



Fairfield House School

Supporting Pupils

with Medical Needs

Supporting Pupils with Medical Needs

Policy Review Date: May 2027

Next Review: May 2027

Policy Owner: Head Teacher / Proprietor

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1. Aims of the policy

Fairfield House School understands that medical conditions requiring support at school can affect quality of life and may be life-threatening. All pupils with medical conditions will be supported so that they can have full access to education, including school trips and physical education.

This policy aims to:

- Make sure that pupils, staff and parents/carers understand how our school will support pupils with medical conditions
- Set out the roles and responsibilities for everyone in the school community in regard to pupils with medical conditions
- Set out the procedures for creating, reviewing and managing individual healthcare plans (IHPs)
- Set out how Fairfield House School will manage medicines in school
- Reassure parents/carers that Fairfield House School will help their child feel safe, supported and included

The named person with responsibility for implementing this policy is Rachel Kika.

2. Legislation and Statutory Responsibilities

This policy meets the requirements under Section 100 of the Children and Families Act, 2014, which places a duty on governing boards to make arrangements for supporting pupils at their school with medical conditions.

It is also based on the statutory guidance on supporting pupils with medical conditions at school from the Department for Education (DfE).

3. Roles and Responsibilities

3.1. The Governance and Proprietor

The Governance and Proprietor has ultimate responsibility for making arrangements to support pupils with medical conditions.

The governing board will:

- Review this policy in a timely manner, in line with the relevant legislation and requirements
- Make sure that the policy sets out the procedure to be followed whenever Fairfield House School is notified that a pupil has a medical condition
- Monitor practice, and staff training, in regard to pupils of this policy to the Headteacher.

3.2. The Head Teacher

The Head Teacher will

- Make sure all staff are aware of this policy and understand their role in its implementation
- Make sure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations
- Make sure that all staff who need to know are aware of a pupil's condition
- Take overall responsibility for the development and monitoring of individual healthcare plans (IHPs)
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way
- Manage cover arrangements in the case of staff absence or turnover, to make sure a suitable staff member is always available, and supply staff are briefed appropriately about pupils' medical needs
- Approve risk assessments for school visits and school activities outside the normal school timetable that involve provision for pupils with medical conditions
- Make sure that systems are in place for obtaining information about a pupil's medical needs and that this information is kept up to date

3.3. Staff

Supporting pupils with medical conditions during school hours is not the sole responsibility of 1 person. Any member of staff may be asked to provide support to pupils with medical conditions, although they will not be required to do so. This includes the administration of medicines.

Those staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training and will achieve the necessary level of competency before doing so.

Teachers will take into account the needs of pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

3.4. Parents/carers

Parents/carers will:

- Provide the school with sufficient and up-to-date information about their child's medical needs
- Provide evidence of appropriate prescription and written permission for medicines to be administered by staff
- Be involved in the development and review of their child's IHP, and may be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the IHP, e.g. provide medicines and equipment, and ensure they or another nominated adult are contactable at all times

3.5. Pupils

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Pupils should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs. They are also expected to comply with their IHPs.

3.6. Healthcare professionals

Healthcare professionals, such as GPs and pediatricians, will liaise with the school and notify us of any pupils identified as having a medical condition. They may also provide advice on developing IHPs.

4. Equal Opportunities

Fairfield House School will adhere to the legal responsibilities under the Equality Act 2010 and will not unlawfully discriminate against any pupils. Fairfield House School is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

Fairfield House School will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits, and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents/cares, and any relevant healthcare professionals will be consulted.

5. Being notified that a child has a medical condition

When the school is notified that a pupil has a medical condition, the process outlined in Appendix 1 will be followed to decide whether the pupil requires an IHP.

The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for pupils who are new to our school.

6. Individual Healthcare Plans (IHPs)

The Head Teacher has overall responsibility for the development of IHPs for pupils with medical conditions.

IHPs will be reviewed at least annually, or earlier if there is evidence that the pupil's needs have changed.

