

Supporting Pupils with Medical Conditions

Introduction

This Policy follows closely the guidance contained in the DfE's document *Supporting pupils at school with medical conditions* (September 2015).

Procedures for managing medication on the premises are outlined in the *Policy for Administering Medication and Intimate Care Policy*, available separately.

Notification that a student has a medical condition

When a student transfers from another academy, at the start of Year 1/3/7 or otherwise, the Academy will ask his/her parent or carer and previous school for details of any medical conditions which require special arrangements to be made.

Where notification is received that a student has a medical condition, arrangements to manage the condition will be put in place as soon as reasonably practicable. For students who are part of the new academic year 1/3/7 intake, arrangements will be in place by the start of his/her first term. In other cases, arrangements will be in place within two weeks of his/her start date.

In cases where a student's medical condition is unclear, or where there is a difference of opinion, judgements will be made about what support to provide based on the available evidence. This will normally involve some form of medical evidence and consultation with parents/carers. Where evidence conflicts some degree of challenge may be necessary to ensure that the right support can be put in place.

Individual Health Care Plans (HCPs)

Individual HCPs will be used where necessary to ensure that the Academy effectively supports students with medical conditions. They will clarify what needs to be done, when and by whom.

HCPs are essential in some cases, for example, where conditions fluctuate or where there is a high risk that emergency intervention will be needed. They are likely to be helpful in many other cases, especially where medical conditions are long-term and complex.

The Academy, health care professional and parent/carer will agree, based on evidence, whether a HCP would be inappropriate or disproportionate. If consensus cannot be reached, the Principal will make the determination.

The Academy will use the model procedure, provided in Annex A, in identifying and agreeing the support needed, and developing an individual HCP.

The Academy will endeavour to ensure that HCPs are presented in a format which makes them most effective for the specific needs of each student. They will be accessible to all who need to refer to them, while preserving confidentiality. Plans will capture the key information and actions that are required to support the student effectively. The level of detail within plans will depend on the complexity of the student's condition and the degree of support needed.

Where a student has SEN but does not have a statement or EHC plan, their special educational needs will be mentioned in his/her HCP.

Individual HCPs (and their review) may be initiated, in consultation with the parent/carer, by a member of Academy staff or a health care professional involved with the student. Plans should be drawn up in partnership between the Academy, parents/carers, and a relevant health care professional (for example, specialist or children's community nurse), who can best advise on the particular needs of the student. Students should also be involved whenever appropriate.

HCPs will be developed with the individual student's best interests in mind. They will ensure that the Academy assesses and manages any risks to the student's education, health and social well-being, while minimising any disruption. Their aim will be to outline the steps the Academy will take to help students manage their condition and overcome any potential barriers to getting the most from their education.









The Academy will take responsibility for ensuring that HCPs are completed correctly, and for their implementation within the Academy.

Every HCP will be reviewed annually, or at any time when the Academy receives or is presented with evidence that the student's needs have changed.

Where the student has a special educational need identified in a statement or EHC plan, the individual HCP should be linked to, or become part of, that statement or EHC plan.

Where a student is returning following a period of hospital education or alternative provision (including home tuition), the Academy will work with the Local Authority and/or education provider (as appropriate) to ensure that the individual HCP identifies the support the student will need to reintegrate effectively.

HCPs will include the following information:

-  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 (for example, 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
-  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 health care 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/carer 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 trips or other activities outside the normal timetable that will ensure the student can participate (for example, risk assessments)

- ♥ where confidentiality issues are raised by the parent/student, the designated individuals to be entrusted with information about the student's condition; and
- ♥ what to do in an emergency, including whom to contact, and contingency arrangements. Some students may have an emergency HCP prepared by their lead clinician that could be used to inform development of their individual HCP

Roles and Responsibilities

The Multi Academy Trust is responsible for:

