in mind and



ensure that the school assesses and manages risks to the child's education, health and social wellbeing, and minimises disruption.

- Transitional arrangements between schools are carried out if a child's needs change, the above measures are adjusted accordingly.

Individual Health Care Plans (IHCPs)

There is a need for proper documentation at all stages when considering the issue of support for pupils with medical needs in school. The following information should be considered when writing an individual healthcare plan:

- The medical condition, its triggers, signs, symptoms and treatments the pupil's resulting needs, including medication and other treatments, times, facilities, equipment, testing, dietary requirements and environmental issues.
- Specific support for the pupil's educational, social and emotional needs.
- The level of support needed including in emergencies.
- Who will provide support, their training needs, expectation of their role, confirmation of their proficiency and cover arrangements.
- Who in school needs to be aware of the child's condition and the support required.
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate.
- Confidentiality.
- What to do if a child refuses to take medicine or carry out a necessary procedure.
- What to do in an emergency, who to contact and contingency arrangements.
- Where a child has SEND but does not have an Education, Health and Care plan, their special educational needs should be mentioned in their individual healthcare plan.

Day trips, residential visits and sporting activities

- Where pupils are required to take medicine during a day trip etc, arrangements should be made to administer them in accordance with this policy.
- Pupils with medical conditions should not be precluded from taking part in day trips, residential visits or sporting activities unless evidence from a clinician such as a GP states that this is not possible.
- Teachers should be aware of how a pupil's medical condition may impact on their participation
- School will consider any reasonable adjustments that may need to be made to enable pupils with medical conditions to participate fully and safely on visits.



Complaints

Should parents/carers be dissatisfied with the support provided to pupils with medical conditions, they should in the first instances discuss their concerns directly with the Headteacher. If they remain dissatisfied or the issue fails to be resolved, they may make a formal complaint via the School's Complaints Policy.

