

# SUPPORTING CHILDREN WITH MEDICAL CONDITIONS POLICY

Version control	
AAT Budmouth Academy Weymouth 2021 - 2022	New guidance jointly agreed with SLT Team on 14/09/2021

<b>Owner:</b>	Assistant Principal, Director of Inclusion and SEND	<b>Date of next review:</b>	September 2022
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## **1. Aims**

Budmouth Academy is committed to supporting all students in accessing the academy.

This policy aims to ensure that any student with medical conditions are properly supported to allow them to access the same education as other students, including academy trips and sporting activities.

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. Roles and Responsibilities**

Supporting students with medical conditions during academy hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to students with medical conditions.

### **2.1 The Senior Leadership Team 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
- 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 ● Contact the school nursing service in the case of any student who has a medical condition that may require support at the academy, but has not yet been brought to the attention of the school nurse
- Ensure that systems are in place for obtaining information about a student's medical needs and that this information is kept up to date

### **2.2 Staff All staff will**

- Know which students in their care have a medical condition and be familiar with the content of the students Individual Healthcare Plan (IHP)
- Understand the common medical conditions and the impact it can have on students
- Ensure all students with medical conditions are not excluded unnecessarily from activities

- 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

### **2.3 Parents 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

### **2.4 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.

They are also expected to

- Comply with their IHPs.
- Treat other students with and without a medical condition equally and with respect
- Tell their teacher or nearest staff member when they are feeling unwell or sustain an injury
- Treat all medication with respect

### **2.5 School nurses and other healthcare professionals.**

Once a parent has given consent for medical professionals to discuss their child's medical condition the nursing service will notify the academy when a student has been identified as having a medical condition that will require support in the academy. This should be before the student starts at the academy, where 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. Equal Opportunities**

Our academy is clear about the need to actively support students with medical conditions to participate in academy trips and visits, 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 academy trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take into account any steps needed to ensure that students with medical conditions are included. In doing so, students, their parents/carers and any relevant healthcare professionals will be consulted.

#### 4. Individual Health Care Plans

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

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

- What needs to be done
- When
- By whom

Not all students with a medical condition will require an IHP. Consultations with a healthcare professional and the parents will decide if and when an IHP would be inappropriate. This will be based on evidence.

Plans will be drawn up in partnership with the academy, parents 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. IHPs will be linked to, or become part of, an education, health and care (EHC) plan.

If a student has SEND but does not have an EHC plan, the SEND will be mentioned in the IHP. The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed.

The medical officer 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, 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 and 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 academy 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 academy hours
- Separate arrangements or procedures required for academy trips or other academy activities outside of the normal academy timetable that will ensure the student can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parent/carer, 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. Managing medicines

Prescription and non-prescription medicines provided by the parent/carer will only be administered at the academy:

- When it would be detrimental to the student's health or academy 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.

Students under 16 will not be given medicine containing aspirin unless prescribed by a doctor. Anyone giving a student any medication, (for example, for pain relief), will first check maximum dosages and when the previous dosage was taken.

Parents will always be informed. 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 academy 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 to arrange for safe disposal when no longer required.

**5.1** Students managing their own needs 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.

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.

**5.2** Unacceptable practice 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 academy activities, including lunch, unless this is specified in their IHPs
- If the student becomes ill, send them to the academy 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, providing proof of appointments is given.
- 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 academy to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the academy is failing to support their child's medical needs
- Prevent students from participating, or create unnecessary barriers to students participating in any aspect of academy life, including academy trips, e.g. by requiring parents to accompany their child

- Administer, or ask students to administer, medicine in academy toilets.

## **6. Emergency procedure**

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. 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.

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

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the medical officer. 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 the 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.

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

## **8. Complaints**

Complaints about the support in accordance with this policy should be dealt with in accordance with the academy complaints policy.

## **9. 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 and disabilities