



Supporting Students with Medical Conditions

Office use

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Associated documents:			
Health and Safety policy including academy trips within and outside the UK	Health and Safety Executive (HSE) guidance on academy trips		
Links to:			
- Section 100 of the Children and Families Act 2014 to support students with medical conditions - Special Educational Needs and Disability (SEND) Code of Practice 0-25 years - Section 10 of the Children Act 2004 - Control of Substances Hazardous to Health Regulations 2002 (COSHH) - DfE Supporting pupils at school with medical conditions December 2015 www.nottinghamshiremedicinesmanagement.nhs.uk/policies-and-documents/medicines-management-policies/self-care-guidance/ www.gov.uk/government/publications/education-for-children-with-health-needs-who-cannot-attend-school			

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1. Policy Statement

This academy is an inclusive community that aims to support and welcome pupils with medical conditions.

2. Legal Framework

- Section 100 of the Children and Families Act 2014 places a duty on schools to make arrangements for supporting students with medical conditions. This academy understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood. Such medical conditions identified under the Children and Families Act 2014 are:
 - Asthma
 - Cancer
 - Diabetes
 - Epilepsy
- Some children with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010 and in this instance the Equality Act 2010 must be complied with.
- Some may also have SEN and may have an Education, Health and Care Plan (EHCP) which brings together health and social care needs, as well as their special educational provision.
- For children with SEN and those medical conditions that require EHC plans, this policy should be read in conjunction with the Special Educational Needs and Disability (SEND) Code of Practice 0-25 years January 2015.
- The National Curriculum in England: Framework for Key Stages 1 to 4 emphasises the importance of providing effective learning opportunities for all pupils within the section on inclusion.
- Children who have particular allergies and are at risk of anaphylaxis are managed in accordance with the DfE guidance document and associated appendices www.gov.uk/government/publications/school-food-standards-resources-for-schools/allergy-guidance-for-schools

3. Safety management

- All medicines may be harmful to anyone for whom they are not appropriate.
- The academy will ensure that the risks to the health of others are properly controlled as set out in the Control of Substances Hazardous to Health Regulations 2002 (COSHH).
- It is also based on the DfE statutory guidance on supporting pupils with medical conditions at school.

4. Aims of this policy

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

- Students with long-term and complex medical conditions may require on-going support, medicines or care while in education to help them manage their condition and keep them well. Others may require monitoring and interventions in emergency circumstances. It is also the case that children's health needs may change over time, in ways that cannot always be predicted, sometimes resulting in extended absences.
- The academy will provide support for a student's medical condition ensuring it is effectively managed and appropriate support is put in place to limit the impact on the child's educational attainment and emotional and general wellbeing. The academy will ensure arrangements to

support students with medical conditions are implemented in order for all students to participate and enjoy the academy curriculum.

- The academy aims to provide all pupils with medical conditions the same opportunities as others at school. We will help to ensure they can:
 - Be healthy
 - Stay safe
 - Enjoy and achieve
 - Make a positive contribution
 - Achieve economic well-being
- This policy has been revised within the Children and Families Act 2014 and follows all legal requirements.

5. Scope and purpose of this policy

- This policy applies to all including employees, volunteers, agency workers, consultants or self-employed contractors.
- The academy ensures all staff understand their duty of care to children and young people in the event of an emergency.

6. Roles and responsibilities

- The local governing body (LGB) has ultimate responsibility to make arrangements to support pupils with medical conditions. The LGB will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.
- The Headteacher has overall responsibility for policy implementation and effective operation including compliance to legal framework.

6.1 Staff responsibilities

- Supporting pupils with medical conditions during school 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.

6.2 Parents and Carers

- Parents and carers should not send a child to the academy if they are unwell.
- If your child sustains an injury it is your duty of care to ensure you take your child to their local Accident and Emergency or GP.
- We can only deal with first aid issues that occur on site.

- Parents should provide the academy with sufficient and up-to-date information about their child's medical needs. They may in some cases be the first to notify the academy that their child has a medical condition.

6.3 Parents and Medical Care Plans

- The parent/ carer must inform the academy or setting (after academy club etc.) about any particular needs before a child is admitted or when a child first develops a medical need.
- Where a child has a long-term medical need a Medical Health Care Plan may be required and will be drawn up with the parent / carer and potentially health professionals.
- Parents should carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment, notify the academy of any changes and ensure that they or another nominated adult are contactable at all times.
- Minor changes to the care plan can be made if signed and dated by the parent / carer. If, however, changes are major, a new care plan must be completed.

