



**Inspiring Futures
Through Learning**

Supporting Pupils in School with Medical Conditions

September 2021 to September 2022

Our IFtL Family

At IFtL, we are committed to developing a family of schools who inspire all of our futures through learning. Schools within our Trust share the same values and ethos; our teams are constantly in the pursuit of development and excellence everyday. We open doors to opportunity and unlock the potential of both our children and our adults so that we all develop the confidence to achieve both our independent and collective ambitions. At IFtL, we are never alone. We know we are stronger together – one united family striving for excellence for all, in everything we do.

IFtL is a trust established by educationalists, with education and improving outcomes for children at the heart of all we do.



Policy name:	IFtL Supporting Pupils in School with Medical Conditions (updated with Covid-19 response full opening of schools September 2020)
Version:	V4
Date relevant from:	September 2021
Date to be reviewed:	September 2022 <i>This policy will be reviewed every two years unless legislation dictates otherwise. Recent changes in Legislation will need to be read and used to review this Policy.</i>
Role of reviewer:	IFtL Pupil Support Specialist Advisor
Statutory (Y/N):	Y
Published on website*:	2C

Policy level**:	1
Relevant to:	All employees through all IFtL schools and departments
Bodies consulted:	Employees Trade unions School / department governance bodies
Approved by:	IFtL Board of Trustees
Approval date:	31 st August 2021

Key:

*** Publication on website:**

IFtL website		School website	
1	Statutory publication	A	Statutory publication
2	Good practice	B	Good practice
3	Not required	C	Not required

**** Policy level:**

1. Trust wide:
 - This one policy is relevant to everyone and consistently applied across all schools and Trust departments with no variations.
 - o *Approved by the IFtL Board of Trustees.*
2. Trust core values:
 - This policy defines the values to be incorporated fully in all other policies on this subject across all schools and Trust departments. This policy should therefore form the basis of a localised school / department policy that in addition contains relevant information, procedures and / or processes contextualised to that school / department.
 - o *Approved by the IFtL Board of Trustees as a Trust Core Values policy.*
 - o *Approved by school / department governance bodies as a relevantly contextualised school / department policy.*
3. School / department policies
 - These are defined independently by schools / departments as appropriate
 - o *Approved by school / department governance bodies.*

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Vision

At IFTL Trust Schools, we are relentlessly driven by our pursuit of excellence and high expectations of learning, behaviour and respect for every member of our community. We are inclusive in our schooling of children with medical conditions and support them to have full access to the curriculum and wider school life.

Aspirations

We will always strive to include children with medical conditions fully into the whole life of the school and offer direct support to their medical needs but also consider any associated social, emotional or academic needs because of their condition. Our aim is to make them feel safe and allow them to flourish, embracing their strengths and developing their talents.

Core Values

We believe in the importance of open, honest and ongoing collaboration and an open partnership between staff, health care professionals, parents and pupils to ensure we are fully able to support pupils with medical conditions and have a deeper understanding of their needs. To ensure that the medical needs of pupils are met, they feel safe, looked after and happy and to ensure they are able to play a full and rewarding role in school life. We also believe that all schools should have clear plans, procedures and systems in place to care for and protect the pupils and the staff. all members of the school community.

Success indicators

All schools within the trust will implement the following indicators:

- 1) We collaborate fully with healthcare professionals, parents, pupils and other staff and take on board advice to meet the needs of the whole child fully.
- 2) We adhere to and closely follow all recommendations within the Statutory Documentation of Supporting Pupils at School with Medical Conditions (2015) to ensure high standards of care and practice.
- 3) We have clear school medical needs policies that outline all recommendations in the above statutory guidance but are pertinent and bespoke to each IFTL school.
- 4) We have clear plans (including Individual Healthcare Plans) and procedures (including emergency procedures) in place which are shared with all staff to respond appropriately to the medical needs of the pupil and with managing or administering medicines within school.
- 5) We plan how we can support access to the whole curriculum, including day trips, residential visits and sporting activities so children can have a full and active role in school life.

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- 6) Everyone takes responsibility in our schools and we ensure there is appropriate training and relevant insurance in place.
- 7) We use Individual Health Care Plans to support the child in managing their condition and overcoming barriers.

Inclusion

Pupils with medical needs will be fully supported in our schools to access the full curriculum in ways that are appropriate to their needs. This includes making reasonable adjustments to fully support pupils with medical needs to access day trips, residential visits and sporting activities. Our schools are mindful that as well as considering medical needs, pupils may have additional social, emotional or educational needs because of their medical condition and these will be planned for accordingly.

