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1.0 POLICY CONTEXT

*This policy has been produced in accordance with 'Supporting students at school with medical conditions' statutory guidance for governing bodies of maintained schools and proprietors of academies in England – September 2015
Children and Families Act-2014*

This policy should be read in conjunction with:

- Hillcrest Shifnal School First Aid Policy
- Hillcrest Shifnal School Medication Policy

Hillcrest Shifnal School is an inclusive community that aims to support and welcome students with medical conditions.

Hillcrest Shifnal School aims to provide all students with all medical conditions with the same opportunities as others at school.

2.0 KEY POINTS

Students at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.

School must ensure that arrangements are in place to support students at school with medical conditions.

Schools must consult health and social care professionals, students and parents to ensure that the needs of children with medical conditions are effectively supported.

3.0 POLICY AIMS

The aim of this policy is to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.



At Hillcrest Shifnal School, we recognise that some students will at some time have a medical condition that may affect their participation in school activities. For some, this will be short term. Other students may have medical conditions that, if not properly managed, could limit their access to education. Such students are regarded as having medical needs. Most of these children will be able to attend school regularly and take part in normal school activities.

Hillcrest Shifnal School recognises Section 100 of the Children and Families Act 2014 places a duty on all staff to make arrangements for supporting students at their school with medical conditions.

All staff understand that some of the medical conditions which could affect our students may have an impact upon quality of life and may be life threatening, particularly if poorly managed or misunderstood.

This policy will be supported by a clear communication plan for staff, parents and other key stakeholders to ensure its full implementation. This will be drawn up and agreed upon admission of a child with a medical condition/conditions which require support. This ensures that the school is aware of any common triggers that can make medical conditions worse or can bring on an emergency, along with a clear understanding of when to involve other key professionals.

- All staff understand and are trained in what to do in an emergency for the most common serious medical conditions at this school. In addition two members of school staff hold Full First Aid Qualifications.
- Records of all students GP's are located on each child's personal file
- All staff understand and are trained in the school's general emergency procedures.
- Hillcrest Shifnal School has clear guidance on the administration and storage of medication. Medication training is reviewed regularly in line with the needs of the cohort.
- Hillcrest Shifnal School has clear guidance about record keeping.
- Hillcrest Shifnal School ensures that the whole school environment is inclusive and favourable to students with medical conditions.
- This includes the physical environment, as well as educational, social and sporting activities.
- All staff show an understanding of how medical conditions impact on a student's ability to learn and seek to enhance their confidence and promote self-care.
- Hillcrest Shifnal School understands the importance of all students taking part in sports, games and activities.
- Teachers and supporting staff will make appropriate adjustments to make physical activity accessible to all.

4.0 RESPONSIBILITIES

The Head Teacher: Head Teacher is responsible for implementing the policy in practice and for developing detailed procedures. When students require additional support in managing medical needs, the Head Teacher must ensure that staff have received proper support and training where necessary. The same applies when students need support with administering medication. The Head Teacher is responsible for making sure that parents are fully aware of the school's policy and procedures for dealing with medical needs.



The Head Teacher must also:

- Ensure that all staff are aware of the policy and understand their role in its implementation.
- Ensure that all appropriate staff are aware of a student's condition.
- Ensure that appropriate staff are trained to implement the policy and deliver against Individual Healthcare Plans, including in emergency situations.
- Oversee the completion of the individual specific plans where appropriate, ensuring that all key individuals are involved
- Ensure that all educational visits are appropriately risk assessed and that the medical needs of students participating have been identified and provision is in place.

Teachers and other school staff:

Teachers should understand the nature of the condition and when and where the Student may need extra attention. They should be aware of the likelihood of an emergency arising and what action to take. If staff are to administer medication, the must only do so in accordance with The Medications Policy and if they have received the appropriate training.

- Teaching staff are expected to engage with training to achieve the necessary level of competency before taking responsibility to support students with medical conditions.
- Teaching staff will be required to know what to do and respond accordingly when aware that a student with a medical condition needs help.
- Teaching staff are also to be aware of the potential for students with medical conditions to have special educational needs (SEN).
- Students with medical conditions who are finding it difficult to keep up with their studies to be supported through Tutorial Time.

School First Aiders must ensure medicines are kept securely with clear access and log any medical emergencies.

If a student needs to be taken to hospital, a member of staff will always accompany him/her and will stay with him/her until a parent or carer arrives. A copy of the Student's Individual Medical needs will be sent to the emergency care setting with the student.

