# SUPPORTING CHILDREN WITH MEDICAL NEEDS POLICY (Including Children Who Are Unable to Attend School because of Health Needs)

**Amended: Autumn 2026**
**Adopted by the Full Governing body: Summer 2025**

**We are committed to safeguarding and ensuring the health, safety and well-being of all pupils in accordance with safeguarding procedures and guidance for staff outlined in the school's Health and Safety, Child Protection, Security and Safeguarding policies.**

1. **Purpose of this policy**

This policy is intended to ensure that Hove Learning Federation has well organised, effective and robust procedures and arrangements in place to ensure that pupils with medical conditions are properly and appropriately supported so that they can have full access to education, including school trips, physical education and all other social and recreational activities provided by the school and on school premises.

2. **Core principles, aims and values**

- ✓ All support will be organised sensitively and respectfully showing due regard for the child's privacy and dignity at all times.
- ✓ Every child's condition is unique to them and may affect them in different ways at different times, as such our provision needs to be flexible and dynamic to respond and adapt quickly to changing needs and circumstances.
- ✓ Acknowledge that many medical conditions will affect a child's life both in and out of school. That these may be very severe and possibly even life-limiting.
- ✓ That our support provision maximises each individual's ability to access learning and increase their confidence, self-esteem, independence and self-care.
- ✓ A concerted, multi-professional approach is essential in the preparation, implementation and review of care and support plans. Information from families and other professionals will be sought, shared and acted upon promptly showing appropriate regard for confidentially.
- ✓ Appropriate training and supervision for staff will be central to the success of all care and support plans.
- ✓ The views of the child and their family will be sought and acted upon as part of the support and care plan wherever possible and practicable.
- ✓ Ongoing communication with all relevant parties is vital in responding to any changing needs quickly. Effective mechanisms to ensure this will be set up at the earliest stage. There will be regular opportunities to review, evaluate and plan provision.

3. **Key roles and responsibilities in implementing this policy**

We believe that it is every member of staff's general and ongoing responsibility to be aware of, look out for and support all children, including those with medical conditions. This is part of our basic safeguarding responsibilities and a demonstration of our commitment to inclusion and equalities. As such this policy is part of the essential policies and procedures list and as such, all staff must declare that they have read and are familiar with its contents.

Whilst staff do not have a legal obligation to administer medicine or care practices, we do offer specific training and support for those who agree to assist with children's medical needs. Staff will be asked if, with specific training and support, they would be willing to do this.

3.1 Governing body

- ✓ The governor with responsibility for children with medical conditions are Katie Kershaw and Louise Wilkinson
- ✓ Ensures that the school has effective arrangements in place to support any child with medical conditions
- ✓ Ensures that a policy is in place and is reviewed at the appropriate time in line with the policies review cycle

- ✓ Monitors that it is being implemented effectively through the responsible governor

3.2 Headteacher

- ✓ Writes the initial policy for consultation and ratification by staff and governors
- ✓ Oversees that the policy and procedures are being implemented and adhered to on a daily basis
- ✓ Nominates a senior member of staff to undertake operational responsibility of the policy
- ✓ The Headteacher has overall responsibility for the development of individual health care plans, this has been delegated to administration assistants/office managers.

3.3 Coordinator for children in school with medical conditions

- ✓ Ensure that the policy is fully and properly implemented on a day-to-day basis
- ✓ Ensure that as soon as we know, additional support staff and/or resources are in place and that staff receive the appropriate and timely advice and training relevant to their role and involvement in any health, care and support plans with individuals has been secured
- ✓ Ensure that relevant staff are appropriately briefed and informed and are kept up to date with a pupil's changing needs and circumstances
- ✓ Ensure that there are effective in-school information gathering and record keeping systems in place
- ✓ Coordinate arrangements for any multi-professional and other meetings as necessary and with appropriate regularity. Ensure that the school receives all the external information it needs to support the children well
- ✓ Draft, with advice from relevant health or other professionals, the child's health care and support plan ensuring that the child's parents and the child (wherever possible) are fully consulted and involved at all stages
- ✓ Update any health, care and support plans as necessary but at least annually as a minimum requirement.
- ✓ Ensure that school assesses and manages any risks to the child's education, health and social and emotional well-being and minimises disruption
- ✓ Ensure that relevant risk assessments for school trips and visits, sports days etc. and specific support arrangements are in place
- ✓ Liaise with the child's teacher to ensure that learning is provided for any extended periods of absence. Liaise also with the home tuition service as appropriate.
- ✓ Advise class teachers how to talk to the rest of the class about an individual's medical conditions seeking advice and information from their family and other professionals beforehand. Prepare scripts as necessary.
- ✓ Review and update the policy at the appropriate time or as needed
- ✓ Alert the school nurse of any child with a medical condition of whom they may be unaware
- ✓ Be the ongoing point of contact for parents and other professionals for all children with medical conditions. Meet with parents as soon as we become aware that their child has or may have a medical condition to ensure we have all the relevant information.
- ✓ Ensure the operation and updating of all information gathering and record keeping systems ensuring effectiveness, accuracy, appropriate data security and confidentiality at all times. This information will be shared and stored securely on CPOMS.

