



The King's (The Cathedral) School
Supporting Students with Medical Conditions

Responsibility:	Mr O Pengelly
Ratified By:	Governing Body
Date Reviewed:	May 2025
Next Review Date:	May 2027

Supporting Students with Medical Conditions

General Principles

1. Introduction

At The King's (The Cathedral) School we believe all children should be properly supported so that they have full access to education, including school trips and physical education. The School aims to ensure that all children with medical conditions, in terms of both physical and mental health, are supported to play a full and active role in school life, remain healthy and achieve their academic potential. We recognise that medical conditions may impact social and emotional development as well as having educational implications.

The School has successful working partnerships with healthcare professionals and other agencies, recognising their importance in effectively supporting pupils with medical conditions. The School works collaboratively with all relevant parties including the pupil, their parent or carer, the School's governing body, School staff, healthcare professionals and where appropriate social care professionals, and the relevant local authority to ensure this policy is planned, implemented and maintained successfully. We are committed to building these working partnerships in order to offer the correct care for pupils with medical conditions.

This policy has been written with regard to the following legislation and guidance, insofar as they apply to the School:

- Supporting pupils at school with medical conditions (Department for Education, December 2015);
- The Children and Families Act 2014 (section 100 places a duty on schools to support pupils with medical conditions);
- Where children have a disability, the requirements of the Equality Act 2010; and
- Where children have an identified special need or disability, the SEND Code of Practice 2015.

This policy should be read in conjunction with the School's Children with Health Needs Who Cannot Attend School policy.

2. Particular Roles and Responsibilities

The Headteacher has overall responsibility for ensuring this policy is implemented effectively, however we recognise that supporting a child with a medical condition is not the sole responsibility of one person.

The Governing Body is responsible for:

- Determining the School's general policy and ensuring that arrangements are in place to support children with medical conditions, including the procedures to be followed for managing medicines.
- Ensuring sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions, so that staff are able to provide pupils with the support they need, including how to take emergency and preventative measures (see Appendix B). Any member of staff providing support to a pupil with medical needs will receive suitable training.
- Ensuring staff providing support to pupils are able to access information and other teaching support materials as needed.
- Ensuring that record keeping in relation to administration is robust.
- Making sure that there is the appropriate level of insurance and liability cover in place.
- Ensuring that in relation to school trips, in the case of complex need the trips co-ordinator will contact the insurer directly to arrange cover.
- Where an IHCP is in place; ensuring each plan is reviewed at least annually, or earlier if evidence is presented that the child's needs have changed.

- Where an IHCP is in place, ensuring where relevant that parents/carers have consented for the School to administer medication/meet other support needs as part of that plan; staff will be made aware of the procedure for contacting the emergency services.
- Ensuring record keeping in relation to administration is robust.
- Ensuring liability cover would be in place for common treatments administered by staff. (e.g. in relation to oral medication, inhalers, epi-pens, pre-packaged doses via injection etc.).
- Ensuring that, in line with their safeguarding duties, pupils' health is not put at unnecessary risk and that a child is not admitted to the School where this would be detrimental to the health of the child or to others.
- Ensuring this policy is reviewed regularly (action delegated to the Assistant Headteacher with responsibility for Medical Needs and Pupil Reception).

The Assistant Headteacher with responsibility for Medical Needs is responsible for:

- Ensuring the School's policy is developed and effectively implemented with partners, including ensuring that all staff are aware of this policy, and understand their role in its implementation.
- Ensuring all staff who need to know, are aware of the relevant child's condition.
- Overseeing the management and provision of support for children with medical conditions, including the development of IHCPs.
- Ensuring that sufficient trained numbers of staff are available to implement the policy and deliver IHCPs, including contingency and emergency situations.
- Assisting with risk assessment for School visits and other activities outside of the normal timetable.
- Ensuring that School staff are appropriately insured and are aware that they are insured.
- Alerting the Pupil Receptionist in the case of any child who has a medical condition that may require support at school where this is not already known.

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 the pupil's IHCP.
- Working with the Assistant Headteacher with responsibility for Medical Needs, ensuring that risk assessments are carried out for School visits and other activities outside 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.
- Where appropriate, administering medication in line with the School's policies and procedures.
- Familiarising themselves with the School's policies and procedures, so that they know what to do and how to respond when they become aware that a pupil with a medical condition needs help.
- Alerting the Pupil Receptionist and Assistant Headteacher with responsibility for Medical Needs in the case of any child who has a medical condition that may require support at school where this is not already known.

