



Supporting Students with Medical Conditions Policy

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1. Aims

At Lostock Hall Academy we understand that medical conditions requiring support can affect quality of life and may be life-threatening.

Lostock Hall Academy will support students with medical conditions so that they have full access to education, including trips and physical education.

This policy aims to:

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

The named person with responsibility for implementing this policy is Ms. V. Gregson, SENDCo.

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 students at their school with medical conditions.

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

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

3. Roles and responsibilities

3.1 The Board of Trustees

The Board of Trustees has ultimate responsibility for making arrangements to support students with medical conditions.

The Board of Trustees will:

- Review this policy in a timely manner, in line with the relevant legislation and requirements
- Make sure that the policy sets out the procedures to be followed whenever the academy is notified that a student has a medical condition

- Monitor practice, and staff training, in regard to students with medical conditions, in line with this policy

The Board of Trustees delegates the day-to-day implementation of this policy to Mrs J. Butterworth, Principal.

3.2 The Principal in charge of implementing the policy

The Principal 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 child's condition
- Take overall responsibility for the development and monitoring of individual healthcare plans (IHPs).
- Make sure that academy staff are appropriately insured and aware that they are insured to support students 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 students' medical needs
- Approve risk assessments for academy visits and academy activities outside the normal academy timetable that involve provision for students with medical conditions
- Contact the school nursing service in the case of any student who has a medical condition that may require support whilst at the academy, but who has not yet been brought to the attention of the school nurse
- Make sure 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 students with medical conditions during academy hours is not the sole responsibility of 1 person. Any member of staff may be asked to provide support to students with medical conditions, although they will not be required to do so. This includes the administration of medicines. Our lead member of staff for supporting students with medical conditions, administering medicines and managing medicine supplies is Miss. P. Budd, Attendance Officer.

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

Teachers will consider the needs of students with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a student with a medical condition needs help.

3.4 Parents or carers

Parents or carers will:

- Provide the academy 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 Students

Students with medical conditions will often be best placed to provide information about how their condition affects them. Students 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 School nurses and other healthcare professionals

Our school nursing service will notify the academy when a student has been identified as having a medical condition that will require support. This will be before the student starts school, wherever possible. They may also support staff to implement a child's IHP.

Healthcare professionals, such as GPs and paediatricians, will liaise with our school nurses and notify them of any students identified as having a medical condition. They may also provide advice on developing IHPs.

4. Equal opportunities

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

The academy will consider what reasonable adjustments need to be made to enable these students to participate fully and safely on trips, visits and sporting activities.

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

5. Being notified that a child has a medical condition

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

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 students who are new to our academy.

6. Individual healthcare plans (IHPs)

The principal has overall responsibility for the development of IHPs for students with medical conditions.

The day-to-day responsibility has been delegated to Ms. V. Gregson, SENDCo.

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

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

- What needs to be done
- When
- By whom

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

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

IHPs will be linked to, or become part of, any education, health and care (EHC) plan. If a student has special educational needs (SEN) but does not have an EHC plan, 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 governing board and the Principal with responsibility for developing IHPs, will consider the following when deciding what information to record on IHPs:

- The medical condition, its triggers, signs, symptoms and treatments
- The student'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 student'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 student 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 student'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 student's condition and the support required
- Arrangements for written permission from parents or carers and the principal for medication to be administered by a member of staff, or self-administered by the student, during academy hours
- Separate arrangements or procedures required for trips or other activities outside of the normal timetable that will ensure the student can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parent or carer or student, the designated individuals to be entrusted with information about the student'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 the academy:

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

The person administering the medicine will keep a written record. Parents or carers will always be informed on the same day the medicine has been administered, or as soon as reasonably possible.

The only exception to this is where the medicine has been prescribed to the student without the knowledge of the parents or carers.

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

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

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

The academy 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. Students 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 students and not locked away.

Medicines will be returned to parents or 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 2001 and subsequent amendments, such as morphine or methadone.

A student 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 student to use. All other controlled drugs are kept in a secure cupboard in the 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 Students managing their own needs

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

Students will be allowed to carry their own medicines and relevant devices wherever possible.

IHPs will include procedure for staff to follow if a student refuses to carry out a necessary procedure or take medicine.

7.3 Unacceptable practice

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

- Prevent students from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every student with the same condition requires the same treatment
- Ignore the views of the student or their parents or carers
- Ignore medical evidence or opinion

- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal activities, including lunch, unless this is specified in their IHPs
- Send an ill student to the office or medical room unaccompanied or with someone unsuitable (e.g. a fellow student who is not old or responsible enough)
- Penalise students for their attendance record if their absences are related to their medical condition, e.g. hospital appointments
- Prevent students from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Require parents or carers, or otherwise make them feel obliged, to attend the academy to administer medication or provide medical support to their child, including with toileting issues. No parent or carer should have to give up working because the academy is failing to support their child's medical needs
- Prevent students from participating, or create unnecessary barriers to students participating in any aspect of academy life, including trips, e.g. by requiring parents or carers to accompany their child
- Administer, or ask students to administer, medicine in academy toilets

8. Emergency procedures

Staff will follow the academy's normal emergency procedures (for example, calling 999). All students' IHPs will clearly set out what constitutes an emergency and will explain what to do.

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

9. Training

Staff who are responsible for supporting students 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 students 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 SENDCo. 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 students
- 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 Board of Trustees will ensure that written records are kept of all medicine administered to students for as long as these students are at the academy. Parents or carers will be informed if their child has been unwell at the academy.

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

We will:

- each student's medicine need in the academy's system
- Update our records when parents or carers of students inform us of changes to their child's needs
- Keep a record of changes, labelling the most recent record for each child
- Make sure that all staff have access to records so that they are informed about students' medical needs
- Securely hold this information digitally in accordance with the UK GDPR
- Inform parents or carers about how they can access their child's information (provided no relevant exemptions apply to their disclosure under the Data Protection Act 2018)

11. Liability and indemnity

The Board of Trustees will ensure that the appropriate level of insurance is in place and appropriately reflects the academy's level of risk.

The details of the academy's insurance arrangements are:

We are a member of the DfE's risk protection arrangement (RPA), which covers staff providing support to students with medical conditions.

12. Complaints

Parents or carers with a complaint about the academy's actions in regard to 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 or carers to the academy's complaints procedure.

13. Monitoring arrangements

This policy will be monitored by the principal.

It will be reviewed and approved by the trust board every year.

14. Links to other policies

This policy links to the following policies:

- Accessibility plan
- Complaints
- Equality information and objectives
- First aid
- Health and safety
- Safeguarding
- Special educational needs information report and policy
- Allergy Safety Policy

Appendix 1: Being notified a child has a medical condition

Appendix 2: Procedures for children who are sick or infectious

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

The UK Health Security Agency's exclusion table will be used for guidance when allowing students with specific infectious diseases to return to the academy. The guidance is intended for EYFS.

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
- Championing and educating staff, parents or carers, and students on the importance of immunisation as a tool against infection (while recognising the individual's right to choose)