

**SUPPORTING PUPILS WITH MEDICAL CONDITIONS,  
INCLUDING CHILDREN WITH HEALTH NEEDS EDUCATED  
OFF-SITE POLICY**

**Version 2**

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<b>Review Period</b>	<b>Annually</b>

**Linked Policies:** Accessibility Plan, Complaints (Policy and Procedures), Equality, First Aid and Administration of Medicines, Health and Safety, Safeguarding and Child Protection, SEND

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## 1. AIMS

This policy aims to ensure that:

- Pupils, staff and parents understand how our Trust 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
- Suitable education is arranged for pupils on roll who cannot attend school due to health needs
- Pupils, staff and parents understand what the school is responsible for when this education is being provided by the local authority
- Schools will use this Policy in conjunction with The First Aid and Administration of Medicines Policy

## 2. LEGISLATION AND STATUTORY RESPONSIBILITIES

This policy meets the requirements under [Section 100 of the Children and Families Act 2014](#), which places a duty on the Board of Trustees to make arrangements for supporting pupils at their school with medical conditions.

It is also based on the Department for Education's (DfE) statutory guidance: [Supporting pupils at school with medical conditions](#).

This policy reflects the requirements of the Education Act 1996 and is also based on guidance provided by the <https://www.devon.gov.uk/educationandfamilies/school-information/education-inclusion-service/accessing-education-for-children-and-young-people-with-long-term-illness>

This policy also complies with our funding agreement and Articles of Association.

## 3. ROLES AND RESPONSIBILITIES

### 3.1 The Board of Trustees

The Board of Trustees has ultimate responsibility to make sure there are arrangements to support pupils with medical conditions across the Trust. Although the Trust delegates certain duties to different levels as outlined below, The Board is still accountable for making sure the Trust is compliant with the requirements in the above legislation and guidance.

The Board delegates the following duties:

- Implementing the Supporting Pupils with Medical Conditions Including Children with Health Needs Educated Off-Site Policy and procedures within Ventrus Schools
- Ensuring that the Supporting Pupils with Medical Conditions Including Children with Health Needs Educated Off-Site Policy as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the Trust's Complaints Policy & Procedures.
- Ensuring that all pupils with medical conditions wherever possible are able to participate fully in all aspects of school life.
- Ensuring that relevant training provided by the LA is delivered to staff members who take on responsibility to support children with medical conditions.

- Ensuring that information and teaching support materials regarding supporting pupils with medical conditions including children with health needs educated off-site are available to members of staff with responsibilities under this policy.
- Ensuring the level of insurance in place reflects the level of risk.
- Ensuring the correct level of insurance is in place for teachers who support students in line with this policy.

The Board will also determine and approve this policy.

### **3.2 The Headteacher**

The Headteacher will:

- Make sure all staff are aware of this policy and understand their role in its implementation
- Monitor that there is a sufficient number of trained staff available in their school
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all IHPs, including in contingency and emergency situations
- Make sure cover arrangements are made in the case of staff absence, and that supply teachers are briefed
- If necessary, facilitate the recruitment of a member of staff for the purpose of adhering to this policy
- Highlight any issues found across the Trust to The Board of Trustees
- Review how well this policy is locally applied and make recommendations to The Board of Trustees as necessary

### **3.3 The SENDCo**

The SENDCo will:

- Assess training needs and commission necessary training in line with Trust procedures
- Co-ordinate and attend meetings to discuss and agree on the need for IHPs
- Take overall responsibility for the development of IHPs
- Contact the school nursing service in the case of any pupil who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse
- Make sure systems are in place for obtaining information about a pupil's medical needs and that this information is kept up to date
- Help to decide what information should be recorded on individual healthcare plans (IHPs)
- Monitor that records on pupils' medical needs and medicines that have been administered are kept up to date

### **3.4 School Staff**

Supporting pupils with medical conditions and those educated off-site during school hours is not the sole responsibility of one person. Any member of staff at the school 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.