The Head Teacher must follow the notifiable incidents process to record medical emergencies.

Parents / carers must

- Notify school on enrolment and provide sufficient and up to date information about their child's medical needs.
- Engage in the development and review of appropriate plans put in place around their child
- Carry out actions agreed in any plans, such as provide medicines and ensure they, or another nominated adult, are contactable at all times.
- Support school in medication where it has been deemed appropriate or necessary by a medical professional, failure to take medication before or during the school day will result in the student being educated at home.

Students must

- Be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with any risk assessment and plans put in place.



- Endeavour to develop independence in managing their own medical needs where appropriate.
- Wherever competent to, the school actively seeks that students take responsibility for managing their own medicines and procedures.
- Where this is not possible, the First Aider will help administer medicines and manage procedures, and aid the student to develop greater independence.

Educational Visits / Education Off-Site/ Work Experience Placements

Risk assessments are carried out by the school prior to any out-of-school visit and medical conditions are considered during this process. Factors considered include: how all students will be able to access the activities proposed, how routine and emergency medication will be stored and administered, and where help can be obtained in an emergency.

Parental consent is obtained for all education visits.

Staff on educational visits and activities are fully briefed on students' individual medical needs. They will have access to any medical documentation and any necessary medication / medical equipment for the duration of the visit.

Risk assessments are carried out before students undertake a work experience or off-site educational placement. It is the school's responsibility to ensure that the placement is suitable and accessible for a student with medical needs. Permission is sought from the student and their parents before any medical information is shared with an employer or other education provider.

Whilst on school visits / trips, the protocol in any plans will be adhered to.

Other health professionals:

Hillcrest Shifnal School may seek support and advice as necessary from the following professionals in order to meet the needs of students with medical needs:

- The Placing Authority
- Social Worker
- Clinical Team
- The Student's own GP (in agreement with Parents/Carers)

Medical needs will be reviewed as part of Statutory meetings i.e. CIN, LAC, Annual Review

5.0 SHORT TERM MEDICAL NEEDS

Hillcrest Shifnal School recognises that at times, it may be essential for a child to complete a course of medication at school. However, where possible, parents/carers will be encouraged to administer the medication outside school hours. Where this is not possible, or regular dosage is required i.e. antibiotics, this will be supported in accordance with the Medication Policy.

6.0 LONG TERM MEDICAL NEEDS

Where students require support with long term medical needs, it is essential that the school has access to sufficient information from all professionals involved in the child's care. This will be clearly documented in the Communication Plan and stored in the child's personal file.



The school will then produce appropriate plans for such students, involving the parents and relevant health professionals.

7.0 THE EDUCATIONAL HEALTH CARE PLAN

From September 2014 the new Children and Families Act 2014 will become law. This replaces the current Statement of Special Educational Needs and Section 139a Learning Difficulty Assessment with the Education, Health and Care Plan (EHCP) running from birth to age 25 years for children with special educational needs.

The main differences are that the EHCP is:

- More person centred with more engagement and involvement from parents, carers, children and young people in the process
- More co-ordinated assessment process across education, health and care services
- Focusses on outcomes to be achieved for each child/young person
- Runs from birth to age 25
- Includes parents, carers, children and young people at the heart of the changes
- The legislation applies equally to all schools including academies and free schools



APPENDIX 1- MEDICAL NEEDS COMMUNICATION PLAN

This plan is to be completed prior to admission for students with existing medical conditions. For short term medical conditions, complete relevant parts of plan.

Name of Student: _____ Date of Birth: _____ Year Group: _____

Is the child LAC? YES/NO

Names and contact details of all with Parental Responsibility:

Name:
Address:

Telephone Number:
Relationship to Child:

Name:
Address:

Telephone Number:
Relationship to Child:

Emergency Contact

Name:
Address:

Telephone Number:
Relationship to Child:

Names and contact details of all professionals involved with the child: (GP, Nurse, Social Worker)

Name:
Address:

Telephone Number:
Relationship to Child:

Name:
Address:

Telephone Number:
Relationship to Child:

Name:
Address:

Telephone Number:
Relationship to Child:

Name:
Address:



Telephone Number:
Relationship to Child:

Please provide detailed information on the child's medical needs:

Details of Medication:

- Type, frequency, how administered, stored etc.

Details of support required in school:

Details of support required on educational visits:

APPENDIX 2-REFERENCES AND LEGAL CONTEXT

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MEDICAL CONDITIONS POLICY
POLICY FOLDER: HILLCREST SHIFNAL SCHOOL

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