

# **SUPPORTING STUDENTS WITH MEDICAL NEEDS POLICY**

Reviewed: Summer 2023

Next Review date: Summer 2027

## **1. Introduction**

- 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 Department for Education (DfE)'s statutory guidance on [supporting pupils with medical conditions at school](#).
- This policy also complies with our funding agreement and articles of association.
- All children have a right to access the full curriculum, adapted to their medical needs and to receive the ongoing support, medicines or care that they require at school to help them manage their condition and keep them well.
- We recognise that medical conditions may impact social and emotional development as well as having educational implications.
- Our Academy will build relationships with healthcare professionals and other agencies and in order to support effectively students with medical conditions.
- The Academy will assign a contact for each student with a IHCP.
- There is always a trained first aider on duty in the General Office to support students with other medical conditions, and the General Office should always be parents/carers first point of contact for medical issues.

## **2. Roles and Responsibilities**

### 2.1 The Academy will:

- Inform relevant staff of medical conditions
- Arrange training for identified staff
- Ensure that staff are aware of the need to communicate necessary information about medical conditions to supply staff where appropriate, taking the lead in communicating this information
- Write a risk assessment for school visits and other activities outside of the normal timetable
- Develop, monitor and review Individual Healthcare Plans.
- Work together with parents/carers, students, healthcare professionals and other agencies.

### 2.2 The Governing Body is responsible for:

- Determining the Academy's general policy and ensuring that arrangements are in place to support children with medical conditions.

### 2.3 The Principal is responsible for:

- 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 IHCPs
- Make sure that Academy staff are appropriately insured and aware that they are insured to support students in this way
- Contact the school nursing service in the case of any student who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

### 2.4 Teachers and Support Staff are responsible for:

Supporting students 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 students 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 students 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 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.

A list of students with medical conditions is updated and distributed to staff routinely at the start of the Academic year. Any new conditions or changes brought to the Academy's attention are also communicated to staff throughout the year.

PHOTOGRAPHS OF STUDENTS WITH LIFE THREATENING ALLERGIES ARE DISPLAYED IN THE STAFF ROOM SO THAT ALL STAFF CAN RECOGNISE THEM.

2.5 Parents/carers will:

- Provide the school 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 IHCP e.g. provide medicines and equipment

2.6 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 IHCPs. They are also expected to comply with their IHPs.

2.7 The Local Authority School Nurse is responsible for:

Our school nursing service will notify the school when a student has been identified as having a medical condition that will require support in school. This will be before the student starts school, wherever possible.

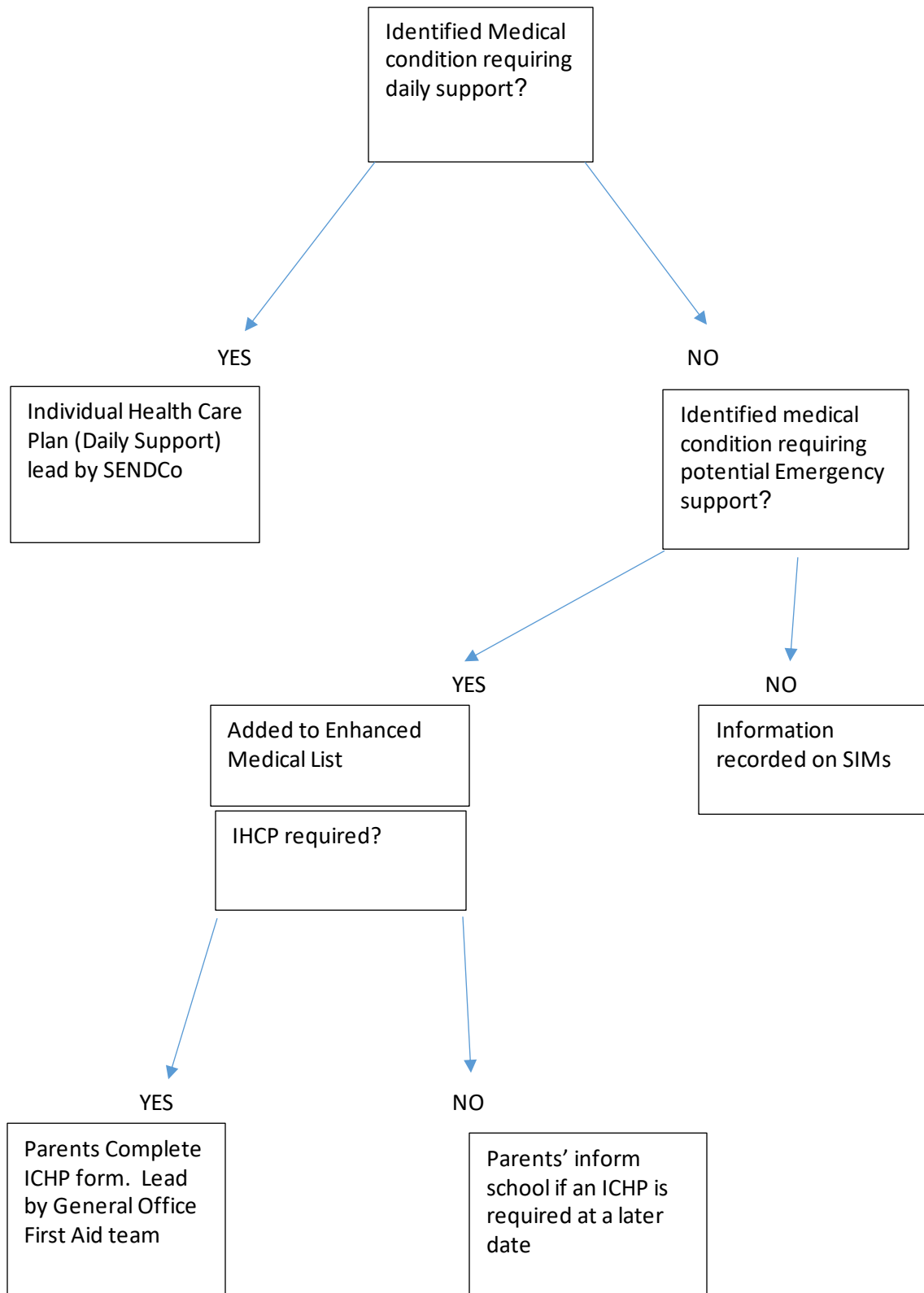
Healthcare professionals, such as GPs and paediatricians, will liaise with the schools' nurses and notify them of any students identified as having a medical condition.