Staff members are responsible for:

- Taking appropriate steps to support pupils with medical conditions including pupils with health needs educated off-site.
- Where necessary, making reasonable adjustments to include pupils with medical conditions including children with health needs educated off-site into lessons.
- Administering medication, where this is part of their role.
- Keeping written records of any and all medicines administered to individual students and across the school population
- Undertaking training to achieve the necessary competency for supporting students with medical conditions, where this is part of their role.
- Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.

### 3.5 Parents

Parents will:

- Assume in the event of an accident, basic first aid treatment will be given to their child/children by a first aider.
- Be informed of any head injury/serious incident and the treatment given.
- Inform the school of any specific medical needs, asthma, allergies or any specific requirements.
- Discuss medications with their child/children prior to requesting that a staff member administers the medication.
- Where necessary, complete the '*Parental Agreement to Administer Prescription and Non Prescription Medicine*' form and follow the Ventrus First Aid Administration of Medicines Policy.
- Where necessary, develop an [Individual Healthcare Plan](#) (IHCP) –Appendix 1 - for their child in collaboration with the SENDCo, other staff members and healthcare professionals.

### 3.6 Pupils

Pupils with medical conditions will often be best placed to provide information about how their condition affects them.

Pupils will be fully involved in discussions about their medical support needs, where appropriate, and contribute as much as possible to the development of their IHPs. They are also expected to comply with their IHPs.

**Please note, where a pupil has reached the age of medical consent and is considered competent to make decisions about their own care, the pupil's wishes may be taken into account, before parental views are sought.**

### 3.7 School nurses and other healthcare professionals

Our school nursing services will notify the relevant school when a pupil has been identified as having a medical condition that will require support in school. This will be before the pupil starts school, wherever possible.

Healthcare professionals, such as GPs and paediatricians, will liaise with our school nurses and notify them of any pupils identified as having a medical condition.

#### **4. EQUAL OPPORTUNITIES**

Our 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 the individual school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities.

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. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

#### **5. LIABILITY AND INDEMNITY**

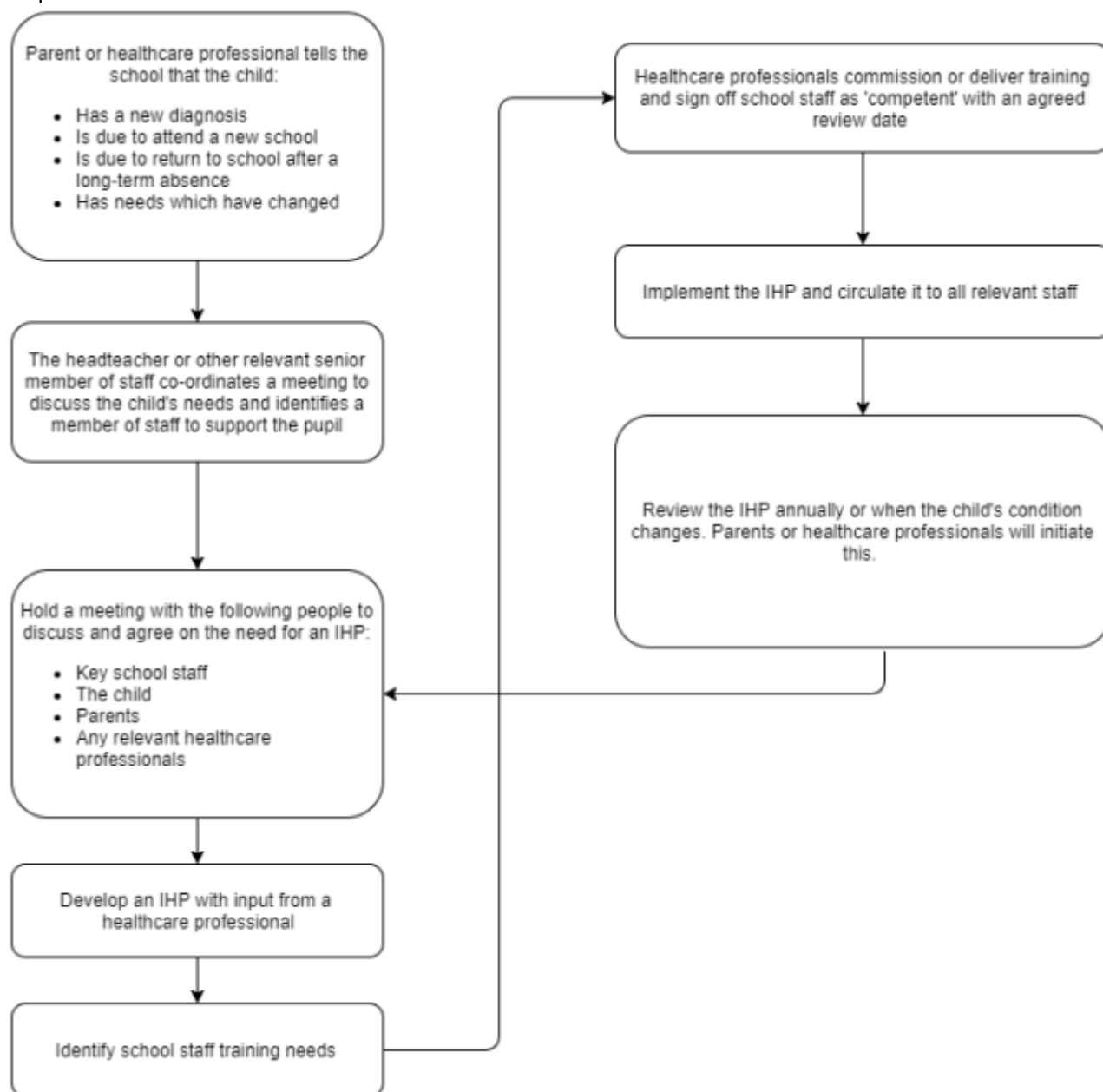
Ventrus Multi Academy Trust, the relevant individual school or its employees cannot be held responsible for side effects that occur when medication is taken correctly