Plans will be developed with the pupil's best interests in mind and will set out:

- What needs to be done
- When
- By whom

Not all pupils with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents/carers when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the Head Teacher will make the final decision.

Plans will be drawn up in partnership with the school, parents/carers and a relevant healthcare professional, such as a GP, specialist or paediatrician, who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate.

IHPs will be linked to, or become part of, any education, health and care plan (EHCP). If a pupil has special educational needs (SEN) but does not have an EHCP, the SEN will be mentioned in the IHP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The Governance, Proprietor and Head Teacher, will consider the following when deciding what information to record on IHPs:

- The medical condition, its triggers, signs, symptoms and treatments
- The pupil's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons
- Specific support for the pupil's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete exams, use of rest periods, additional support in catching up with lessons, counselling sessions
- The level of support needed, including in emergencies. If a pupil is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the pupil's medical condition from a healthcare professional, and cover arrangements for when they are unavailable
- Who in the school needs to be aware of the pupil's condition and the support required
- Arrangements for written permission from parents/carers and the Head of School for medication to be administered by a member of staff, or self-administered by the pupil, during school hours
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the pupil can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parent/carer or pupil, the designated individuals to be entrusted with information about the pupil's condition
- What to do in an emergency, including who to contact and contingency arrangements

7. Managing Medicines

Prescription and non-prescription medicines will only be administered at school:

- When it would be detrimental to the pupil's health or school attendance not to do so, and
- Where we have parents/carers' written consent

The person administering the medicine will keep a written record. Parents/carers will always be informed on the same day as medicine has been administered, or as soon as reasonably possible. The only exception to this is where the medicine has been prescribed to the pupil without the knowledge of the parents/carers.

Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Anyone giving a pupil any medication (for example, for pain relief) will first check recommended and maximum dosages for the pupil's age, and when the previous dosage was taken.

The school will only accept prescribed medicines that are:

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

The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely. Pupils will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils and not locked away.

Medicines will be returned to parents/carers to arrange for safe disposal when no longer required.

7.1. Controlled Drugs

Controlled drugs are prescription medicines that are controlled under the Misuse of Drugs Regulations 2021 and subsequent amendments, such as morphine or methadone. All controlled drugs are kept in a secure cupboard in the school office and only named staff have access. Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

7.2. Pupils managing their own needs

Pupils at Fairfield House School may communicate consent of or refusal of medication in a variety of individualized ways, including through gestures, facial expressions, body language, or other established communication methods. Consent is a vital aspect of administering medication, and staff must always seek and recognize consent in a manner appropriate to the individual pupil's communication profile and level of understanding.

If a pupil refuses medication that has already been prepared or opened and cannot be safely stored for later use, staff must follow the school's medication procedures according to the Fairfield Company Policy (see Medication Management Policy). This includes seeking medical advice if necessary (GP/111) and following IHP guidance. It must also be communicated to parent/carer as soon as possible.

7.3. Unacceptable practice

Although school staff will use their discretion and judge each case on its merit with reference to the pupil's IHP, they will keep in mind that it is **not** generally acceptable practice to:

- Prevent pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every pupil with the same condition requires the same treatment
- Ignore the views of the pupil or their parents/carers
- Ignore medical evidence of opinion
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying normal school activities, including lunch, unless this is specified in their IHPs
- Send an ill pupil to the school medical room unaccompanied or with someone unsuitable
- Penalize pupils for their attendance record in their absences are related to their medical condition, e.g. hospital appointments
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to, in order to manage their medical condition effectively
- Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. by requiring parents/cares to accompany their child
- Administer, or ask pupils to administer, medicine in school toilets

8. Emergency Procedures

Staff will follow Fairfield House Schools emergency procedures (for example calling 999). All pupil's IHPs will clearly set out what constitutes as an emergency and will explain what to do.

If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent/carer arrives or accompany the pupil to hospital by ambulance.

9. Training

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so.

