



DANE ROYD J&I SCHOOL

Medical Needs Policy

**Review frequency:
Annually**

**Approval by:
Chantal Midgley**

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Lead personnel: J.Davison

Aims which guide our policies and practice at Dane Royd School



PERSEVERANCE

As a school, we aim to nurture an environment where children and staff achieve and thrive. We want to build strong foundations and a love of learning where every member of our school community feels they belong, can be, and become the very best version of themselves. We want our children to understand the rich heritage of the world; to be a positive member of their community and to become skilled citizens who have self-belief, passion and empathy for the world in which they live.

Our Agreed Strong Foundations are:



RESPECTFUL

- To create a school environment which nurtures and encourages a life-long love of learning.
- All members of the school community will live the school values. Through these values, we will equip our young people with the skills for life, to make them reflective, empathetic and open-minded members of the community.
- To provide vital enrichment activities to provide opportunities for our children to experience and thrive in.
- To teach the knowledge and skills to enable our young people to make informed decisions about their well-being, health and relationships to build their self-efficacy.
- To celebrate differences and diversity, and promote equity of opportunity so all can thrive together.
- To have high aspirations for all our young people. We want every child to succeed in their own way. Successful learning means enabling every individual – regardless of background, race, gender, disability, sexuality or socioeconomic status – to flourish in our school.
- To support pupils to become responsible, active citizens who can play their part in public life as young people and adults in modern Britain.
- We want our children and staff to be proud of their school. By following our school values, we will build a respectful, dynamic and inclusive school community where everyone's achievements are celebrated.



OPEN-MINDED



UNDERSTANDING



DETERMINED

We ensure that all of our policies and practices are guided by these aims and we seek to ensure that they are at the forefront of all that we do.

1. Aims

Dane Royd J & I School is committed to ensuring that all pupils with medical conditions are properly supported so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

We aim to ensure that:

- Pupils with medical conditions are able to access and enjoy the same opportunities at school as any other child.
 - Pupils receive the support they need to manage their medical conditions effectively and safely.
 - Staff understand their roles and responsibilities in supporting pupils with medical needs.
 - Medical information is shared appropriately and confidentially.
 - Pupils with medical conditions are not disadvantaged or discriminated against.
 - Appropriate procedures are in place for emergencies, school trips, educational visits and extracurricular activities.
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2. Legislation and Statutory Responsibilities

This policy is based on:

- Section 100 of the Children and Families Act 2014.
- The Equality Act 2010.
- The Special Educational Needs and Disability (SEND) Code of Practice.
- Department for Education statutory guidance *Supporting Pupils at School with Medical Conditions*.
- Health and Safety at Work Act 1974.
- Data Protection Act 2018 and UK GDPR.

The Governing Body has a statutory duty to make arrangements to support pupils with medical conditions.

Some pupils with medical conditions may also be considered disabled under the Equality Act 2010 and may require reasonable adjustments to prevent discrimination.

Medical conditions covered by this policy include both physical and mental health conditions requiring ongoing support.

3. Roles and Responsibilities

3.1 Governing Body

The Governing Body will:

- Ensure arrangements are in place to support pupils with medical conditions.
- Ensure policies are reviewed regularly.
- Monitor the effectiveness of procedures.
- Ensure appropriate insurance arrangements are in place.
- Ensure staff receive suitable training.

3.2 Headteacher

The Headteacher will:

- Implement this policy.
- Ensure all staff are aware of the policy.
- Ensure sufficient trained staff are available.
- Ensure Individual Healthcare Plans (IHPs) are developed where required.
- Ensure systems are in place for information-sharing.
- Ensure pupils with medical conditions are not discriminated against.
- Make appropriate arrangements during educational visits and off-site activities.

3.3 SENCO / Medical Needs Lead

The SENCO will:

- Coordinate support for pupils with medical conditions.
- Liaise with parents and healthcare professionals.
- Maintain records and Individual Healthcare Plans.
- Monitor provision and support arrangements.
- Coordinate staff training requirements.

3.4 Staff

All staff:

- Have a duty of care towards pupils.
- Must be aware of procedures for responding to medical emergencies.
- Must follow Individual Healthcare Plans.

- Will receive training appropriate to their role.
- Will maintain confidentiality.

No member of staff will be required to administer medicines unless they have agreed to do so and have received appropriate training.

3.5 Parents and Carers

Parents must:

- Inform school of any medical conditions.
- Provide up-to-date medical information.
- Attend review meetings where necessary.
- Supply medication in accordance with school procedures.
- Inform the school immediately of any changes in a child's condition.

3.6 Pupils

Where appropriate, pupils will:

- Be involved in discussions about their support.
- Understand their healthcare plans.
- Take increasing responsibility for managing their medical condition in line with their age and abilities.

3.7 Healthcare Professionals

Healthcare professionals will:

- Provide advice regarding a pupil's needs.
- Assist in developing healthcare plans where necessary.
- Deliver or advise on specialist training.

4. Equal Opportunities

The school will actively support pupils with medical conditions to participate fully in:

- Lessons
- Educational visits
- Residential visits
- Sports activities
- Clubs

- Special events

Reasonable adjustments will be made where necessary.

Risk assessments will be undertaken where medical needs require additional planning.

No pupil will be excluded from activities solely because they have a medical condition.