Collaboration

Our IFTL schools work in partnership with healthcare professionals to ask for advice, support and further understanding of best practice to meet the pupil's needs. We also understand the importance of the views of the parents/ carers, and the pupils themselves, when writing plans and discussing how needs will be best met within the school. Our schools also ensure our parents are aware of any actions that they need to take, such as providing medicine, for doctor prescribed medication, and are made accountable for these. If in the unlikely event parents/carers are unsatisfied with communication and how needs are being met, they should speak to the specific school, first and foremost and then contact the appropriate person within the IFTL trust. (Michelle Dixon and Becky Skillings are the Pupil Support Leads for IFTL or alternatively the Head of Quality Assurance, Kim Kemp or Head of School Improvement, Mel Saunders, can be contacted.)

We understand collaboration with the school nursing team is also paramount. Our schools ensure that they use this resource for support and advice before the pupil starts school as well as during their time at the school including advice, training and signposting/seeking additional support where appropriate.

Procedures and Individual Healthcare Plans

Our IFTL schools follow all procedures stated in the statutory guidance if they are notified a pupil in their school has a medical condition. All schools adhere to Supporting Pupils at School with Medical Conditions (2015). All our schools use this as a starting point for providing high quality care and use this statutory document to ensure that practice is of a high quality. We do not wait for the formal diagnosis to put plans and procedures in place, however we do amend them when a formal diagnosis is given and take all advice from the health care professionals.

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All our schools are required to have clear and comprehensive plans, procedures and systems in place to ensure their policy and the statutory guidance that Individual Healthcare Plans are properly and effectively and sensitively implemented with a named person holding overall responsibility for overseeing that medical needs are being met. All staff are also accountable and responsible for supporting pupils with all medical needs, including asthma, diabetes, epilepsy and anaphylaxis. In IFTL schools, we also ensure that we have clear procedures in place for managing medicines on and off school premises and the written records of administered medicines, including storage and handling of epi pens, insulin pens and inhalers.

Our schools ensure that if appropriate, pupils with medical conditions have an Individual Healthcare Plan, which is agreed by the school, healthcare professionals and parents/ carers. In our schools, these plans are detailed, and it is responsibility of the schools to ensure that these are in place and followed, fully utilising advice from healthcare professionals. Individual Healthcare Plans are used by our schools to assess and manage risk to children's education, health and social wellbeing. Specific details of what they need to include is stated in the statutory guidance of Supporting Pupils in Schools with Medical Conditions (2015) and our schools ensure that they follow this guidance to produce comprehensive, purposeful and relevant information which all staff follow. All our schools are required to have Individual Healthcare Plans for appropriate pupils with medical needs and these are to include clear emergency procedures in place. Individual Healthcare Plans should be regularly reviewed (at least annually) or sooner if the pupil's needs have changed.

Training

All staff in our IFTL schools work collaboratively and are responsible for all pupils within their care, including pupils with medical conditions. Our schools will ensure that suitable training is given to staff by an appropriate professional for supporting pupils and administering medicines. The schools are responsible for ensuring this training is commissioned and provided to the relevant people in order, within the specific school. This training is to fulfil statutory requirements, to provide all staff with appropriate knowledge and skills to support all children and will also consider equipping staff to deal with any specific medical needs of pupils including asthma, anaphylaxis, diabetes, eczema and epilepsy within each of the schools. There will be a number of staff in each school who have received general first aid training that allows them to appropriately and confidently deal with some more common medical conditions and also minor injuries that may be sustained in school.

Insurance

All our IFTL schools will ensure that the appropriate level of insurance is in place for the level of risk in our schools when supporting pupils with medical conditions. Details of the insurance are required to be regularly checked by each of the IFTL schools and they must ensure that it has full coverage for both pupils and staff, covers all aspects stated in the

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statutory document, including the staff providing the support for the pupil, the administration of medications and any individual cover for specific healthcare procedures. Our schools take responsibility for checking that the requirements are covered by the insurance and that there is full compliance.

Covid-19 Response and Additional Requirements/ Considerations

Additional medical needs requirements and considerations need to be in place and all schools need to ensure they have a range of measures in place to support these additional medical needs which may arise in line with the most recent guidance.