### **3. Procedure when notification is received that a student has a medical condition**

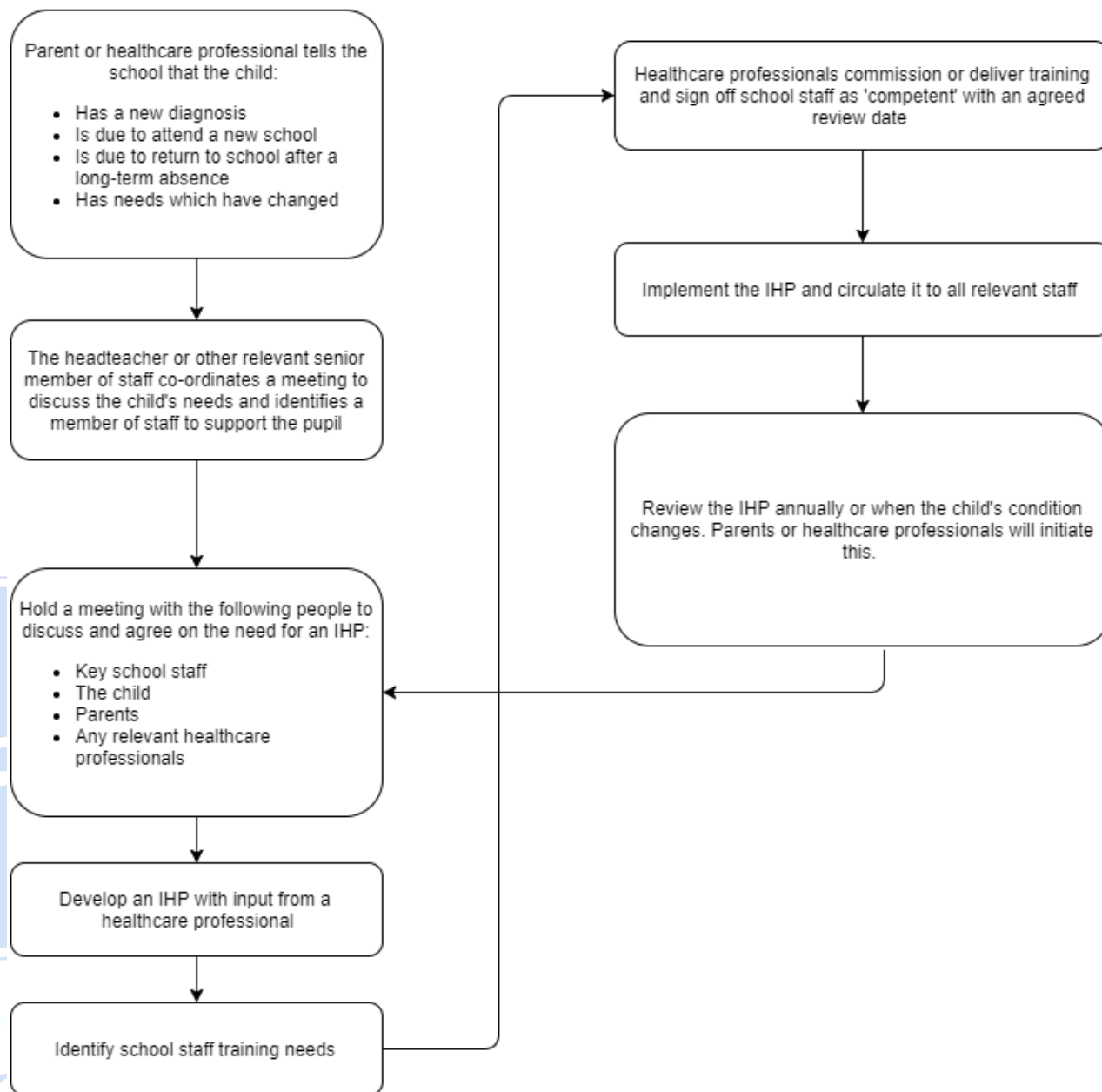
When the school is notified that a student has a medical condition, the process outlined below will be followed to decide whether the student requires an IHCP.

