



Nailsea School

Medical Needs Policy

Headteacher Mrs D. Elliott

Medical Needs Policy

1. Rationale

- 1.1 Section 100 of the **Children and Families Act 2014** places a duty on the proprietors of the school to make arrangements for supporting students with medical conditions. 'Appropriate authorities' must have regard to this guidance when carrying out their statutory duty to make arrangements to support students at school with medical conditions. The guidance also applies to activities taking place off-site as part of normal educational activities
- 1.2 This policy is focused on students with an ongoing medical condition

2. Purpose

- 2.1 To maintain a focus on each individual student with a medical condition and seek to give parents and students confidence in the school's ability to provide effective support for on-going medical conditions in school, and management of short term medical arrangements

3. Guidelines

- 3.1 It is the responsibility of Parents/Guardians to notify the school that their student has a medical condition
- 3.2 Information on a student's medical condition is shared with staff at an appropriate level to ensure the student is supported and staff are aware of symptoms. School records are updated by the Medical Officer.
- 3.3 For students whose medical condition requires additional support in school, members of the School Pastoral team including the Medical Officer will meet with the parent/guardian and/or a specialist (e.g. diabetic nurse) to prepare and agree an "Individual Health Care Plan" (IHCP) for the student.
- 3.4 The School Pastoral team will maintain a focus on each individual student with an IHCP in order to give parents/guardians and student confidence in the school's ability to provide effective support.
- 3.5 Where the IHCP (see section 4) identifies recording of information on a regular basis to assist with the students well-being (e.g. diabetic readings) then this will be recorded by the school's first aid team. Any paperwork will be retained in a restricted access office, accessed by the first aid/pastoral team, as appropriate
- 3.6 Students will be positively encouraged to take responsibility and this will be reflected in the IHCP however; where a student is reluctant to take on this responsibility, the school will support the student to reach the level of responsibility agreed and documented in the IHCP
- 3.7 Where possible students will carry their own medicines or devices or be able to access them quickly. A 'Parental Agreement to Administer Medication' form must be completed for any medicine kept in school.
- 3.8 No student will be expected to take on responsibility until they are ready for it and appropriate supervision will be given if needed

4. Individual Health Care Plans (IHCP's)

- 4.1 Individual Health Care Plans "IHCP" exist to document a student's medical needs and provision being made for those needs. They are a useful tool for the school to use to ensure

that it meets the needs of the student. They are written with input from all the relevant parties including the school Pastoral Team, and parent.

- 4.2 IHCPs will be developed with student's best interests in mind and will ensure that the school assesses and manages risks to the student's education, health and social well-being and minimises disruption
- 4.3 IHCPs will be reviewed if evidence is presented that the student's needs have changed. Parents will be reminded annually to update the school with any changes.
- 4.4 The template for the school IHCP is included in Appendix A.

5. Managing Medicines on School Premises

- 5.1 Medicines should only be administered at school when it would be detrimental to a student's health or school attendance not to do so.
- 5.2 A 'Parental Agreement to Administer Medication' form must be completed by parents for ongoing conditions requiring medication to be taken during school time.
- 5.3 Parents are responsible for providing the school with prescribed medicines, in date, labelled.
- 5.4 School is responsible for storing provided medicines safely, clearly and accessible to first aid staff. All staff will have access to the medicine in case of emergency.

6. Staff Training

- 6.1 The school has a responsibility to ensure staff are properly trained and any member of staff providing support to a student with medical needs will receive suitable training
- 6.2 Staff must not give prescription medicines or undertake health care procedures without appropriate training

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Governor signatory: Sue Renny, Chair of Governors

Date: January 2024

Next review date: February 2025

Appendix A

IHCP template



HEALTH CARE PLAN FOR A STUDENT WITH MEDICAL NEEDS

Name:

Date of Birth:

Condition:

Year/Tutor Group:

Contact Information:

Contact 1:

Contact 2:

Name:

Name:

Phone number:

Phone number:

Relationship:

Relationship:

GP Name and phone number:

Hospital Contact/number if applicable:

Name, description of condition(s):

Symptoms:

Medication:

Student action in self-management of condition:

Action from school to support student including emergency action:

Any additional staff training requirement:

IHCP reviewed on receipt of notification from parent for changes to medical condition

Parents reminded annually to notify the school of any changes

Signed:

(Parent/Carer)

Date:

Signed:

(School)