

SUPPORTING STUDENTS WITH MEDICAL CONDITIONS POLICY

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1. AIMS

1.1 The policy aims to ensure that:

- Students, staff and parents understand how the Federation will support students with medical conditions.
- Students with medical conditions are properly supported to allow them to access the same education as other students, including school trips and sporting activities.

The Trust will implement this policy and will delegate the day-to-day tasks to the Executive Principal to ensure that:

- Sufficient staff are suitably trained;
- Staff are aware of students' conditions, where appropriate;

- There is someone always available to support students with medical conditions;
- A member of the pastoral team is able to develop and monitor individual healthcare plans (IHPs).

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 students at their school with medical conditions.
- 2.2 It is also based on the Department for Education's (DfE)'s statutory guidance on [supporting pupils with medical conditions at school](#).

3. ROLES AND RESPONSIBILITIES

3.1 The Executive 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;
- Ensure that all staff who need to know are aware of a child's condition;
- Take overall responsibility for the development of IHPs;
- Make sure that Academy staff are appropriately insured and aware that they are insured to support students 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.

3.2 Staff

Staff who take on the responsibility to support students with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so. They will liaise with NHS support in those cases such as diabetes where external support is available.

Teachers will take into account 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.

3.3 Parents will:

- Provide the Academy with sufficient and up-to-date information about their child's medical needs;
- 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.

3.4 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.

3.5 Other healthcare professionals

The school nursing service is no longer in existence in Rutland and so it is the responsibility of parents and specific medical teams to notify the Academy when a student has been identified as having a medical condition that will require support in school. They may also support staff to implement a child's IHP.

4. EQUAL OPPORTUNITIES

- 4.1 The Trust is clear about the need to actively support students with medical conditions to participate in school 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 students to participate safely on school 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 students with medical conditions are included. In doing so, students, their parents and any relevant healthcare professionals will be consulted.

5. BEING NOTIFIED THAT A STUDENT HAS A MEDICAL CONDITION

- 5.1 When the Academy is notified that a student has a medical condition, the process outlined below 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.

6. INDIVIDUAL HEALTHCARE PLANS (IHPs)

- 6.1 The Executive Principal or Head of School has overall responsibility for the development of IHPs for students with medical conditions.
- 6.2 Plans will be reviewed at least annually, or earlier if there is evidence that the student's needs have changed.
- 6.3 Plans will be developed with the student's best interests in mind and will outline:
 - What needs to be done;
 - When;
 - By whom.
- 6.4 Not all students with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents when an IHP would be inappropriate or disproportionate. This will be based on evidence. The student will be involved wherever appropriate.

- 6.5 IHPs will be linked to, or become part of, any education, health and care (EHC) plan. If a student has SEN but does not have an EHC plan, the SEN will be mentioned in the IHP.
- 6.6 The level of detail in the plan will depend on the complexity of the student's condition and how much support is needed. The member of staff responsible 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.
 - 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 or additional support in catching up with lessons.
 - 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 in the Academy needs to be aware of the student's condition and the support required.
 - Arrangements for written permission from parents and the Executive Principal for medication to be administered by a member of staff, or self-administered by the student during school hours.
 - Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the student can participate, e.g. risk assessments.
 - Where confidentiality issues are raised by the parent/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

- 7.1 Prescription and non-prescription medicines will only be administered at school:
- When it would be detrimental to the student's health or school attendance not to do so **and**
 - Where we have parents' written consent.

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

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

- 7.3 Where a parent or carer has completed a medicines in school form, anyone giving a student any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. This will be shared with parents via Edulink.
- 7.4 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.
- 7.5 The Academy will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.
- 7.6 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.
- 7.7 Medicines will be returned to parents to arrange for safe disposal when no longer required.

8. CONTROLLED DRUGS

- 8.1 [Controlled drugs](#) are prescription medicines that are controlled under the [Misuse of Drugs Regulations 2001](#) and subsequent amendments, such as morphine or methadone.
- 8.2 Any student who has been prescribed a controlled drug may not have it in their possession. This will be administered in Client Services, in the presence of an appropriate member of staff. All controlled drugs are kept in a secure cupboard to which only permitted staff have access.
- 8.3 Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

9. STUDENTS MANAGING THEIR OWN NEEDS

- 9.1 Students who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents and it will be reflected in their IHPs.
- 9.2 Students will be allowed to carry their own medicines and relevant devices wherever possible. Staff will not force a student to take a 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.

10. UNACCEPTABLE PRACTICE

- 10.1 Academy staff should use their discretion and judge each case individually with reference to the student's IHP, but it is generally not acceptable 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;
 - 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 school activities, including lunch, unless this is specified in their IHPs
 - If the student becomes ill, left in Client Services without an appropriate adult.
 - 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 otherwise make them feel obliged, to attend school to administer medication or provide medical support to their pupil, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs;
 - Prevent pupils from participating, or create unnecessary barriers to students participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany their child.

11. EMERGENCY PROCEDURES

- 11.1 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.
- 11.2 If a student needs to be taken to hospital, staff will stay with the student until the parent arrives, or accompany the student to hospital by ambulance.

12. TRAINING

- 12.1 Staff who are responsible for supporting students with medical needs will receive suitable and sufficient training to do so.
- 12.2 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.
- 12.3 The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the Executive Principal. 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 students;
 - 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.

- 12.4 Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.
- 12.5 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.

13. RECORD KEEPING

- 13.1 The Trust will ensure that written records are kept of all medicine administered to students for as long as these students are at the Academy. Parents will be informed if their child has been unwell at school.
- 13.2 IHPs are kept in a readily accessible place which all staff are aware of.

14. LIABILITY AND INDEMNITY

- 14.1 The Trust will ensure that the appropriate level of insurance is in place and appropriately reflects the level of risk.
- 14.2 The Trust will ensure that the Federation is a member of the Department for Education's risk protection arrangement (RPA).

15. COMPLAINTS

- 15.1 If parents are not satisfied with the support provided by the Academy, they should in the first instance, discuss this directly with the pastoral team or link Vice Principal. If they are not satisfied with the response, they should then follow the Federation's Complaints Policy.

16. MONITORING ARRANGEMENTS

- 16.1 This policy will be reviewed and approved by the Trust on an annual basis.

17. LINKS TO OTHER POLICIES

- Accessibility Plan
- Complaints
- Equality, Diversity and Inclusion
- First Aid
- Health and Safety
- Safeguarding
- SEN
- Child Protection
- Attendance and Inclusion