Essential measures include:

- a requirement that people who have confirmed COVID, or symptoms of COVID stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- contain any outbreak by following local health protection team advice

All IFTL schools will adhere to the government [updated contingency framework for education and childcare settings](#) and the [updated schools COVID-19 operational guidance](#).

The updated contingency framework describes the principles of managing local outbreaks of Covid-19 (including responding to variants of concern) in education and childcare settings, covering:

- the types of measures that settings should be prepared for
- who can recommend these measures and where
- when measures should be lifted
- how decisions are made

The updated schools Covid operational guidance contains changes to the previous version, including:

- [update to make clear who is no longer required to isolate if identified as a close contact, including clarifying that this includes young people up to the age of 18 years and 6 months \(it previously said 18 years and 4 months\)](#)
- [added additional detail on what close contacts should do whilst awaiting their PCR test results](#)
- [updated information on contingency planning in schools, with link to updated 'contingency framework'](#)

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General guidance to the public on [how to stay safe and help prevent the spread](#) will also be followed by all IFtL schools.

The following steps will be strictly adhered to within all our IFtL schools:

- Ensuring that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in at least the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19). All schools must follow this process and ensure all staff are aware of it.
- Those who test positive should isolate, take a confirmatory polymerase chain reaction (PCR) test, and continue to isolate if the result is positive. All IFtL schools will ensure they provide and implement high-quality blended learning arrangements so that any child who is well enough to learn from home can do so.
- All schools will seek public health advice if a pupil or staff member is admitted to hospital with COVID-19. They will do this by phoning the DfE helpline (0800 046 8687, option 1), or in line with other local arrangements. Hospitalisation could indicate increased severity of illness or a new variant of concern. Settings may be offered public health support in managing risk assessments and communicating with staff and parents.
- Under-18s, irrespective of their vaccination status, and double vaccinated adults will not need to self-isolate if they are a close contact of a positive case. They will be strongly advised to take a PCR test and, if positive, will need to isolate. 18- year-olds will be treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. Further guidance can be found in ‘Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection (Updated 13 August 2021) and for close contacts of someone who has tested positive and lives in the same household, and ‘Guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the person (Updated 13 August 2021) for those who do not live together.
- All schools will continue to ensure good hygiene for everyone, maintain appropriate cleaning regimes, keep occupied spaces well ventilated, and follow public health advice on testing and managing confirmed cases of COVID-19.
- All schools will continue their strong messaging about signs and symptoms, isolation advice and testing, to support prompt isolation of suspected cases. Ours schools will continue to encourage vaccination uptake for eligible staff.
- If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised get a PCR test.
- If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be

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opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.

- PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance.
- As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.
- Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they have been requested to do so by NHS Test and Trace.
- Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.

Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).

Attendance in relation to COVID-19

The [addendum](#) on recording attendance in relation Covid-19 in 2021/22, will be followed by all IFtL schools and our attendance IFtL policy details when children should or should not attend due to COVID-19 government requirements.

It is important to note that attendance is mandatory. The usual rules on attendance continue to apply.

Remote education

If a pupil is not attending school because their attendance would be contrary to government guidance or legislation around COVID-19, all our schools will offer them access to remote education. IFtL Schools will keep a record of, and monitor engagement with, this activity, and unless feeling unwell, we expect our parents/ carers to support completion of the remote education provided. Any difficulties should be shared with schools who will support accordingly.



Wearing of Personal Protective Equipment (PPE)

All our schools will follow the latest guidance.

- Where necessary, wear appropriate personal protective equipment (PPE)
 - The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:
 - where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained
 - where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used

For more information, see the guidance on safe working in education, childcare and children's social care for more information about preventing and controlling infection, including when, how PPE should be used, what type of PPE to use, and how to source it.

Children of primary school age and early years children should not be advised to wear face coverings.

- **Manage confirmed cases of coronavirus (COVID-19) amongst the school community**

Schools do not need to carry out test and trace, or isolate any member of the school community. This will be managed by NHS Test and Trace. Further guidance is available on testing and tracing for coronavirus (COVID-19).

Wellbeing and SEMH

The wellbeing and SEMH of all children is a priority in all our IFtL schools.