The training will be identified during the development or review of IHPs. Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the Head of School. Training will be kept up to date.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils
- Fulfil the requirements in the IHPs
- Help staff to have an understanding of the specific medical conditions they are being asked to support with, their implications and preventative measures

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

All staff will receive training so that they are aware of this policy and understand their role in implementing it – for example, with preventative and emergency measures so that they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

10. Record Keeping

The Governance and Proprietor will ensure that written records are kept of all medicine administered to pupils for as long as these pupils are at Fairfield House School. Parents/carers will be informed if their child has been unwell at school.

IHPs are kept in a readily accessible place that all staff are aware of.

11. Liability and Indemnity

The Governance, the Proprietor and Fairfield House School ensure that appropriate insurance arrangements in relation to supporting pupils with medical conditions, including the administration of medication and associated healthcare procedures undertaken by trained staff.

Details of the school's insurance cover are available upon request from the Proprietor.

12. Complaints

Parents/cares with a complaint about the school's actions in regard to their child's medical condition should discuss these directly with the Head Teacher in the first instance. If the Head Teacher cannot resolve the matter, they will direct parents/carers to the school's complaints procedure.

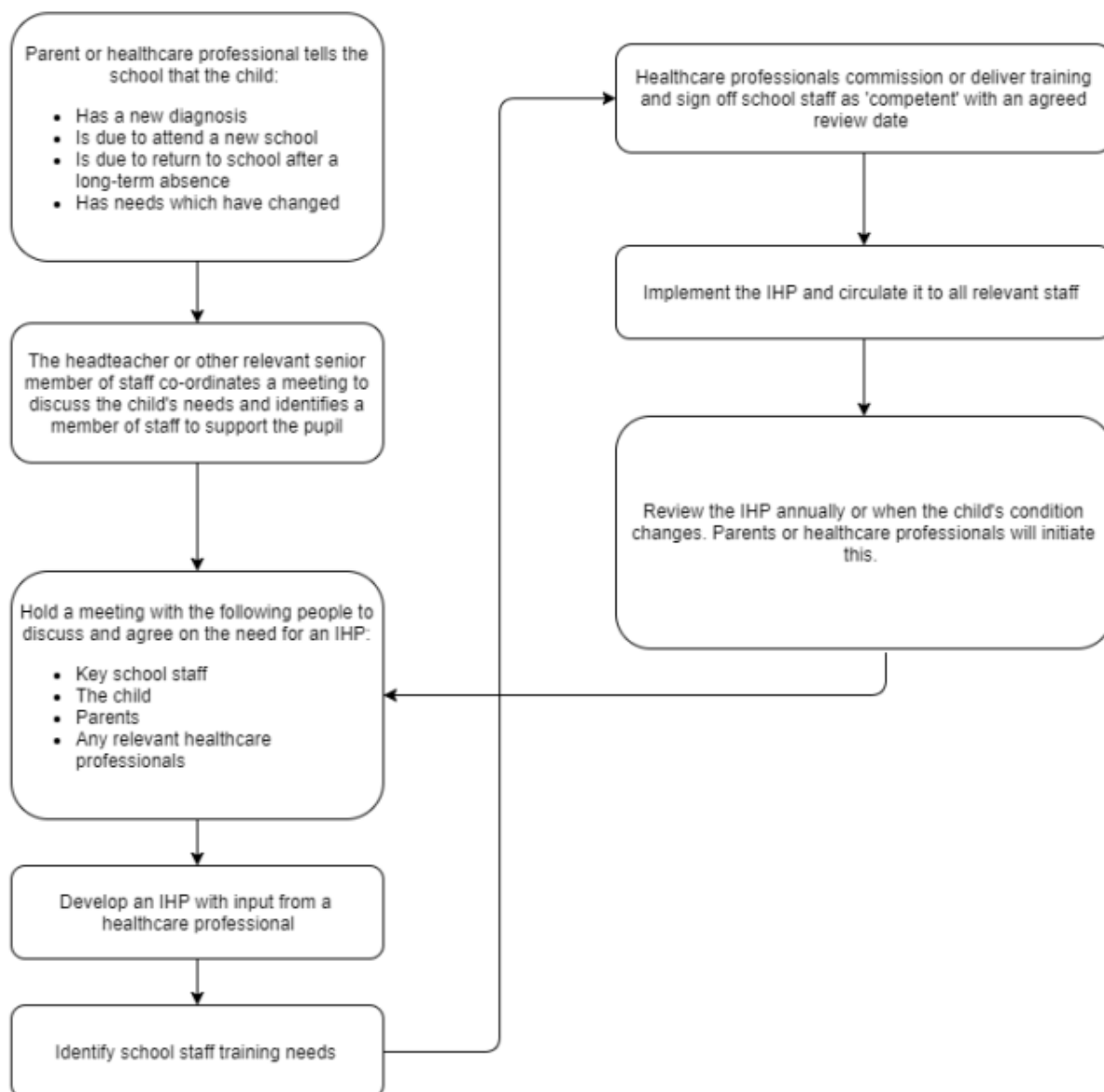
13. Monitoring arrangements

This policy will be monitored by the Head Teacher.

The policy will be reviewed by the Governance, the Proprietor and the Head Teacher every 2 years.

Appendices

Appendix one: Being Notified that a child has a medical condition.



Appendix two: Procedures for children who are sick or infections

Adapt based on your specific procedures:

- Pupils who have an infectious disease shouldn't attend school
- Parents should notify the school if their child has an infectious disease
- If a pupil becomes unwell during the day – for example, they have a temperature, sickness, diarrhoea or stomach pains – the parents or carers will be contacted to collect their child
- Pupils with a temperature, sickness, diarrhoea or an infectious disease should not attend school/nursery while they are sick. Depending on the sickness, staff may ask parents to take their child to the doctor before they return to school
- Staff will notify parents if a risk to other pupils exists

Children with specific infectious diseases set out in the UK Health Security Agency's exclusion table will not be allowed to return to school until the appropriate exclusion period has passed.

