WENSUM TRUST

SUPPORTING PUPILS WITH MEDICAL CONDITIONS POLICY AND PROCEDURE

This policy was created and ratified by the Wensum Trust Board in:	**July 2025**
The policy owner is:	**Strategic Leads**
This policy will be reviewed by the Wensum Trust Board in: **(unless earlier review is recommended by the Wensum Trust)**	**June 2028**
Policy Version:	**V3**
Signed by the Chair of the Board of Trustees:	**John Smith**

Supporting Pupils with Medical Conditions Policy

Introduction

- The Children and Families Act 2014 places a duty on The Wensum Trust as a proprietor of academies to make arrangements for supporting pupils in Wensum Trust academies with medical conditions. In meeting this duty, The Wensum Trust must have regard to current **DFE** guidance.
- Where children have a disability, the requirements of the Equality Act 2010 will also apply.
- Where children have an identified special need, the SEN Code of Practice will also apply.
- All children have a right to access the full curriculum (including academy trips and physical education) adapted to their medical needs and to receive the on-going support, medicines or care that they require at academy to help them manage their condition and keep them well and the Wensum Trust shall ensure that arrangements in place in its academies to support pupils with medical conditions.
- The Wensum Trust recognises that medical conditions may impact social and emotional development as well as having educational implications.
- Trust academies require that its academy leaders consult and build relationships with healthcare professionals and other agencies and in order to effectively support pupils with medical conditions.

Roles and Responsibilities

The named person responsible for children with medical conditions in **Wells-next-the-sea Primary & Nursery School** is **Mrs Emma Beck.**

This person is responsible for:

- developing, monitoring and reviewing individual healthcare plans (as per Appendix 1)
- informing relevant staff of any medical condition
- arranging appropriate training for identified staff
- ensuring that staff are aware of the need to communicate necessary information about medical conditions to supply staff and where appropriate, taking the lead in communicating this information
- assisting with risk assessment for academy visits and other activities outside of the normal timetable
- working together with parents/carers, pupils, healthcare professionals and other agencies

The Wensum Trust is responsible for:

- determining the academy's general policy and ensuring that arrangements are in place to support children with medical conditions

The Local Advisory Board is responsible for:

- approving and reviewing any local additions/variations to this Policy (Appendix 3)
- reviewing the local operation of this policy on an annual basis

The Principal/Headteacher is responsible for:

- overseeing the management and provision of support for children with medical conditions including ensuring that individual healthcare plans are reviewed at least annually
- ensuring that sufficient trained numbers of staff are available to implement the policy and deliver individual healthcare plans, including to cover absence and staff turnover
- ensuring that academy staff are appropriately insured and are aware that they are insured
- reporting annually to the Local Advisory Board on the effectiveness of implementation of this policy

Teachers and Support Staff are responsible for:

- the day to day management of the medical conditions of children they work with, in line with training received and as set out in individual healthcare plans
- working with the named person and ensuring that risk assessments are carried out for academy visits and other activities outside of the normal timetable
- providing information about medical conditions to supply staff who will be covering their role where the need for supply staff is known in advance

NB. Any teacher or support staff member may be asked to provide support to a child with a medical condition, including administering medicines. However, no member of staff can be required to provide this support

Administering medicines

Written consent from parents/carers must be received before administering any medicine to a child at an academy.

Medicines will only be accepted for administration if they are:

1. In-date
2. Labelled
3. Provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage.

- the exception to this is insulin, which must be in date, but will generally be available inside an insulin pen or pump, rather than in its original container
- medicines should be stored safely. Children should know where their medicines are at all times
- written records will be kept of all medicines administered to children
- pupils who are competent to manage their own health needs and medicines, after discussion with parents/carers will be allowed to carry their own medicines and relevant devices or will be allowed to access their medicines for self-medication

Any additional requirements specific to **Wells-next-the-sea Primary & Nursery School** are set out in Appendix 3

Action in case of emergencies:

A copy of this information will be displayed in the staff workroom (see Appendix 2).

- Request an ambulance — dial 999 and be ready with the information below. Speak slowly and clearly and be ready to repeat information if asked.