The school 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 school.

## SUPPORTING STUDENTS WITH MEDICAL NEEDS



If a student potentially requires an IHCP:



#### **4. Individual Healthcare Plans (IHCPs)**

4.1 The Principal has overall responsibility for the development of IHPs for students with medical conditions. This has been delegated to the SENDCo

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

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

- What needs to be done
- When
- By whom

- 4.4 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. If there is not a consensus, the Principal will make the final decision. Plans will be drawn up in partnership with the school, parents/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. IHCPs will be linked to, or become part of, any statement of special educational needs (SEN) or education, health and care (EHC) plan. If a student has SEND but does not have a statement or EHC plan, the SEND will be mentioned in the IHCP.
- 4.5 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 SENDCo, will consider the following when deciding what information to record on IHCPs:
- 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 or 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 school needs to be aware of the student's condition and the support required
  - Arrangements for written permission from parents and the 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

## **5. Medicines on Site**

### **5.1 General**

The guidelines below are not about emergencies, but about medicines and non-emergency illness.

### **5.2 Feeling unwell on site**

In normal cases of "sickness" on site, the main role of Academy staff is to call parents/carers to take the student home. Parents/carers should provide contacts, including where necessary work contacts, for this purpose. It is parents'/carers' responsibility to keep these important contact numbers up to date when changes occur. Parents/carers should not send students to Academy who are unwell at home.

### **5.3 In the case of accident or emergency, the role of Academy staff is to call an ambulance or medical help. Parents/carers will be contacted to accompany their child to hospital or medical Centre.**