We cannot underestimate the impact on social, emotional and mental health this pandemic has triggered and will continue to do, as we move forward into the new era. Everyone nationwide will have been affected to a certain extent and for some of our families, children and staff these effects may be significant. Many will experience serious illness, bereavement, safeguarding issues and financial difficulties. These will have caused additional anxieties, concerns and pressures on mental health. At IFtL, we are all fully committed and recognise the importance of meeting these needs. Our IFtL schools will ensure they provide a very personalised and bespoke approach to support and nurture all members of the Trust family. We must look after one another, keep ourselves safe and care about the whole. Across our IFtL schools, we must have clear plans for both welfare and pastoral systems in place.

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The following will continue to be carefully planned for and considered:

- A higher level of focus on promotion of both staff and pupil well-being.
 - Well-being, motivation and morale must be prioritised, fostered and nurtured.
 - Opportunities to plug missed opportunities and re-establishing relationships and close collaborative working will be enabled.
 - Clear processes and systems in place for identification of need and targeted, tailored support implemented to meet individual needs.
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- To support and promote wellbeing and SEMH needs, schools can consider:
 - Develop a curriculum/sequence of lessons to address children's experiences during lockdown
 - Timetable a range of activities to support wellbeing – reflecting upon social, emotional, physical and mental wellbeing
 - Signpost to support services
 - Use mental health strategies and publicise to children
 - Consider engaging additional staff for SEMH and well-being support/ training
 - Consider staff training in trauma
 - Provide advice, support and CPD on dealing with bereavement and loss

 - Our schools will consider the provision of pastoral and extra-curricular activities to all pupils designed to:
 - support the rebuilding of friendships and social engagement
 - address and equip pupils to respond to issues linked to coronavirus (COVID-19)
 - support pupils with approaches to improving their physical and mental wellbeing

 - All our schools will provide a more focused pastoral support where issues are identified that individual pupils may need help with, drawing on external support where necessary and possible. Our schools will consider support needs of particular groups they are already aware need additional help (for example, children in need), and any groups they identify as newly vulnerable on their return to school. To support this, teachers may wish to access the free MindEd learning platform for professionals, which contains materials on peer support, stress, fear and trauma, and bereavement. MindEd have also developed a coronavirus (COVID-19) staff resilience hub with advice and tips for frontline staff.

 - Our schools will work with school nursing services to support the health and wellbeing of their pupils; school nursing services have continued to offer support as pupils return to school – school nurses as leaders of the healthy child programme can offer a range of support including:

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- support for resilience, mental health and wellbeing including anxiety, bereavement and sleep issues
- support for pupils with additional and complex health needs
- supporting vulnerable children and keeping children safe

Our schools and school nurses will work together to ensure delivery of the healthy child programme (which includes immunisation), identifying health and wellbeing needs which will underpin priorities for service delivery.

- At IFtL, we recognise the social, mental and emotional health, economic and educational impacts of the pandemic will have occurred for all children, and for many this will be significant. Therefore, all our IFtL schools are teaching pupils about physical health and mental wellbeing, to help them make good decisions about their own health and wellbeing, from the **Relationships, sex and health education curriculum**, within the Autumn 2021 term. The focus of relationships education in our schools will be teaching the fundamental building blocks and characteristics of positive relationships, with particular reference to friendships, family relationships, family relationships and relationships with other children and with adults.

School Policy

All our schools will have a medical needs policy that details how the school will specifically support pupils with medical conditions as per statutory guidance. These are comprehensive and follow all recommendations made in the statutory document of Supporting Pupils at School with Medical Conditions (2015) and adhere to all recommendations stated within this policy. This policy will be reviewed annually or in light of changes within the school or statutory updates. Each policy will state when it is reviewed but this will be at least annually.

Safeguarding Statement

Safeguarding is everybody's business. IFtL MAT is committed to ensuring that all our children and young people are safe and feel safe. The right to be safe for any member of the IFtL community is a non-negotiable and paramount. Safeguarding and child protection is crucial and we are fully committed to ensuring the welfare and safety of all our children and staff. IFtL and all the schools within the Trust must fully adhere to all safeguarding and child protection legislation, policy and procedures at all times and under any circumstances. Any concerns at a Trust level will be referred to IFtL safeguarding Leads, Kim Kemp, Sue Martin or Sarah Bennett; within TMA ITTP, Michelle Gardner, and to the relevant designated safeguarding officers within each school for concerns pertinent to children within the school. IFtL fully adheres to all Safeguarding and child protection legislation and MK together

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partnership and Northamptonshire Safeguarding Children Partnership requirements, including the Milton Keynes and Northamptonshire Whistleblowing Policy and procedures.

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