- ✓ Ensure we have signed permission from the child's parents/carers that we can administer specific medication.
- ✓ Make an Education Other Than At School (EOTAS) Home Tuition referral if appropriate.
- ✓ Ensure that staff are aware of the need to record on the appropriate record sheet every time any kind of medication is administered – date, time, dosage and by whom
- ✓ Ensure that all medication is clearly named, labelled and in date and is secured safely and securely
- ✓ Keep appropriate records and logs of any staff training relating to supporting children with medical conditions; ensure training is updated/refreshed as needed and is validated by an appropriate health or other professional to confirm proficiency and 'fitness for purpose'
- ✓ Maintain an up-to-date register of all children in school who have a medical condition, what this is, their treatment and what staff must look out for and do in an emergency. Ensure that the staff working with the child have this information and are familiar with it and know how to respond in an emergency (Register of children with medical conditions kept on Arbor/SIMS)

3.4 Child's class teacher

- ✓ Ensure you are fully aware of the child's condition, signs to be alert for and how to respond to and manage any emergencies and that other classroom staff are appropriately aware. Regularly seek information to keep yourself and classroom support staff fully up to date
- ✓ Make appropriate reasonable adjustments e.g. extra differentiation, TA support, reduced timetabling, regular breaks, quiet place to rest etc. to enable the child to participate in learning as fully as possible. Ensure that you know about and implement what is in the child's health, care and support plan if there is one.
- ✓ Provide learning activities to do at home in the event of protracted periods of absence

3.5 Child's parents/carers

- ✓ Alert school to their child's medical condition and provide as much information as they can to help us support them fully and effectively at school. Ensure they update the Inclusion Leader if anything develops or changes
- ✓ Support school in devising their child's health, care and support plan where one is deemed necessary
- ✓ Advise school on how best to communicate to others about their child's medical condition where it is felt this is necessary and in the best interests of their child and of others in their child's class/year group
- ✓ Encourage their children to be confident and secure in talking to staff and asking for help and support when they need it and/or if anything worries or upset them
- ✓ Support their child in engaging with any home learning where this is provided

3.6 Pupils

- ✓ Always tell an adult straight away if they feel unwell, or they need help or if anything is worrying or upsetting them
- ✓ appropriate support is provided for children whose medical conditions are causing worry and distress

- ✓ Do their best but always say if they are getting tired or worried in any way about their learning
- ✓ Use any systems that may have been devised to help them communicate needs discreetly if necessary

3.7 School Nurses

School Nurses are responsible for notifying the school when a child has been identified as having a medical condition which will require support in school. Wherever possible, they should do this before the child starts at the school. They would not usually have an extensive role in ensuring that schools are taking appropriate steps to support children with medical conditions, but may support staff on implementing a child's individual healthcare plan and provide advice and liaison, for example on training. School nurses can liaise with lead clinicians locally on appropriate support for the child and associated staff training needs – for example there are good models of local specialist nursing teams offering training to local school staff, hosted by a local school. Community nursing teams will also be a valuable potential resource for a school seeking advice and support in relation to children with a medical condition.

3.8 Other healthcare professionals, including GPs and paediatricians.

Should notify the school nurse when a child has been identified as having a medical condition that will require support at school. They may provide advice on developing healthcare plans. Specialist local health teams may be able to provide support in schools for children with particular conditions (e.g. diabetes, asthma).

**4. Health, care and support plans (Appendix 2)**

Not every child with a medical condition will need a specific care and support plan. School staff will consult with other professionals and the child's family in deciding whether this is the case. Where a care and support plan is needed then it will contain the following information:

- Child's name, DOB and address
- The current class, year group and class teacher
- The actual medical condition, its triggers, signs, symptoms and what to do/who to contact in an emergency
- Contact details of key other professionals; GP, consultant, specialist nurse, etc.
- Details of the medication and treatments – dosage, frequency, who administers it
- Details of specific support that may be required e.g. extra time for movement around school, rest periods, catch-up time, additional adult support, particular stress triggers, counselling or any other therapies, how absence should be managed, toileting or other care needs
- Attach any specific risk assessments for particular activities

**5. Children with special educational needs**

Some children who have special educational needs may also have specific and/or associated medical conditions. Where this is the case then the arrangements to support these would be integrated into their integrated health, education and care plan. These would be reviewed as necessary or within the general review cycle of their integrated plan.

6. **Children who manage their own medical needs**

   Where this applies, quiet and private area will be identified. An appropriately knowledgeable and trained member of staff would always be present or very close at hand to offer prompt support or encouragement if needed.

7. **Emergency procedures**

   The individual health, care and support plan will contain clear and appropriately detailed guidance on exactly what to do in an emergency.

8. **Asthma Inhalers**

   As a school we are able to hold asthma inhalers for emergency use.

9. **Monitoring and review**

   This policy and its procedures will be monitored by the Inclusion Leaders and the nominated governor and updated as necessary or as part of the 3-year cycle.

10. **Complaints**

    Any complaints with regard to the implementation of this policy will be dealt with under the schools Complaints Policy. This is available on the school's website.

11. **Links with other school policies**

    This policy is supported most directly by the following school documents and as such should be read in conjunction with them.

    - Child protection and safeguarding policy
    - Single Equalities policy
    - Administration of medicines in school policy

## APPENDIX 2

## HEALTH, CARE AND SUPPORT PLAN FOR A CHILD WITH A MEDICAL CONDITION

**Date written:** **Written by:**

| | | |
|---|---|---|
| Name: | DOB: | Class: |
| Medical condition: | | |
| Presenting symptoms, things to be aware of: | | |
| Medication/treatment information (dosage, frequency, times etc): | | |
| Key worker at school: | | |
| Support and reasonable adjustments provided in school: | | |
| Actions in the event of an emergency: | | |
| Key contacts(as applicable): | | |
| Parent /carer: | GP: | Specialist nurse: |
| Consultant: | | |
| | | |
| Other attachments (Risk assessments, additional medical information, PEEPs etc.): | | |

**Updated on:** **By:**