- ♥ maintaining and reviewing this policy, and for overseeing its operation
- ♥ ensuring that students with medical conditions are supported to enable the fullest possible participation in all aspects of Academy life
- ♥ ensuring that sufficient staff have received suitable training and are competent before they take on responsibility to support students with medical conditions; and
- ♥ ensuring that any members of staff who provide support to students with medical conditions are able to access information and other teaching support materials as needed

The Principal is responsible for:

- ♥ ensuring that the Academy's policy is developed and effectively implemented with partners/carers
- ♥ ensuring that all staff are aware of the policy for supporting students with medical conditions and understand their role in its implementation
- ♥ ensuring that all staff who need to know, including temporary or supply staff, are aware of the student's condition
- ♥ ensuring that sufficient trained numbers of staff are available to implement the policy and deliver against all individual HCPs, including in contingency and emergency situations
- ♥ recruiting a member or members of staff for this purpose, where necessary; and
- ♥ ensuring that Academy staff are appropriately insured and are aware that they are insured to support students in this way

Any member of Academy staff may be asked to provide support to students with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not

part of teachers' professional duties, staff will take into account the needs of students with medical conditions that they teach.

Academy staff will receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support students with medical conditions.

Any member of staff should know what to do and respond accordingly when they become aware that a student with a medical condition needs help.


The school nursing service is responsible for notifying the Academy when a student has been identified as having a medical condition which will require support. Wherever possible, they should do this before the student starts at the Academy. They may support staff on implementing a student's individual HCP and provide advice and liaison, for example on training.



The Academy nursing team will liaise, as required, with lead clinicians on appropriate support for the student and associated staff training needs. This may involve the use of community nursing teams.

Students with medical conditions will often be best placed to provide information about how their condition affects them. They should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual HCP. Other students will often be sensitive to the needs of those with medical conditions.

Parents/carers are expected to provide the academy with sufficient and up-to-date information about their child's medical needs. Parents/carers are key partners and should be involved in the development and review of their child's individual HCP, and may be involved in its drafting. They should carry out any action they have agreed to as part of its implementation, for example, provide medicines and equipment and ensure they or another nominated adult are contactable at all times. Parents/carers should ensure that medication is administered as prescribed at home, and that sufficient supplies of medication are provided to the school.

The Local Authority is expected to:

-  provide support, advice and guidance, including suitable training for staff, to ensure that the support specified within individual HCPs can be delivered effectively

-  work with the Academy to support students with medical conditions to attend full time
-  make other arrangements in cases where a student's health needs prevent him/her receiving a suitable education within the Academy

Providers of health services are expected to co-operate with the Academy in supporting students with a medical condition, including appropriate communication, liaison with school nurses and other health care professionals such as specialist and children's community nurses, as well as participating in locally developed outreach and training.

Staff Training and Support

The Academy will ensure that any member of staff providing support to a student with medical needs has received appropriate training. The training required will be identified within HCPs.

The relevant health care professional will take the lead in identifying and agreeing with the Academy the type and level of training required, and how this can be obtained. However, it is the Academy's responsibility to arrange training and ensure that it remains up-to-date.

Training will be sufficient to ensure that staff are competent and have confidence in their ability to support students with medical conditions, and to fulfil the requirements as set out in individual HCPs. This will include an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures.

Staff will not give prescription medicines or undertake health care procedures without appropriate training. In some cases, it will be sufficient for them simply to follow written instructions from the parent or on the medication container, but the Academy will decide on this based on the requirements specified in individual HCPs.

A first-aid certificate does not constitute appropriate training in supporting students with medical conditions. Health care professionals, including the school nurse, will be relied upon where appropriate to provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

The Academy will ensure that all members of staff are aware of the contents of this Policy and their role in implementing it. Information on specific students will be disseminated as required, including preventative and

emergency measures to enable staff to recognise and act quickly when a problem occurs. Where necessary, a relevant health care professional will be involved in advising on training, to help ensure that all medical conditions affecting students in the Academy are understood fully.