5. Notification of Medical Conditions

When the school becomes aware that a pupil has a medical condition, the school will:

1. Gather information from parents and healthcare professionals.
2. Determine whether an Individual Healthcare Plan is required.
3. Arrange any necessary staff training.
4. Ensure support arrangements are in place before attendance wherever possible.

Planning meetings will normally be held within two weeks of notification.

6. Individual Healthcare Plans (IHPs)

An Individual Healthcare Plan may be required where:

- A condition is long-term.
- Medication may be required during school hours.
- Emergency procedures are necessary.
- A medical condition impacts learning or attendance.

Healthcare Plans will normally include:

- Medical diagnosis and symptoms.
- Triggers.
- Medication requirements.
- Emergency procedures.
- Support arrangements.
- Staff responsibilities.
- Educational implications.
- Details of any specialist equipment.
- Information-sharing arrangements.
- Contact details for parents and healthcare professionals.

Plans will be reviewed:

- Annually as a minimum.
 - Whenever a pupil's needs change.
 - Following any significant medical incident.
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7. Managing Medicines

The school's Managing Medicines Policy should be read alongside this policy.

Prescription Medicines

Prescription medicines will only be administered when:

- Written parental consent has been received.
- The medication has been prescribed by a healthcare professional.
- The medicine is supplied in its original container with dispensing instructions.

Non-Prescription Medicines

The school will only administer non-prescription medicines in accordance with its Managing Medicines Policy.

Storage

Medicines will be stored:

- Securely.
- In accordance with manufacturer instructions.
- In locations known to relevant staff.

Emergency medicines such as inhalers and adrenaline auto-injectors will remain readily accessible.

Records

Written records will be kept of all medicines administered.

8. Asthma

Pupils with asthma will be supported through:

- Individual Healthcare Plans where appropriate.
- Access to their inhalers when required.
- Trained staff who understand asthma procedures.

The school may hold an emergency salbutamol inhaler in accordance with current regulations.

See Asthma Policy for full details.

9. Anaphylaxis and Adrenaline Auto-Injectors

The school will:

- Maintain Individual Healthcare Plans for pupils at risk of anaphylaxis.
- Ensure staff receive regular training.
- Ensure adrenaline auto-injectors are accessible.
- Follow emergency procedures immediately if anaphylaxis is suspected.

The school may maintain spare adrenaline auto-injectors where permitted by legislation.

10. Mental Health Conditions

Where a mental health condition constitutes a medical condition requiring ongoing support, the school will:

- Work collaboratively with families and professionals.
 - Consider reasonable adjustments.
 - Develop support plans where appropriate.
 - Ensure appropriate safeguarding procedures are followed where concerns arise.
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11. Emergency Procedures

All staff will know how to respond to medical emergencies.

In an emergency staff will:

1. Follow the child's healthcare plan.
2. Call 999 where appropriate.
3. Contact parents immediately.
4. Ensure the child remains supervised.

When an ambulance is required:

- A member of staff will accompany the pupil if parents are unavailable.
- Relevant medical information will be provided to emergency services.

All incidents will be recorded and reviewed.

12. Educational Visits and Residential Visits

The school will ensure pupils with medical conditions can participate wherever possible.

Planning will include:

- Risk assessments.
 - Consultation with parents.
 - Consideration of medication requirements.
 - Trained staff where required.
 - Emergency procedures.
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13. Training

Training will be provided:

- During staff induction.
- When a pupil's needs require specialist support.
- Following updates in procedures.
- At regular intervals identified through school monitoring.

Training records will be maintained.

Only staff who have received appropriate training will undertake specialised medical procedures.

14. Record Keeping

The school will maintain:

- Individual Healthcare Plans.
- Medical consent forms.
- Records of medication administered.
- Training records.
- Incident records.

Records will be stored securely and retained in accordance with data protection requirements.

15. Confidentiality and Data Protection

Medical information is sensitive personal data.

The school will:

- Process information in line with the UK GDPR and Data Protection Act 2018.
- Share information only where necessary to safeguard pupils.
- Ensure appropriate confidentiality arrangements are followed.

Pupils and parents will be informed how medical information is stored and used.

16. Liability and Insurance

The Governing Body will ensure suitable insurance arrangements are maintained for staff supporting pupils with medical conditions, including medication administration and emergency procedures.

17. Unacceptable Practice

The school will not:

- Prevent pupils from easily accessing their medication.
- Assume every pupil with the same condition requires identical support.
- Ignore medical evidence or healthcare advice.

- Send pupils home frequently because of their medical condition.
 - Prevent participation in school activities without evidence-based reasons.
 - Penalise pupils for medical-condition-related absences.
 - Require parents to attend school to administer medication where this would be unreasonable.
 - Leave a pupil unattended during a medical emergency.
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18. Complaints

Any concerns regarding the support provided for a pupil with medical conditions should initially be discussed with the Headteacher.

If concerns remain unresolved, the school's Complaints Procedure should be followed.

19. Monitoring and Review

The Governing Body will review this policy every two years, or sooner if:

- Legislation changes.
- Statutory guidance changes.
- Significant issues arise.

The effectiveness of this policy will be monitored through:

- Incident logs.
 - Healthcare plan reviews.
 - Parental feedback.
 - Staff feedback.
 - Governor monitoring.
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Related Policies

- Managing Medicines Policy
- First Aid Policy
- Health and Safety Policy
- SEND Policy
- Safeguarding and Child Protection Policy
- Accessibility Plan

- Attendance Policy
- Educational Visits Policy
- Equality Information and Objectives
- Complaints Policy