#### **6. BEING NOTIFIED THAT A PUPIL 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. This process will be followed by all schools in the Trust.

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 our school.

Process: deciding if an IHP is required



## 6. SUPPORTING PUPILS WITH MEDICAL CONDITIONS AND HEALTHCARE NEEDS

### 6.1 Individual Healthcare Plans

The Headteacher has overall responsibility for the development of IHPs for pupils with medical conditions. This has been delegated to the school SENDCo.

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

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 not a consensus, the Headteacher will make the final decision.

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 pupil's specific needs. The pupil will be involved wherever appropriate. SENDCo's can agree to use IHP's in other formats other than appendix 3, for example, IHP's created by the pupil's asthma clinic, or diabetes team.

IHPs will be linked to, or become part of, any statement of special educational needs (SEN) or education, health and care (EHC) plan. If a pupil has SEN but does not have a statement or EHC plan, the SEN will be mentioned in the IHP.

Blank IHP - Appendix 2

### **6.1.2 What is included in the plan**

Plans will be developed with the pupil's best interests in mind and will set out:

- What needs to be done
- When
- By whom

The level of detail in the plan will depend on the complexity of the pupil's condition and how much support is needed. The SENDCo, will consider the following when deciding what information to record on IHPs:

- The medical condition, its triggers, signs, symptoms and treatments
- The pupil'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 pupil'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 pupil 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 pupil'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 pupil's condition and the support required
- Arrangements for written permission from parents and the Headteacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the pupil can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parent/pupil, who the designated individuals to be entrusted with information about the pupil's condition will be
- What to do in an emergency, including who to contact, and contingency arrangements



## **6.2 Pupils with health needs who cannot attend school**

### **6.2.1 The responsibilities of the school**

- Pupils with health needs should have provision which is equivalent to the education they would receive in school. If they receive one-to-one tuition, for example, the hours of face-to-face provision could be fewer as the provision is more concentrated.
- Where full-time education would not be in the best interests of a particular pupil because of reasons relating to their physical or mental health, we will provide part-time education on a basis we consider to be in the child's best interests. Full and part-time education should still aim to achieve good academic attainment, particularly in English, maths and science.