Staff joining the Academy undergo an Induction Programme which will include the relevant information referred to above.

Where it is considered appropriate, family members will also be involved in providing relevant information to Academy staff about how their child's needs can be met.

Students able to manage their own medical needs

After discussion with parents, students who are competent should be encouraged to take responsibility for managing their own medicines and procedures. This should be clearly stated within individual HCPs, along with appropriate arrangements for monitoring.

Wherever possible, students should be allowed to carry their own medicines and relevant devices or should be able to access their medicines for self-medication quickly and easily. Students who can take their medicines themselves or manage procedures may require an appropriate level of supervision. If it is not appropriate for a student to self-manage, then a member of staff will be identified to help administer medicines and manage procedures for them.

If a student refuses to take medicine or carry out a necessary procedure, staff should not force them to do so, but follow the procedure agreed in the individual HCP. Parents should be informed so that alternative options can be considered.

Emergency Procedures

Individual HCPs 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. Other students in the Academy should know what to do in general terms, such as informing a teacher immediately if they think help is needed.

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

The Academy will ensure that local emergency services cover arrangements are understood, and that the correct information is provided for navigation systems.

Day trips, residential visits and sporting activities







The Academy will make every effort to ensure that students with medical conditions are able to participate in trips and visits, and in sporting activities, and are supported in so doing according to their own abilities and through employing reasonable adjustments.

Staff will be aware of how a student's medical condition will impact on his/her participation. The Academy will make arrangements for the inclusion of students in such activities, unless evidence from a medical professional (for example, the student's GP) states that this is not possible.

The Academy will carry out risk assessments so that planning of such activities take account of any steps needed to ensure that students with medical conditions are included. This will include consultation with parents/carers and students and advice from relevant health care professionals, as appropriate.

Unacceptable Practice

The Academy does not generally consider the following practice to be acceptable:

-  preventing students from accessing their inhalers and medication and from administering their medication when and where necessary
-  assuming that every student with the same condition requires the same treatment
-  ignoring the views of the student or their parents/carers; or ignoring medical evidence or opinion (although this may be challenged)
-  sending students with medical conditions home frequently or prevent them from staying for normal Academy activities, including lunch, unless this is specified in their individual HCPs
-  if the student falls ill, sending him/her to the office or medical room unaccompanied or with someone unsuitable
-  penalising students for their attendance record if their absences are related to their medical condition (for example, hospital appointments); and

- ♥ preventing students from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- ♥ requiring parents/carers, or otherwise make them feel obliged, to come to the Academy to administer medication or provide medical support to their student, including with toileting issues; and
- ♥ preventing students from participating, or creating unnecessary barriers to students participating in any aspect of academy life, including trips (for example, by requiring parents to accompany the student)

Liability and Indemnity

The Academy's Academy Sponsors will ensure that either the appropriate level of insurance is in place or that the Academy is a member of the Department for Education's Risk Protection Arrangements (RPA). Insurance policies will be accessible to staff providing such support.

Insurance policies will provide liability cover relating to the administration of medication, but individual cover may need to be arranged for specific health care procedures. The level and ambit of cover required will be ascertained directly from the relevant insurers. Any requirements of the insurance, such as the need for staff to be trained, will be made clear and complied with.

Complaints

Should parents or students be dissatisfied with the support provided they should discuss their concerns directly with the Academy.

If this does not resolve the issue, parents may make a formal complaint via the Academy's Complaints Procedure, available separately.

Making a formal complaint to the Department for Education should only occur if it comes within scope of section 496/497 of the Education Act 1996 and after other attempts at resolution have been exhausted. In such cases, it will be relevant to consider whether the Academy has breached the terms of its Funding Agreement, or failed to comply with any other legal obligation placed on it. Ultimately, parents (and students) will be able to take independent legal advice and bring formal proceedings if they consider they have legitimate grounds to do so.

Annex A

Model procedure for developing individual Health Care Plans