Parents/carers are responsible for:

- Providing the School with sufficient and up-to-date information about their child's medical needs.
- Involvement in the development and review of their child's IHCP.
- Inform the school's Pupil Receptionist in writing if there have been any changes in the administration of their child's medication.
- Carrying out any action agreed to as part of the implementation of their child's IHCP.
- Ensuring they or another nominated adult are contactable at all times.

Making sure that their child attends School, and where a medical condition makes this difficult provides the school with information from an appropriate consultant/clinician which can be included in the IHP.

3. Procedure when notification is received that a pupil has a medical condition

- The Assistant Headteacher with responsibility for Medical Needs will liaise with relevant individuals, including as appropriate parents/carers, the individual pupil, the school's Pupil Receptionist, healthcare professionals and other agencies in relation to the support to be provided to the child.
- Where appropriate, an IHCP will be drawn up and shared with members of staff who work with the child.

4. Individual Healthcare Plans

- All children with medical conditions that are complex, long-term or where there is a high risk that emergency intervention will be required have an individual healthcare plan (IHCP).
- A child's IHCP will set out to capture key information and actions required to support the child effectively. The level of detail will vary depending on the complexity of need and degree of support required.
- Where a child has special educational needs (SEN) but does not have an Education and Healthcare Plan (EHCP), their SEN will be mentioned in their IHCP. Where the child has SEN identified in an EHCP, the IHCP will be linked to or become part of that EHCP.
- The IHCPs are reviewed annually by the Assistant Headteacher with responsibility for Medical Needs in conjunction with Pupil Reception or earlier if the child's needs have changed. Reviews can be initiated, in consultation with parents/carers by a member of school staff or a healthcare professional involved in the child's care.
- Plans will be drawn up in partnership between the School, parents/carers, and relevant healthcare professionals. Pupils will also be involved whenever appropriate.
- The School has a centralised register of IHCPs, and the Pupil Receptionist has the responsibility for this register.
- Not all children with a medical condition will require an IHCP, and the School, relevant healthcare professionals, and parent/carer will agree, based on evidence, if an IHCP would be inappropriate or disproportionate. If consensus cannot be reached, the headteacher will take a final view.
- The IHCP will accompany a pupil should they need to attend hospital. Parental permission will be sought and recorded in the IHCP for sharing the IHCP within emergency care settings.
- Appendix A sets out the School's process for developing IHCPs.

5. Administering Medicines

Please see 'Policy for the Administration of Medicines in School', and the 'Administration of Medication to Students on School Visits' policy.

6. Action in Emergencies

- Staff must not undertake healthcare procedures without appropriate training.
- All staff are trained in the School's general emergency procedures.
- A copy of this information is displayed in the School office and pupil reception.
- Request an ambulance - dial 999 and be ready with the information below. Speak slowly and clearly and be ready to repeat the information if asked.
 - The School's telephone number.
 - Your name.
 - Your address.
 - The exact location of the patient within school.
 - Provide the name of the child and a brief description of their symptoms.
 - Inform the ambulance of the best entrance to use and state the crew will be met and taken to the patient.
 - Ask office staff to contact the premises manager to open relevant gates for entry.
 - Contact the parents/carers to inform them of the situation.
 - A member of staff should stay with the child until the parent/carer arrives and if they have not arrived in time, accompany the child to hospital in the ambulance.

7. Activities beyond the usual 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.
- When carrying out risk assessments, parents/carers, pupils and healthcare professionals will be consulted where appropriate.

8. Unacceptable Practice

- 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;
 - Ignoring the views of the child or their parents/carers; or ignoring medical evidence or opinion (although this may be challenged);
 - Sending children with medical conditions home frequently or preventing them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
 - If the child becomes ill, sending them to the School 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 school 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 School is failing to support their child's medical needs; or
 - Preventing children from participating, or creating unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parents/carers to accompany the child.
- Administer, or ask pupils to administer, medicine in school toilets

9. Other Considerations

In cases where a pupil's medical condition is unclear, or where there is a difference of opinion, judgements will be needed about what support to provide based on the available evidence. This would normally involve some form of medical evidence and consultation with parents/carers. Where evidence conflicts, some degree of challenge may be necessary to ensure that the right support can be put in place.

10. Complaints

- An individual wishing to make a complaint about the School's actions in supporting a child with medical conditions should discuss this with the School 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 the School's Complaints Policy.

Appendix A: Process for developing individual healthcare plans

