



Supporting Students with Medical Conditions Policy

September 2023

Next Review: Autumn 2024

SUPPORTING STUDENTS WITH MEDICAL CONDITIONS POLICY

The Trust aims to ensure that all children with a medical condition are supported within our schools. The Trust recognises the importance of providing and maintaining this support for students with medical conditions, to enable them to access the same education as other students. The Trust's aims are to ensure that all children within our schools gain a first-rate education, develop the skills necessary for the next stage in their lives and are equipped with the personal values and attributes that will make them successful in a fast-changing world. The Trust will establish and maintain effective procedures to comply with the requirements necessary to support students with medical conditions.

Aims

This policy aims to ensure that:

- Students, staff, and parents understand how our Trust 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 Governing Board of each school within the Trust will implement this policy by:

- Making sure sufficient staff are suitably trained
- Making staff aware of students' conditions, where appropriate
- Making sure there are cover arrangements to ensure someone is always available to support students with medical conditions
- Providing supply teachers with appropriate information about the policy and relevant students
- Developing and monitoring individual healthcare plans (IHPs)
- Ensuring that there is a named person with responsibility for implementing this policy in each school.

Legislation and statutory responsibilities

This policy meets the requirements under [Section 100 of the Children and Families Act 2014](#), which places a duty on maintained schools and academies to make arrangements for supporting students at their school with medical conditions.

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

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

Roles and Responsibilities

Each Academy will designate a named person responsible for children with medical conditions. This person is responsible for:

- Informing relevant staff of medical conditions.
- Arranging training for identified staff. This training will include universal training (e.g., first aid at work) and, as required, that which is necessary to deliver specific support for a student's condition (e.g. administration of medication, management of feeding). Training will be sufficient to ensure staff are competent and have confidence to fulfil the requirements set out in the Individual Health Care Plans (IHCPs).

Training will be provided by qualified healthcare professionals.

- Ensuring that staff are aware of the need to communicate necessary information about medical conditions to supply staff and, where appropriate, taking the lead in communicating this information
- Assisting with risk assessment for school visits and other activities outside the normal timetable.
- Developing, monitoring, and reviewing IHCPs.
- Working together with parents, students, healthcare professionals and other agencies.

The Academy Board are responsible for:

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

The Headteacher is responsible for:

- Overseeing the management and provision of support for students with medical conditions.
- Ensuring that sufficient, appropriately trained numbers of staff are available to implement the policy and deliver IHCPs, including to cover absence and staff turnover.
- Ensuring that Academy staff are appropriately insured and are aware that they are insured.

Teachers and support staff are responsible for:

- The day-to-day management of the medical conditions of students they work with, in line with training received and as set out in IHCPs.
- Working with the named person, ensuring that risk assessments are carried out for academy visits and other activities outside the normal timetable.
- Providing information about medical conditions to supply staff, who will be covering their role where the need for supply staff is known in advance.

The designated health care professional or school nurse designated by the Clinical Commissioning Group (CCG) is responsible for:

- Notifying the Academy when a student has been identified as having a medical condition which will require support in the Academy. Wherever possible, this should be done before the student starts at the Academy.
- Providing support for staff on implementing a student's IHCP and providing advice and liaison, including with regard to training.
- Contribute to annual or emergency reviews schedule EHCPs.
- Deliver medical interventions and support directly to students as agreed between the Academy and the Clinical Commissioning Groups (CCG). Liaise with parents/carers about the necessary interventions and support.

Parents will be responsible for:

- Providing the school with sufficient and up-to-date information about their child's medical needs
- Involvement in the development and review of their child's IHCP and may be involved in its drafting
- Carrying out any action they have agreed to as part of the implementation of the IHCP, e.g. provide medicines and equipment, and ensure they or another nominated adult are contactable at all times

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

Equal Opportunities

Our 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.

The Academy will consider what reasonable adjustments need to be made to enable these students 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 students with medical conditions are included. In doing so, students, their parents and any relevant healthcare professionals will be consulted.

Notification that a child has a medical condition

When the Academy is notified that a student has a medical condition, the process outlined in the school's procedures for supporting students with a medical condition will be followed, which will also determine if the student requires an IHCP.

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 the school.

Individual Healthcare Plans (IHCP)

The Headteacher of the school has overall responsibility for the development of IHCPs for students with medical conditions. If the responsibility has been delegated to the Senior First Aider, the staff member's name will be published on the Academy's website under the Supporting Students with Medical Conditions procedures.

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

Managing medicines

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 the Academy has parents' written consent

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

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

Emergency procedures

Staff will follow the school's normal emergency procedures (for example, calling 999). All students' IHCPs 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 arrives or accompany the student to hospital by ambulance.

Training

Staff who are responsible for supporting students with medical needs will receive suitable and sufficient training to do so.

Record keeping

The Governing Board will ensure that written records are kept of all medicine administered to students for as long as these students are at the school.

Liability and indemnity

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

Complaints

Parents with a complaint about their child's medical condition should follow the Academy's complaints procedure in the first instance.

Monitoring arrangements

This policy will be reviewed and approved by the Trustees annually.

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

Date of Trustee approval: September 2023

Review arrangements including date of review: Autumn 2024