The Dunstan Catholic Educational Trust

Supporting Pupils with medical conditions policy

Agreed by the DCET Trust Board on: 23.7.24
Review Date: July 2026

Signed: Catherine Christie **Date:** 23.7.24
Chair of Trust Board

Version Number	Date Amended	Comments and Changes	Date Approved	Author	Approved By
1		New Trust Policy	12.7.2022	CEO	Trust Board
2	20.07.23	No changes	27.07.23	CEO	Trust Board
3	1.7.2024	No changes		CEO	Trust Board

This policy applies to all academies within the DCET

The Dunstan Catholic Educational Trust is an inclusive community that aims to support pupils with medical conditions. This Trust aims to provide all pupils with medical conditions the same opportunities as other pupils at school.

1. Aims

This policy aims to ensure that:

- That pupils, staff and parents/carers understand how our school will support pupils with medical conditions
- Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including school trips and sporting activities.

The Trust Board will implement this policy by:

- Making sure sufficient staff are suitably trained (including, ensuring that schools with EYFS children, under 5 years, at least one person has a current paediatric first aid certificate and that there a paediatric trained member of staff accompany children's outings.
- Make staff aware of pupils' conditions
- Where appropriate, make sure there are cover arrangements to ensure that there is always someone available to support pupils with medical conditions
- Providing all staff and supply teachers with the appropriate information about the policy and relevant pupils
- Developing and monitoring individual healthcare plans (IHP)

The named people for implementing this policy are CEO and the Headteachers in the schools

2. Legislation and statutory responsibility

This policy meets the requirements under Section 100 of the Children and Families Act 2014, which places the duty on the Trust Board and Local Governing Committees to make arrangements for supporting pupils within the Trust with medical conditions.

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

This policy also complies with our funding agreement and articles of association.

3. Roles and responsibilities

To fulfil their responsibilities, Directors must:

- Ensure that medical professionals, parents/carers and students have been consulted.

- Be satisfied that the schools understand the impact of medical conditions on pupils' wellbeing and ability to achieve

- Know that there is an appropriately trained named person with lead responsibility for implementation of the policy in each school; and that other staff are suitably trained.

- Know how training needs are assessed and how training is commissioned and provided.

- Ensure that the procedures and arrangements for managing medical conditions and medical emergencies are understood by all staff.

- Be aware of the role of IHPs and who is responsible for their development and implementation.

- Be satisfied that learners are encouraged and supported in managing their own health needs and medicines, as appropriate.

- Ensure that staff have been aware of unacceptable practice.

- Ensure that written records are promptly and accurately maintained.

The Trust will ensure that arrangements are in place to support pupils with medical conditions to enable them to access and enjoy the same opportunities at school as any other child. The focus will be on the needs of each individual child and how their medical condition impacts on their school life.

4. Consultation Process

This policy was developed in consultation with staff who work with the students with medical needs across the Trust.

5. Equal Opportunities

The Trust is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so. The Trust and schools will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits a sporting activity.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included.

6. Being notified that a child has a medical condition

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. The school will make every effort to ensure that arrangements are in place within 2 weeks.

See appendix 1

7. Individual Healthcare Plans (IHP)

The headteachers in the schools have the overall responsibility for the development of IHPs for pupils with medical conditions. Appendix 2

Plans will be reviewed at least annually, or earlier if there is evidence that the pupil's needs have changed.

The plans will set out:

- What needs to be done
- When
- By whom

Not all pupils with medical conditions will need an IHP.

Plans will be drawn up in partnership with the school, parents and relevant healthcare professionals. The pupils will be involved wherever appropriate.

The level of detail in the plan will depend upon the complexity of the child's condition and how much support is needed.

8. Managing medicines

Prescription and non-prescription medicines will only be administered at school:

- When it would be detrimental to the pupil's health or school attendance not to do so and
- Where we have parents' written consent

Anyone giving a pupil any medication will first check maximum dosages and when the previous dosage was taken. Parents will always be informed.

The school will only accept prescribed medicines that are:

- In date
- Labeled
- Provided in the original container as dispensed by the pharmacist and include instructions for administration dosage and storage.

Any medicines must be stored safely. Pupils will be informed about where their medicines are always and be able to access them immediately.

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.

Medicines will be returned to parents to arrange for safe disposal when they are no longer required.

Each school within the Trust will maintain accurate and timely records for all students where medications need to be administered by trained staff. Appendix 3, 4 and 5

9. Emergency procedures

Staff will follow the school's emergency procedures. All pupils' IHPs will clearly set out what constitutes an emergency and will explain what to do.

If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent arrives or accompany the pupil to hospital by ambulance.

10. Training

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

The training will be identified during the development or review of the IHPs. The leading healthcare professional will lead on identifying the type and level of training required. Training will be kept up to date.

11. Unacceptable Practice

Each school within the Trust will ensure that staff do not create barriers for students with medical needs which will unnecessarily disrupt their learning and the medical advice that has been provided will be acted upon.