### **6.2.2 School Arrangements**

- The school has arrangements in place to deliver suitable education for pupils with health needs who cannot attend school, through the use of the following platforms, Tapestry (EYFS) or Teams (Years 1-6). Pupils of secondary school age will receive work and support through Teams and via other subject specific online platforms. All parents are given login details to access relevant online platforms when they join the school.
- From their first day of non-attendance in school pupils can access learning via these platforms that is in line with their peers in school. The class teacher marks learning completed by the pupil in line with the school's Marking and Feedback Policy

### **6.2.3 If the local authority makes arrangements**

- If the school cannot make suitable arrangements, Devon County Council will become responsible for arranging suitable education for these pupils. Such education must be arranged as soon as it is clear that the pupil will be away from school for 15 days or more, whether consecutive or cumulative
- "Suitable" means suitable to the pupil's age, aptitude, ability and any special educational needs that they may have. Unless the pupil's condition means that full-time provision would not be in their best interests. "Full-time education" is not defined in law, but it should equate to what the pupil would normally have in school.
- It is the school's responsibility to inform the LA that an absence will last for more than 15 days. Devon's Senior Inclusion Officer is responsible for the education of pupils with additional health needs
- In cases where the local authority makes arrangements, the school and Trust will:
- Work constructively with the local authority, providers, relevant agencies, and parents to ensure the best outcomes for the pupil
- Share information with the local authority and relevant health services as required
- Help make sure that the provision offered to the pupil is as effective as possible and that the pupil can be reintegrated back into school successfully
- When reintegration is anticipated, work with the local authority to:
- Plan for consistent provision during and after the period of education outside the school, allowing the pupil to access the same curriculum and materials that they would have used in school as far as possible
- Enable the pupil to stay in touch with school life (e.g. through newsletters, emails, invitations to school events or internet links to lessons from their school)

- Create individually tailored reintegration plans for each pupil returning to school
- Consider whether any reasonable adjustments need to be made

## **7. EMERGENCY PROCEDURES**

Staff will follow the school's normal emergency procedures (for example, calling 999). 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.

## **8. TRAINING**

As the vast majority of medicines are given by mouth in liquid form, or as tablets, little or no training is required. However, in some circumstances, medicine may be given by other routes. If a member of staff volunteers to assist a service user with invasive medical needs, the Headteacher should arrange appropriate training through the Public Health Nursing Service.

First aid arrangements in the school should cover aspects of risk which the administration of medicines could present, e.g., what to do if the individual has an asthma attack, epileptic fit or a severe allergic reaction. If there are pupils with disabilities, long standing medical conditions or allergies which require special attention, individual advice and appropriate training should be sought.

Ventrus Multi Academy Trust, the relevant individual school or its employees cannot be held responsible for side effects that occur when medication is taken correctly.

## **10. RESPONDING TO COMPLAINTS**

The procedures for making a complaint against the school are outlined in the School's Complaints Policy. The policy can be accessed via the school's website or via the school office. All concerns or enquires about a pupil with medical conditions, including children with health needs educated off-site, should be dealt with by the class teacher, the SENDCo or the Headteacher. If a parent/carer does not feel an issue has been resolved effectively, please refer to Ventrus Complaints (Policy and Procedures)

## **11. LINKS TO OTHER POLICIES**

This policy links to the following policies:

- Accessibility Plan
- Complaints (Policy and Procedures)
- Equality
- First Aid and Administration of Medicines
- Health and Safety
- Safeguarding and Child Protection
- SEND

## APPENDIX 1: BLANK INDIVIDUAL HEALTH PLAN

### Individual Health Plan

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 Completed by

Name	Signature
	Date

## APPENDIX 2: POLICY HISTORY

Version	Summary of Change	Review Date	Lead Author/s
1.0	Review of Policy	June 21	Charlotte Hill & Alison Bourne
2.0	Review of Policy Handling complaints section added Additional aim added to make clear link between policies. Added comment about pupil over the age of medical consent. Added signature box to IHP form	Sep 2022	Charlotte Hill & Alison Bourne
2.0	Review of policy	Nov 2023	Charlotte Hill & Alison Bourne