





Love of Learning, Love of Life, Love of One Another

'Life in all its fullness' John 10:10.



Supporting Pupils with Medical Needs including Children with Health Needs who cannot attend School Policy

Approved by:	N Ball – Head Teacher D Harvey – Chair of Governors	Date: LGC 6 2025 2026
		
Next review due by:	LGC6 2026 2027	
Distribution	Shared Drive Staff Room Website Paper copies are available upon request.	
The Source	Locally sourced Policy To be read in conjunction with Attendance and Safeguarding and Child Protection Policies.	

Children with Medical Conditions Policy, including children with Health Needs who cannot attend School

Aims

We aim to ensure that all pupils, including those with medical conditions or health needs, are fully supported to:

- Access learning
- Enjoy school life, friendships, and play
- Participate in a broad and balanced curriculum

We are committed to an inclusive approach which ensures that no child is disadvantaged due to their medical needs.

Roles and Responsibilities

- **Governing Body:** Oversees the implementation of this policy
- **Headteacher:** Overall responsibility for ensuring pupils' needs are met
- **SENDCo:** Coordinates provision and liaises with external agencies
- **Staff:** Follow procedures, support pupils, undertake required training
- **Parents/carers :** Provide up to date medical information and work in partnership with the school. Parents/ Carers have the prime responsibility for their child's health and are required to provide the school (via the Head Teacher or SEND Lead) with information about their child's medical condition before they are admitted to school or as soon as the child first develops a particular medical need.

Pupils with Short Term Medical Needs

If children are unwell and unable to cope with a busy school day or if the child has an infectious or contagious condition, they should not be sent to school (the Trust and school Attendance Policy should be used for guidance). If they become ill during the day, parents/carers will be contacted by the school office in order that the child can be taken home.

Many children will need to take medicine during the day at some time during their time in school. This will usually be for a short period only, perhaps to finish a course of prescribed antibiotics. Where possible doses should be given before or after school, however medicines may be brought into school if it is detrimental to the child not to do so. Medicines should be brought to school in original containers with names and labels attached and parents/ carers are responsible for ensuring the correct measuring device is enclosed for school use. Medication, whether prescribed or not, can only be administered where parents have given written consent (form available via the school website).

Parents should inform the school (using paper forms or online forms available from the school website) about the medicines that their child needs to take and provide details of when the medication was last administered, reason for administering it and any further support required. A form will be completed by the parent / carer requesting that medication is administered.

Responsibility for Administering Medication

The school will ensure that there are sufficient members of support staff who are employed, appropriately trained and willing to manage medicines. The type of training necessary will depend on the individual case. If they are in doubt about any procedure, staff will not administer the medicines but will check with the parents or a health professional before taking further action. The school will do their utmost to ensure medicines are given. Parents will be informed if a medicine dose has been missed so that the next dose can be given as soon as possible

Record Keeping

Staff will complete and sign a record each time they give medicine to a child. This will also be witnessed by another staff member. (These are filed and kept in line with GDPR guidelines when the course of prescribed medicine is complete.

Refusal to take medicine

If a child refuses to take medicine, staff will not force them to do so but will note this in the records and inform parents of the refusal immediately. If a refusal to take medicines results in an emergency, then the usual emergency procedures will be followed.

Storage of Medicine

All emergency medicines, such as asthma inhalers and adrenaline pens, will be safely stored and will be readily available. They will not be locked away and, where children are considered safely able to take care of their own medicines, they will be supported to do so.

- Staff will be informed where the medicines are kept via Medical Health Care Plans which will be updated on a minimum yearly basis.
- If school has stock of additional inhalers and epi pens, we will administer in accordance with government guidelines.
- Some medicines need to be refrigerated. These will be kept in the staff room refrigerator and access will be restricted to the refrigerator holding medicines.

Education Provision for Pupils Unable to Attend School

For pupils who attend hospital regularly or experience periods of absence, the school will work with health professionals, the Local Authority, and other agencies to ensure appropriate support is in place.

Where a pupil is unable to attend school due to their health needs, the school will:

- Maintain contact with the pupil and family
- Support access to learning
- Ensure safeguarding arrangements remain in place
- Promote continued connection with peers

Absence from school for more than 15 days

Statutory Provision (15 Days Absence) - Where a pupil is unable to attend school for 15 days or more (consecutively or cumulatively), the school will work in partnership with the Local Authority to ensure suitable, full-time education is provided as soon as possible. Provision will:

- Be appropriate to the child's age, ability, aptitude and medical needs
- Support continued academic progress
- Provide access to a broad and balanced curriculum, as far as health allows
- A range of approaches may be used, including:
 - Remote and online learning
 - Teacher contact and check-ins
 - Alternative provision or outreach services

Monitoring and Oversight

A named member of staff (SENDCo or SLT) will:

- Monitor the quality and impact of provision
- Track progress regularly
- Liaise with external agencies and the Local Authority

Reintegration

The school will carefully plan a return to school, which may include:

- A phased return
- Additional support
- Reasonable adjustments

Welfare and Safeguarding

Regular welfare checks will take place (at least every two weeks, unless agreed otherwise)

Support from external services will be considered where appropriate. Support for friendships will also be considered and supported where possible

Pupils with Long Term or Complex Medical Needs

Where a child's needs are particularly complex and could affect their ability to access the full curriculum or participate in other areas of school life, then special arrangements will be made. External professionals may be contacted to gain advice or their involvement may be requested via the completion of an Early Help Assessment. This will be completed with the support and consent of the child's parent/carer. Examples of external professionals include; PIMS Team, TEAM AROUND the SCHOOL, SENATAS, Partnership School. Such services can support many adaptations to the curriculum.