12. Monitoring arrangements

This policy will be reviewed and approved by the Trust Board two years.

Directors may scrutinise the following:

- Reports of any issues for students with medical conditions and recommended action/procedural changes as appropriate
- Be notified of any staff training and briefings which have taken place.

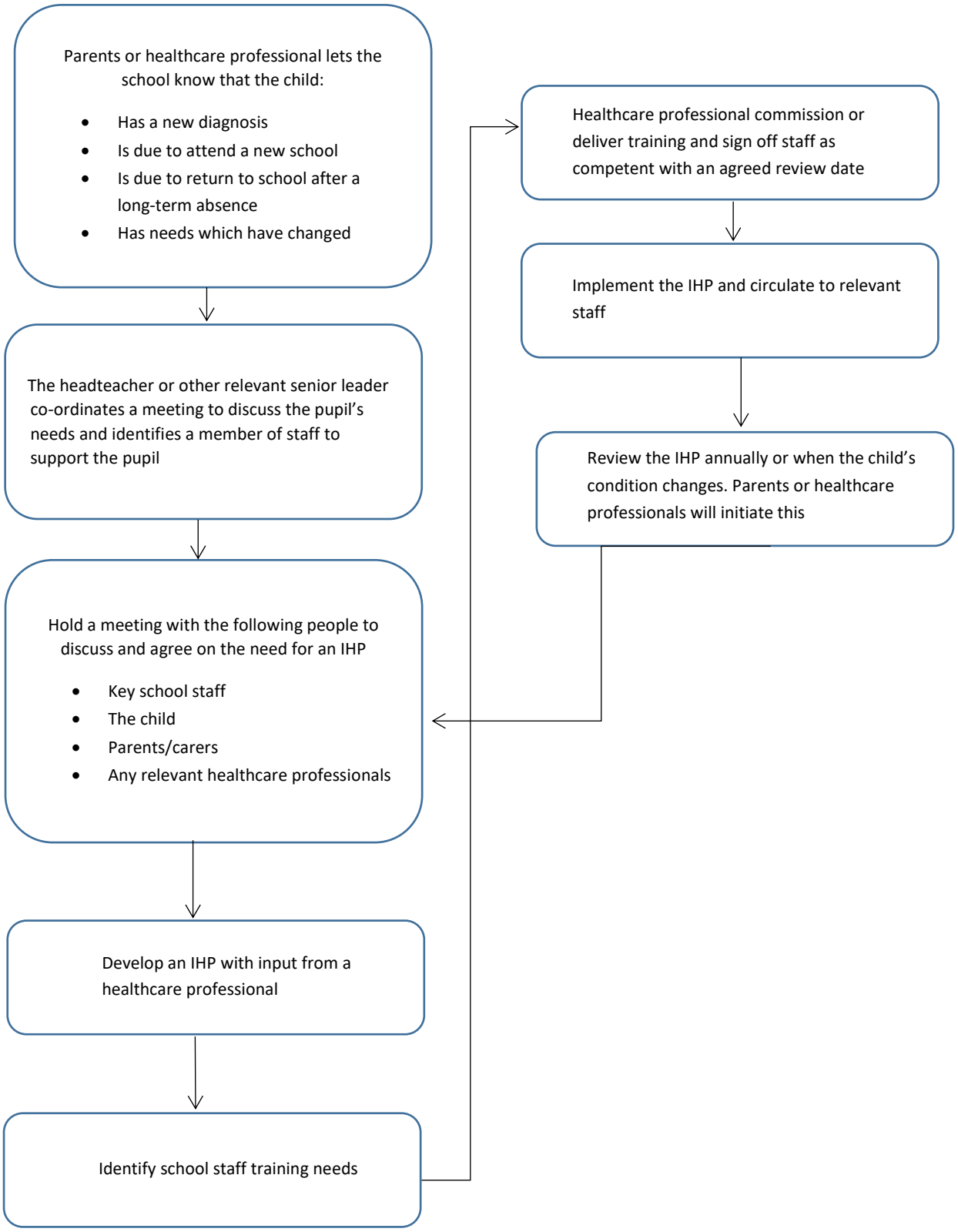
13. Links to other policies:

This policy links to the following policies:

Accessibility plan
Complaints
Equality
First aid
Health and safety
Safeguarding
Special Educational Needs and Disability

Appendix 1

Being notified a child has a medical condition



Appendix 2

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	

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

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

Parental agreement for setting to administer medicine

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by	
Name of school/setting	
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

Medicine

Name/type of medicine *(as described on the container)*	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____ Date _____

Record of medicine administered to an individual child

Name of school/setting	
Name of child	
Date medicine provided by parent	
Group/class/form	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature _____

Signature of parent _____

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

C: Record of medicine administered to an individual child (Continued)

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Record of medicine administered to all children

Name of school/setting	

Date	Child's name	Time	Name of medicine	Dose given	Any reactions	Signature of staff	Print name