  1. The academy's telephone number: **01328 710320**
  2. Your name
  3. Your location: **Polka Road, Wells-next-the-sea, NR23 1JG**
  4. Provide the exact location of the patient within the academy
  5. Provide the name of the child and a brief description of their symptoms
  6. Inform ambulance control of the best entrance to use and state that the crew will be met and taken to the patient

- contact the parents/carers to inform them of the situation
- a member of staff should stay with the pupil until the parent/carer arrives. If a parent/carer does not arrive before the pupil is transported to hospital, a member of staff should accompany the child in the ambulance

Activities beyond the curriculum:

- reasonable adjustments will be made to enable pupils with medical needs to participate fully and safely in day trips, residential visits, sporting activities and other activities beyond the usual curriculum
- The Principal/Headteacher is responsible for assessing if the appropriate medical arrangements and deployment of staff can be made to facilitate the pupil taking part in the arranged trip/visit/activity etc. In some cases the parent/carer may be requested to assist with the medical care if the pupil has complex needs. The final decision as to participation will be that of the Principal/Headteacher.
- When carrying out risk assessments, parents/carers, pupils and healthcare professionals will be consulted where appropriate

Unacceptable Practice:

The following items are not generally acceptable practice with regard to children with medical conditions, although the academy will use discretion to respond to each individual case in the most appropriate manner:

- preventing children from easily accessing their inhalers and medication and administering their medication when and where necessary
- assuming that every child with the same condition requires the same treatment
- ignore the views of the child or their parents/carers; or ignore medical evidence or opinion, (although this may be challenged)
- sending children with medical conditions home frequently or prevent them from staying for normal academy activities, including lunch, unless this is specified in their individual healthcare plans
- if the child becomes ill, sending them to the academy office or medical room unaccompanied or with someone unsuitable
- penalising children for their attendance record if their absences are related to their medical condition e.g. hospital appointments
- preventing pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- requiring parents/carers, or otherwise making them feel obliged, to attend academy to administer medication or provide medical support to their child, including with toileting issues. No parent/carer should have to give up working because the academy is failing to support their child's medical needs
- preventing children from participating, or create unnecessary barriers to children participating in any aspect of academy life, including academy trips, e.g. by requiring parents/carers to accompany the child

Complaints:

- an individual wishing to make a complaint about actions regarding the academy's actions in supporting a child with medical conditions should discuss this with the academy in the first instance

- if the issue is not resolved, then a formal complaint may be made, following the complaints procedure as set out in our complaints policy

Monitoring and review

The Trust will review this policy every 3 years and assess its effectiveness and implementation. Any deficiencies identified shall be corrected and used to inform review of the policy, which will be promoted and implemented throughout the Trust.

The Chief Executive Officer will report on the effectiveness of the policy to the Trust Board as appropriate.

Appendix 1: Process for developing Individual Healthcare Plans (IHCP)

Parent/carer or healthcare professional informs the academy that child has been newly diagnosed, or is due to attend new academy, or is due to return to academy after a long-term absence, or that needs have changed

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Principal/Headteacher or senior member of academy staff to who this has been delegated, co-ordinates meeting to discuss child's medical support needs; and identifies member of academy staff who will provide support to pupil

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Meeting to discuss and agree on need for IHCP to include key academy staff, child, parent/carer, relevant healthcare professional and other medical/health clinician as appropriate (or to consider written evidence

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Develop IHCP in partnership — agree who leads on writing it. Input from healthcare profession must be provided

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Academy staff training needs identified

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Healthcare professional commissions/delivers training and staff signed-off as competent — review date agreed

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IHCP implemented and circulated to all relevant staff

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IHCP reviewed annually or when condition changes. Parent/carer or healthcare professional to initiate

The academy will use their own recording mechanism for an IHCP and a copy of the form may be included at Appendix 3'

Appendix 2: Action in case of an emergency poster

ACTION IN CASE OF AN EMERGENCY

Request an ambulance — dial 999 and be ready with the information below. Speak slowly and clearly and be ready to repeat information if asked.

1. The academy's telephone number: **01328 710320**
2. Your name
3. Your location: **Polka Road, Wells-next-the-sea, NR23 1JG**
4. Provide the name of the child and a brief description of their symptoms.
5. Inform ambulance control of the best entrance to use and state that the crew will be met and taken to the patient.

- Contact the parents/carers to inform them of the situation.
- A member of staff should stay with the pupil until the parent/carer arrives. If a parent/carer does not arrive before the pupil is transported to hospital, a member of staff should accompany the child in the ambulance.

Appendix 3

Wells-next-the-sea Primary & Nursery School Local adaptations/ requirements (if any)

Wells Primary: individual healthcare plan

Name of school/setting	Wells-next-the-sea Primary & Nursery School
Child's name	
Group/class/form	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date of Plan	
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	Emma Beck Medical Needs Co-ordinator

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)*

Any member of staff

Plan developed with

Emma Beck and Parents

Staff training needed/undertaken – who, what, when

All staff up to date with FA training.

Form copied to

Class File, Medical Needs Central File

(To be reviewed and approved annually by the Local Advisory Board]