- 5.4 The general rule is that the use of medicines on site should be avoided or minimised – both in order to avoid any risk to other students, and because the Academy, is not, and does not provide, a medical service. (NB School staff in law have no duty or obligation to administer or oversee use of medicines).
- 5.5
- a) In order to minimise the presence of medicines on site, the general rule is that when students are ill, or receiving medicines, in most cases they should be at home (authorised absence on medical grounds).
  - b) In cases where medical opinion is that a student can attend school while, for example, finishing off a course of medicine, parents/carers should specifically ask doctors if it is possible to prescribe a timing regime that will enable medicines to be taken at home (e.g. before school, after school, before bedtime).
  - c) In cases where the parents'/carers' wishes to allow a student to carry medicines for self-administration on site, a request form must first be completed. Even where permission is given – only the minimum dose should be carried, and it must be stressed to the student (who at secondary age is likely to be self-administering) that in no circumstances should medicines be displayed or offered to other students. Failure by students to observe this will be taken as a very serious disciplinary matter, indeed. Parents/carers uncertain of the level of trust they can place in their children in this respect should be keeping students at home until they have completed their course of medicine.
- 5.6 In a minority of circumstances, provided there is prior written agreement with Academy, (i.e. a written request and written confirmation of agreement) nominated Academy staff may be prepared to hold and oversee the taking of medicines. Such agreements will be time-limited.
- 5.7. In such cases, the parent/carer must first complete and sign the relevant Academy request form, which will show the medical advice from the doctor, and will include a declaration by the parent/carer absolving staff of any responsibility for any untoward effects of overseeing/administering the agreed dosage. It will be the parent/carer and student's responsibility to ensure that no other medicines, or previous/subsequent doses of the same medicine are taken and it is also the parent's/carer's responsibility to ensure that any medicines are clearly labelled, "in date" and that expired medicines are replaced.
- 5.8 If the Academy agrees to hold/oversee the use of medicines, there will normally be a set time (out of lesson time) for release of medicine to students. It is the parent/carer/student's responsibility to ensure that the student arrives at the set time, and takes the medication. The Academy will record the time of any dosage given but it is not the responsibility of Academy staff to check or ensure that the student has taken a daily dose (but see 8 below).
- 5.9. Academy staff have no contractual obligation to oversee/administer medication, and are entirely within their rights not to volunteer to do so when they have any doubt in any particular case about whether agreed procedures are being followed.
- 5.10 In cases of known possible emergency (e.g. anaphylactic allergic reactions) parents/carers should inform the Academy. At secondary age students are usually capable of carrying, if necessary, 'Epipen' devices. If parents/carers wish the Academy to hold a second 'Epipen' centrally, the request form must be used and agreement obtained. The Academy will always ask for a written form of indemnity for staff who volunteer to use an Epipen in an apparent emergency. It is the parents'/carers' responsibility to ensure that all emergency medication supplied to the school is in date and suitable for use.

5.11 The Academy will keep a signed, dated record of the release of medication it has agreed to hold, and parents are welcome to check periodically if they wish to confirm whether or not their child has arrived at the set time to ask for the medicine to be put into their hands.

5.12 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'/carers' written consent

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

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

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 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. 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/carers to arrange for safe disposal when no longer required.

5.13 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 school 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.

5.14 Pupils 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.

Pupils will be allowed to carry their own medicines and relevant devices wherever possible. Staff will not force a pupil 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.

## **6. Action in Emergencies**

6.1 A copy of this information will be displayed in the school office:

- Request an ambulance – dial 999 and be ready with the information below. Speak slowly and clearly and be ready to repeat information if asked.

1. The school's telephone number
2. Your name

3. Your location
4. Provide the exact location of the patient within the school
5. Provide the name of the child and a brief description of their symptoms
6. Inform ambulance control of the best entrance to use and state that the crew will be met and taken to the patient.

- Ask office staff to contact caretakers to open relevant gates for entry.
- Contact the parents/carers to inform them of the situation.
- A member of staff should stay with the student until the parent/carer arrives. If a parent/carer does not arrive before the student is transported to hospital, a member of staff should accompany the child in the ambulance.

## 7. Activities beyond the usual curriculum

- Reasonable adjustments will be made to enable students with medical needs to participate fully and safely in day trips, residential visits, sporting activities and other activities beyond the usual curriculum.
- When carrying out risk assessments, parents/carers, students and healthcare professionals will be consulted where appropriate.

## 8. Unacceptable practice

8.1 School staff should use their discretion and judge each case individually with reference to the student's IHCP, 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/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 school activities, including lunch, unless this is specified in their IHPs
- If the student becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- 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 parent/carers, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent/carer should have to give up working because the school is failing to support their child's medical needs
- Prevent students 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
- Administer, or ask students to administer, medicine in school toilets

## 9. Training

- 9.1 Staff who are responsible for supporting students 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 IHCPs. 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.

### 9.3 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 IHCPs
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures

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

9.5 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 during their induction.

## 10. Record Keeping



10.1 The governing board will ensure that written records are kept of all medicine administered to students. Parents /carers will be informed if their child has been unwell at school.

10.2 IHCPs are kept in the General Office with the Office Supervisor, which all staff are aware of.

## 11. Students who cannot attend school because of health needs

11.1 The Academy will endeavour to make arrangements for the provision of suitable education at school or otherwise than at school for those children of compulsory school age who, by reason of illness, or otherwise, may not for any period receive suitable education unless such arrangements are made for them.

11.2 This applies to students who are not in school for 15 days or more, whether consecutive or cumulative due to ill health and where the health need and necessity for absence has been validated as necessary by a recognised NHS medical doctor or consultant.