We will take the following steps to prevent the spread of infection:

- Reducing or eliminating sources of infection through good hygiene practices
- Good handwashing practice
- Encouraging and facilitating healthy eating
- Ensuring that regulated food hygiene standard requirements in the maintenance of food preparation areas and preparation of food are followed

Appendix three: parent/carer agreement for Fairfield House School to administer medication at Fairfield House School

Parent/Carer Agreement for Fairfield House School to Administer Medication

Fairfield House School will not give your child medicine unless you complete and sign this form, and return to the school. After completing this form, the school has a policy that staff can then administer medication to your child.

Pupil Information

Date of completion	
Name of school	
Name of child	
Date of birth	
Teacher of child	
Medical condition or illness	

Medicine Information

Name/type of medicine <i>As described on the container</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school needs to know about?	

Procedures to take in an emergency	
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NOTE: Medicines must be in the original container as dispensed by the pharmacy. Any medication not provided in the original container will not be accepted.

Contact Details

Please provide your contact details to be kept with this parent/carer agreement.

Name of parent/carer	
Daytime telephone number	
Relationship to child	
Address	
I understand that I must deliver the medicine personal to:	<i>Agreed member of staff by Head Teacher</i>

Declaration

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to Fairfield House School staff administering medicine in accordance with Fairfield House School. I will inform Fairfield House School immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s):

Date:

Appendix four: record of medicine administered to an individual child

Record of Medicine Administered to an Individual Child

This form is designed to support safe, legally compliant recording of medication administration in line with guidance from the Department for Education, safeguarding expectations, and best practice for medication administration in schools.

All medication must be stored and administered in accordance with the school's Supporting Pupils with Medical Conditions Policy.

Prior to administering any medication, it is the duty of the staff member administering to display to the witness that the medication has the name of the receiving child on, and highlight the dosage as indicated by the prescription.

Pupil Information

Name of child	
Date medicine provided by parent/carer	
Name and strength of medicine	
Quantity received by parent/carer	
Expiry date	
Dose and frequency of medicine	

Receiving Staff Signature(s):

Date: