



Supporting Pupils with Medical Conditions Policy

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'In the light of Christ we will shine together'

Jesus said: I am the light of the world. John 8.12

Live as children of light – for the fruit of light is all that is good and true and right. Ephesians 5.8-9

Our ambition is to serve our community by providing an excellent education, which is inclusive and distinctive within the context of Christian belief and practice, upholding our values in the daily life of the Academy and in our relationships with others.

1. AIMS

1.1. This policy aims to ensure that:

- Pupils, staff and parents/carers understand how our Academy will support pupils with medical conditions
- Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including Academy trips and sporting activities

1.2. The Governing Body will implement this policy by:

- Making sure sufficient staff are suitably trained
- Making staff aware of pupil's condition, where appropriate
- Making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions
- Providing supply teachers with appropriate information about the policy and relevant pupils
- Developing and monitoring Individual Healthcare Plans (IHPs)

1.3. The named person with responsibility for implementing this policy is the SENDCO.

2. LEGISLATION AND STATUTORY RESPONSIBILITIES

2.1. 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 Academy with medical conditions.

2.2. It is also based on the Department for Education's statutory guidance: [Supporting pupils at school with medical conditions](#).

2.3. This policy also complies with our funding agreement and articles of association.

3. ROLES AND RESPONSIBILITIES

3.1. **The Governing Body**



The Governing Body has ultimate responsibility to make arrangements to support pupils with medical conditions. The Governing Body will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions. The Governing Body will be informed of updates to medical needs data by the SENDCO within the termly SEN report to Governors.

3.2. The Principal

The Principal will:

- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure 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
- Take overall responsibility for the development of IHPs
- Make sure that Academy staff are appropriately insured and aware that they are insured to support pupils in this way
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date.

3.3. Staff

Supporting pupils with medical conditions during Academy hours is not the sole responsibility of one 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. Parent/Carers

Parent/Carers will:

- Provide the Academy with sufficient and up-to-date information about their child's medical needs by updating the academy information system Arbor
- 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.

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.

4. EQUAL OPPORTUNITIES

- 4.1. Our Academy is clear about the need to actively support pupils with medical conditions to participate in Academy trips and visits, or in sporting activities, and not prevent them from doing so.
- 4.2. The Academy will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on Academy trips, visits and sporting activities.
- 4.3. 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/carers and any relevant healthcare professionals will be consulted. Risk assessments must be completed with parent/carer and pupil engagement for every child with a medical need, these must be accessible to all staff and kept with the class teacher, these must be reviewed whenever there is a change to medication or annually whichever is the most frequent.
- 4.4. Where a child's medical needs are such that there will be prolonged periods of hospitalisation or treatment requiring rehabilitation following hospital treatment, a part-time timetable will be implemented with the written agreement from the parent/carer. Part-time timetables will only be used as a reintegration into the Academy for no longer than one term, the Academy will work with all medical staff and parents/carers to establish if there are wider needs and identify what support is required to enable the child/pupil to attend the Academy on a full time basis. There will be a thorough risk assessment regarding medical needs of the child and safeguarding measures for the duration of the part-time timetable. The principal will ensure that the Education Welfare officer is kept fully informed of all students accessing a part-time timetable due to their medical needs. All services who are involved with the child will be consulted regarding reintegration into full time education.

5. BEING NOTIFIED THAT A CHILD HAS A MEDICAL CONDITION

- 5.1. When the Academy is notified that a pupil has a medical condition, the process outlined below will be followed to decide whether the pupil requires an IHP.
- 5.2. The Academy 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 Academy. See **Appendix 1**.

6. INDIVIDUAL HEALTHCARE PLANS

- 6.1. The Principal has overall responsibility for the development of IHPs for pupils with medical conditions. However, the day to day monitoring of IHP's and the appropriate reasonable adjustments has been delegated to the SENDCo. The collecting and dissemination of information regarding medical



conditions of pupils is an administrative task and completed and reviewed by the Academy administrative team, collecting and dissemination of information has been delegated to the SENDCO.

- 6.2. Plans will be reviewed at least annually, or earlier if there is evidence that the pupil's needs have changed.
- 6.3. Plans will be developed with the pupil's best interests in mind and will set out:
 - What needs to be done
 - When
 - By whom
- 6.4. Not all pupils with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parent/carer when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is not a consensus, the Principal will make the final decision.
- 6.5. Plans will be drawn up in partnership with the Academy, parents/carers and a relevant healthcare professional, such as a specialist or paediatrician, who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate.
- 6.6. IHPs can be linked to, or become part of an Education, Health and Care (EHC) plan. If a pupil has SEN but does not have a statement or EHC plan, the SEN will be mentioned in the IHP.
- 6.7. The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The Governing Body and SENDCO, will consider the following when deciding what information to record on IHPs:
 - The medical condition, it's 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
 - 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 Academy needs to be aware of the pupil's condition and the support required
 - Arrangements for written permission from parents/carers and the Principal for medication to be administered by a member of staff, or self-administered by the pupil during Academy hours
 - Separate arrangements or procedures required for Academy trips or other Academy activities outside of the normal Academy 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

7.1. Prescription and non-prescription medicines will only be administered at the Academy:

- When it would be detrimental to the pupil's health or their Academy attendance not to do so and
- Where we have parents/carers written consent, by full completion of the Administering Medicine Request Form (available from the Academy office)

7.2. **The only exception to this is where the medicine has been prescribed to the pupil without the knowledge of the parents/carers.**

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

7.4. Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents/Carers will always be informed.

7.5. The Academy 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

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

7.7. 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.

7.8. Medicines will be returned to parents/carers to arrange for safe disposal when no longer required or on the last day of school before a holiday. This also includes out of date medicines.

7.9. **Controlled Drugs**

[Controlled drugs](#) are prescription medicines that are controlled under the [Misuse of Drugs Regulations 2001](#) and subsequent amendments, such as morphine or methadone.



A pupil who has been prescribed a controlled drug may have it in their possession if they are competent to do so, but they must not pass it to another pupil to use. All other controlled drugs are kept in a secure cupboard in the Academy 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.

7.10. Pupils Managing Their Own Needs

Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents/carers and it will be reflected in their IHPs.

Pupils will be allowed to manage their own medicines and relevant devices wherever possible. Staff will not force a pupil to take medicine or carry out a necessary procedure if they refuse, but will follow the procedure agreed in the IHP and inform parents so that an alternative option can be considered, if necessary.

7.11. Unacceptable Practice

Academy staff should use their discretion and judge each case individually with reference to the pupil's IHP, but it is generally not acceptable 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 or opinion (although this may be challenged)
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal Academy activities, including lunch, unless this is specified in their IHPs
- If the pupil becomes ill, send them to the Academy Office or medical room unaccompanied or with someone unsuitable
- Penalise pupils for their attendance record if 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
- Require parents/carers or otherwise make them feel obliged to attend the Academy to administer medication or provide medical support to their pupil, including with toileting issues. No parent should have to give up working because the Academy is failing to support their child's medical needs
- Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of Academy life, including Academy trips, e.g. by requiring parents/carers to accompany their child
- Administer, or ask pupils to administer, medicine in Academy toilets.

8. EMERGENCY PROCEDURES

8.1. Staff will follow the Academy's normal emergency procedures. All pupils' IHPs will clearly set out what constitutes an emergency and will explain what to do.

8.2. Emergency Procedures

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified First Aider, if appropriate, who will provide the required first aid treatment
- The First Aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services.
- If an ambulance is required the First Aider is to contact the **Academy Office** who will telephone the emergency services. The First Aider is to remain on the scene and relay any questions raised by the emergency services via radio. They will remain on scene until help arrives.
- Once emergency services are called, the Academy Office will contact parents/carers immediately. The First Aider will accompany the pupil to hospital and remain until the parent/carer arrives
- If the emergency services are not required, the First Aider will decide on the appropriate action to take and a member of SLT informed
- If the First Aider and member of SLT assesses that a pupil is too unwell to remain in school, parents will be contacted (by the Academy Office) and asked to collect their child. Upon their arrival, the First Aider will recommend next steps to the parents, for example visiting a doctor
- The First Aider linked with the incident will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

8.3. An MNIS approved medical emergency procedures form is placed at Reception and in every year group's first aid area to act as a guide for staff when requesting assistance.

9. TRAINING

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

9.2. 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.

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

9.4. 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 deal with, their implications and preventative measures
- Training will involve the parents/carers when related to specialist training for an individual pupil's needs e.g. catheter training

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

9.6. 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 they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

10. RECORD KEEPING

10.1. The Governing Body will ensure that written records are kept of all medicines administered to pupils as per our GDPR retention schedule. Parents/carers will be informed if their child has been unwell at the Academy.

10.2. IHPs and risk assessments are kept in a readily accessible place which all staff are aware of. The IHP and risk assessment templates are approved by MNIS.

11. LIABILITY AND INDEMNITY

11.1. The Governing Body will ensure that the appropriate level of insurance is in place and appropriately reflects the Academy's level of risk.

11.2. We will ensure that we are a member of the Department for Education's risk protection arrangement (RPA).

12. COMPLAINTS

12.1. Parents/Carers with a complaint about the Academy's support for their child's medical condition, should discuss these directly with the Principal in the first instance. If the Principal cannot resolve the matter, they will direct parents to the Academy's complaints procedure.

13. MONITORING AND REVIEW ARRANGEMENTS

13.1. The SENDCO will be responsible for monitoring the implementation and effectiveness of this policy. It will be reviewed annually by the Mission and Ethos Committee; or before at any time, if there is new relevant legislation or guidance.

APPENDIX 1 - BEING NOTIFIED A CHILD HAS A MEDICAL CONDITION