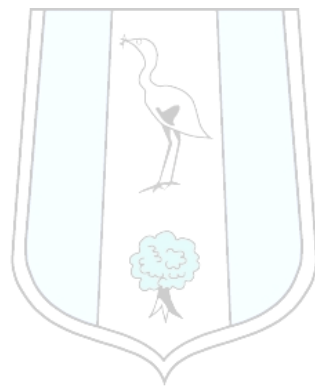
11.3 Health problems include physical illnesses, injuries and clinically defined mental health problems. Suitable medical evidence will be required. This would include details of the health problem, how long the condition is expected to last and the likely outcome, and a treatment plan. This must be provided by a suitable medical professional, normally an NHS hospital consultant. However, where specific medical evidence is not available quickly, the Academy will liaise with other medical professionals (e.g. the child's GP), so that provision of education is not delayed.

## 12. Liability and Indemnity

12.1 The governing board will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

## 13. Complaints

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



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### HEALTH CARE PLAN

Name of School/Setting: \_\_\_\_\_

Child's name: \_\_\_\_\_

Group/Class/Form: \_\_\_\_\_

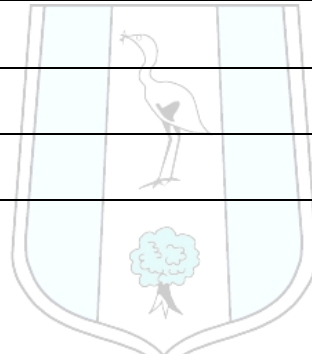
Date of Birth: \_\_\_\_\_

Child's Address: \_\_\_\_\_

Medical Diagnosis or Condition: \_\_\_\_\_

Date: \_\_\_\_\_

Review date: \_\_\_\_\_



### CONTACT INFORMATION

Family contact 1

Family contact 2

Name:		Name:	
Phone No. (work):		Phone No. (work):	
(home)		(home)	
(mobile)		(mobile)	

Clinic/Hospital contact

GP

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Phone No: \_\_\_\_\_ Phone No: \_\_\_\_\_

**Describe medical needs and give details of child's symptoms:**

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**Daily care requirements: (e.g. before sport/at lunchtime)**

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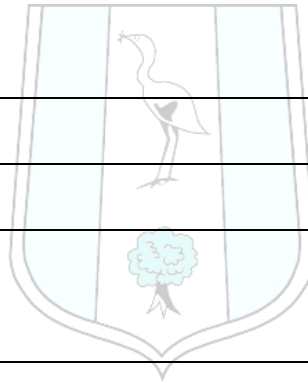
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**Describe what constitutes an emergency for the child, and the action to take if this occurs:**

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**Follow up care:**

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**Who is responsible in an Emergency: (State if different for off-site activities)**

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**Form copied to:**

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**FORM 3A**

**Parental agreement for school/setting to administer medicine**

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that staff can administer medicine

Name of School/Setting \_\_\_\_\_

Name of Child: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Group/Class/Form: \_\_\_\_\_

Medical condition/illness: \_\_\_\_\_

**Medicine**

Name/Type of Medicine (as described on the container): \_\_\_\_\_

Date dispensed: \_\_\_\_\_

Expiry date: \_\_\_\_\_

Agreed review date to be initiated by *[name of member of staff]*: \_\_\_\_\_

Dosage and method: \_\_\_\_\_

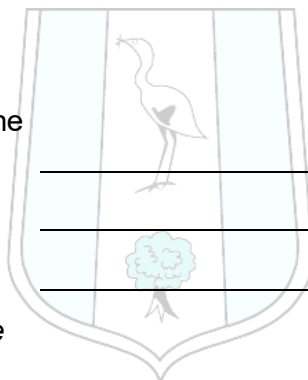
Timing: \_\_\_\_\_

Special Precautions: \_\_\_\_\_

Are there any side effects that the school/setting needs to know about? \_\_\_\_\_

Self Administration: Yes/No (delete as appropriate)

Procedures to take in an Emergency: \_\_\_\_\_



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**Contact Details**

Name:

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Daytime Telephone No:

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Relationship to Child:

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Address:

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I understand that I must deliver the medicine personally to [agreed member of staff] and accept that this is a service that the school/setting is not obliged to undertake.

I understand that I must notify the school/setting of any changes in writing.

Date:

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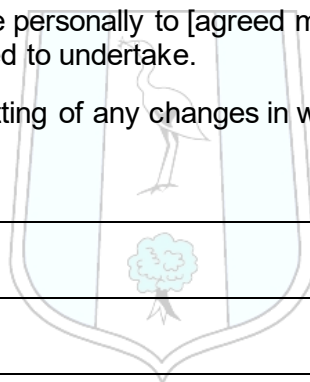
Signature(s):

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Relationship to child:

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