7. Medical Care Plan

- Whenever the academy is notified that a student has a medical condition, the academy will review if a medical health care plan would be appropriate and if so will liaise with parents/carers and healthcare professionals to determine whether a Medical Health Care Plan should be produced and ensure the academy is able to support the student appropriately.
- A plan will identify the steps we need to take to help the child manage their condition and overcome any potential barriers to getting the most from their education.
- All staff are informed of those students who have Medical Health Care Plans. In practice, this should mean that all staff:
 - understand the common medical conditions that affect children at the academy, and the impact medical conditions can have on pupils.
 - know what to do and respond accordingly when they become aware that a student with a medical condition needs help.
 - feel confident in knowing what to do in an emergency.
- In cases where a student's medical condition is unclear, or where there is a difference of opinion, judgements will be needed about what support to provide based on the available evidence. This would involve some form of medical evidence provided by a healthcare professional and consultation with parents. Where evidence conflicts, some degree of challenge may be necessary to ensure that the right support can be put in place.

7.1 Emergency procedures

- Where a child has a Medical Care Plan, this will clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures.
- If a child needs to be taken to hospital, staff should stay with the child until the parent arrives, or accompany a child taken to hospital by ambulance.

8. Toilet passes

If a child requires a toilet pass, parents/ carers **must** provide medical evidence.

9. Managing medicines on the academy premises

- Prescription and non-prescription medicines will only be administered at school:
 - When it would be detrimental to the pupil'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 pupil without the knowledge of the parents.
- Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor.
- The school 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 school 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. 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.
- Medicines will be returned to parents to arrange for safe disposal when no longer required.
- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside academy hours.
- The academy requires students to take their medication themselves under staff supervision.

9.1 Staff supervising the taking of medication

- Each request for supervision of the taking of medication to a student will be considered on an individual basis and the request can be refused. If academy staff agree to supervise the taking of medication on short term or occasional basis, the parent / carer is required to complete a consent form. Verbal instructions will not be accepted.
- The parent / carer needs to ensure there is sufficient medication and that the medication is in date.
- Parents / guardians are responsible for handing over to staff the medication which is to be taken.
 - Medication should be provided in an original container with the following, clearly shown on the label:
 - Child's name and date of birth
 - Name and strength of medication
 - Dose
 - Expiry dates whenever possible
 - Dispensing date/pharmacist details
- Parents / guardians must collect medicine/s held at the end of each term, and are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal.
- Student Reception colleagues are responsible for the coordination of administration of medication on a day to day basis. This includes:
 - ensuring safe supervision of the taking of medication by students who require daily medication in academy time

- ensuring appropriate record keeping is completed including completion of permission forms from parent administration of medication, and stock check of Class A and B drugs
 - ensuring safe storage of medication
- It should be recognised that without the support of Student Reception colleagues the taking of medication by students on a daily basis would not be possible.
- There is no legal or contractual duty on staff to administer medicine or supervise a child taking it.
- In an emergency where students are unable to take the required medication, staff will administer the medication as required. Staff will administer medication only in medical emergencies.
- However, it is the responsibility (except in agreed special circumstances) of the child to remember to take their medication. It is **not** the responsibility of academy staff to check and ensure medication has been taken. Therefore, if a child forgets to take medication, staff will only make parents aware of this if and when they are made aware.
- Non-prescribed medicines will NOT be taken under staff supervision in the academy or stored by the academy.

Children should never be given aspirin or medicines containing aspirin unless prescribed by a doctor.

9.2 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.

- If a child has been prescribed a controlled drug it will be securely stored in a non-portable container and only named staff will have access.
- A record will be kept of any doses used and the amount of the controlled drug held in the academy.
- a written stock record is also required in order to comply with the Misuse of Drugs Act legislation. This should detail the quantities kept and administered, taken and returned on any educational visit and returned to the parent / carer, e.g. at the end of term. These drugs should be kept in a locked cabinet within a room with restricted access (staff only).
- Parents/ carers are responsible for the disposal of controlled substances.

9.3 The child's role in managing their own medical needs

- The academy discourages students from carrying any medication on their person, as there is the risk of it being lost and becoming a danger to others. There are, however, certain medical conditions that need immediate management and with prior arrangement with the academy.

10. Equal Opportunities

- Our school is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities and not prevent them from doing so.
- The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities.

- 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 and any relevant healthcare professionals will be consulted.

11 Liability and indemnity

- The school's insurance policy covers all staff and all students in any eventuality on the academy site or on an academy trip.

12. Complaints

- Should parents/guardians or students be dissatisfied with the support provided they should discuss their concerns directly with the academy. If for whatever reason this does not resolve the issue, parents/guardians are requested to make a formal complaint via the academy's complaints procedure.