In some cases, this might take the form of dedicated adult at certain times of the day. Alternatively, the child's needs could be such that modifications to the learning environment and /or the provision of specialist aids will need to be considered.

If a child's needs mean they are unlikely to attend school for extended periods of time (e.g. social anxiety, SEND), an initial meeting will be held with parents/carers to discuss and agree welfare checks that will be put in place -this is dependent on the individual circumstance.

In some cases, this might take the form of dedicated adult support at certain times of the day. Alternatively, the child's needs could be such that modifications to the learning environment and /or the provision of specialist aids will need to be considered.

If a child's needs mean they are unlikely to attend school for extended periods of time (e.g. social anxiety, SEND), an initial meeting will be held with parents/carers to discuss and agree welfare checks that will be put in place -this is dependent on individual circumstance.

If a child is not in hospital but their needs are being met at home, welfare checks will take place by two members of staff at least every two weeks. During the initial meeting with parents/carers, it will be agreed as to whether further external professionals or resources are required to meet the needs of the child and/or family during their absence from school. E.g. PFSA, School Nurse, local food bank. The school will gain ongoing advice from relevant external professionals regarding suitable time periods for re-integration into school and possible means of maintaining the child's peer relationships and education.

Individual Health Care Plans

Where a child has ongoing or complex needs a **Medical Healthcare Plan** will be created. This will detail:

- Daily care requirements
- Medication and dosage
- Emergency procedures

Plans will be:

- Developed with parents and professionals
- Reviewed regularly
- Shared with relevant staff

External professionals may include:

- School Nurse
- SEND services
- Early Help teams
- Specialist services

Reasonable adjustments may include:

- Adaptations to the environment

- Additional adult support
- Adjustments to teaching and learning

Healthcare plans and training are not transferable, even when children have the same condition.

Training

Staff will receive appropriate training for medical procedures

- Training will be delivered by qualified professionals
- Parents and Carers will be consulted on preferences for medical support as appropriate
- Staff will only carry out procedures they are trained for
- Refresher training will be provided as required

Parents and school staff cannot cascade training that they have received when the training is specific to an individual child.

School staff who have been trained are responsible for following / delivering the Medical Health Care Plan. If the child's condition alters, they will contact an appropriate professional and the parents, making them aware of the change and requesting further training if needed, or an alteration to the plan. School staff will request further training when needed, and professional updates at least once a year. The Headteacher or SENDco will liaise with health care professionals and the trained staff to support and facilitate training refreshers and updates as needed.

Communicating Needs

Files containing photographs of pupils with medical needs, together with outlines of their medical condition and action to be taken, are available to all teaching and support staff. Information is emailed within the secure school email system and records stored in lockable cupboards. Permission is sought from parents to display photographs of individual children for identification.

Medical Health Care Plans for individual children are also kept in the classroom where they are accessible to all staff involved in caring for the child. Copies are also kept in the school office in the medical folder.

Further copies and full medical reports are stored in the child's personal file.

Educational Visits (see also School's Trips Policy)

The school will ensure pupils with medical needs can participate in:

- School trips
- Residential visits
- Sporting activities

This will include:

- Risk assessments
- Reasonable adjustments
- Clear planning and communication with parents

Where full participation is not possible, reasonable adjustments will be made as appropriate to ensure they are enabled to join in the curriculum surrounding the experience.

Staff supervising excursions and residential trips will always make sure that they are aware of any medical needs, and relevant emergency procedures. Parents/ carers of children participating in residential trips will need to complete required consent forms giving details of all medical/dietary needs. All medication or equipment which needs to be administered during the visit should be handed directly to the class teacher in accordance with the Medical Care Plan. A copy of individual medical health care plans will be taken on visits in the event of the information being needed in an emergency.

Medication will be administered in accordance with their individual Health Care Plan

Arrangements for taking any necessary medicines will be made and if necessary, an additional member of the support staff, or an appropriate volunteer might be needed to accompany a particular child. Children's parents will not be required to accompany their own children on school trips.

If there is a concern about whether the school can provide for a child's safety, or the safety of other children on a visit, then parents will be consulted and medical advice sought from the school health service or the child's GP.

Sporting Activities

All children with medical conditions will be encouraged to participate as fully as possible in physical activities and extra-curricular sport. For many, physical activity can benefit their overall social, mental and physical health and well-being. Staff will be sensitive to their individual needs and sufficient flexibility will be incorporated into the lesson planning for all children to be included in ways appropriate to their own abilities.

For any sporting activities, medical needs information will be requested from parents/ carers on the consent form. For other activities, the information will be taken from the child's records which parents/carers are responsible for updating at the school office. Data collection sheets are sent out annually, but parents/ carers are responsible for updating any changes from the information submitted.

The child's ability to participate in PE will be recorded in their individual medical health care plan or within planning e.g. advice from the OT. This will include a reference to any issues of privacy and dignity for children with particular needs.

Some children may need to take precautionary measures before or during exercise and may also need to be allowed immediate access to their medicines such as asthma inhalers.

Insurance

The school is part of the Quantock Education Trust and is covered under the DfE Risk Protection Arrangement.

Unacceptable Practice:

It is not acceptable to:

- Place a child at risk due to their medical condition
- Exclude a child from activities unnecessarily
- Expect parents to provide support to cover staffing gaps