



North East
Learning Trust

SUPPORTING STUDENTS/PUPILS WITH MEDICAL CONDITIONS POLICY

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Contents

Introduction	3
1. Key roles and responsibilities.....	3
2. Training of staff	6
3. Medical conditions register list	6
4. Individual Healthcare Plans (IHPs).....	6
5. Transport arrangements.....	7
6. Education Health Needs (EHN) referrals	7
7. Medicines	8
8. Emergencies.....	9
9. Day trips, Residential Visits and Sporting Activities.....	9
10. Insurance.....	10
11. Complaints	10
12. Definitions	10

Appendices

- A Individual Healthcare Plan
- B Parental agreement for the administration of medication
- C Record of medicine administered to an individual child
- D Staff Training record – administration of medicines
- E Contacting emergency services
- F Letter inviting parents to contribute to individual healthcare plan development
- G Support students with medical conditions flowchart

Introduction

The North East Learning Trust (NELT) wishes to ensure that pupils/students with medical conditions receive appropriate care and support at all Academy's within the Trust. All pupils/students have an entitlement to a full time curriculum or as much as their medical condition allows. This policy has been developed in line with the Department for Education's statutory guidance released in April 2014 – "Supporting pupils at school with medical conditions" under a statutory duty from section 100 of the Children and Families Act 2014. The statutory duty came into force on 1st September 2014. Please see the Supporting Students with Medical Conditions flowchart (Appendix G).

The Trust and the Academy will have regard to the statutory guidance issued. We take account of it; carefully consider it and we make all efforts to comply.

Ofsted places a clear emphasis on meeting the needs of students with SEN and Disabilities, also including those students with medical conditions.

Early years settings within Academies across the Trust will continue to apply the Statutory Framework for Early Years Foundation Stage.

1. Key roles and responsibilities

The Local Authority (LA) is responsible for:

Promoting co-operation between relevant partners regarding supporting students with medical conditions.

Providing support, advice/guidance and training to Academies and their staff to ensure Individual Healthcare Plans (IHP) are effectively delivered.

Working with Academies to ensure students attend full-time or make alternative arrangements for the education of students who need to be out of the Academy for fifteen days or more due to a health need and who otherwise would not receive a suitable education.

The Trust is responsible for:

- Ensuring arrangements are in place to support students with medical conditions.
- Ensuring the policy developed collaboratively across services clearly identifies roles and responsibilities and is implemented effectively.
- Ensuring that the Supporting Pupils/Students with Medical Conditions Policy does not discriminate on any grounds including, but not limited to, protected characteristics: ethnicity/nationality/origin, religion or belief, sex, gender reassignment, pregnancy & maternity, disability or sexual orientation.

- Ensuring the policy covers arrangements for pupil/students who are competent to manage their own health needs.
- Ensuring that all pupils/students with medical conditions are able to play a full and active role in all aspects of school life, participate in Academy visits/trips/sporting activities, remain healthy and achieve their academic potential.
- Ensuring that relevant training is delivered to a sufficient number of staff who will have responsibility to support children with medical conditions and that they are signed off as competent to do so. Staff to have access to information, resources and materials.
- Ensuring written records are kept of any and all medicines administered to students.
- Ensuring the policy sets out procedures in place for emergency situations.
- Ensuring the level of insurance in place reflects the level of risk.
- Handling complaints regarding this policy as outlined in the Trust's Complaints Policy.

The Executive Principal is responsible for:

- Ensuring the policy is developed effectively with partner agencies and then making staff aware of this policy.
- The day-to-day implementation and management of the Trust's Supporting Pupil/Students with Medical Conditions Policy and Procedures in the Academy.
- Liaising with healthcare professionals regarding the training required for staff.
- Identifying staff who needs to be aware of a child's medical condition.
- Developing Individual Healthcare Plans (IHPs).
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHPs in normal, contingency and emergency situations.
- If necessary, facilitating the recruitment of staff for the purpose of delivering the promises made in this policy. Ensuring more than one staff member is identified to cover holidays/absences and emergencies.
- Ensuring the correct level of insurance is in place for teachers who support students in line with this policy.
- Continuous two-way liaison with school nurses and the Academy in the case of any child who has or develops an identified medical condition.
- Ensuring confidentiality and data protection
- Assigning appropriate accommodation for medical treatment/care
- Considering the purchase of a defibrillator.
- Voluntarily holding 'spare' salbutamol asthma inhalers for emergency use.

Staff members are responsible for:

- Taking appropriate steps to support children with medical conditions and familiarising themselves with procedures which detail how to respond when they become aware that a pupil/student with a medical condition needs help.
- Knowing where controlled drugs are stored and where the key is held.

- Taking account of the needs of students with medical conditions in lessons.
- Undertaking training to achieve the necessary competency for supporting students with medical conditions, with particular specialist training if they have agreed to undertake a medication responsibility.
- Allowing inhalers, adrenalin pens and blood glucose testers to be held in an accessible location, following DfE guidance.

School nurses are responsible for:

- Collaborating on developing an IHP in anticipation of a child with a medical condition starting the Academy.
- Notifying the Academy when a child has been identified as requiring support in school due to a medical condition at any time in their school career.
- Supporting staff to implement an IHP and then participate in regular reviews of the IHP. Giving advice and liaison on training needs.
- Liaising locally with lead clinicians on appropriate support. Assisting the Headteacher in identifying training needs and providers of training.

Parents and carers are responsible for:

- Keeping the Academy informed about any new medical condition or changes to their child/children's health.
- Participating in the development and regular reviews of their child's IHP. (Appendix F)
- Completing a parental consent form to administer medicine or treatment before bringing medication into the Academy. (Appendix B)
- Ensuring that the all medication including both prescription and non-prescription medication their child requires is delivered to the main office and ensuring that supplies of regular medication is kept up to date including collecting leftover medicine.
- Supplying the Academy with devices such as inhalers and Epi-pens to be kept in the main office for use in emergency situations only.
- Carrying out actions assigned to them in the IHP, emphasising that they or a nominated adult should be contactable at all times.

Students are responsible for:

- Providing information on how their medical condition affects them.
- Contributing to their IHP
- Complying with the IHP and self-managing their medication or health needs including carrying devices including inhalers and Epi-pens.

2. Training of staff

Newly appointed teachers, supply or agency staff and support staff will receive training on the 'Supporting Pupils/Students with Medical Conditions' Policy as part of their induction.

The clinical lead for each training area/session will be named on each IHP.

No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the condition and signed off as competent. (Appendix D)

The Academy will keep a record of medical conditions supported, training undertaken and a list of teachers qualified to undertake responsibilities under this policy.

3. Medical conditions register list

The Academy's admissions forms should request information on pre-existing medical conditions. Parents/carers must have easy pathway to inform the Academy at any point in the school year if a condition develops or is diagnosed. Consideration could be given to seeking consent from GPs to have input into the IHP and also to share information for recording attendance.

A Medical Conditions List or register should be kept, updated and reviewed regularly by the nominated member of staff. Each class/form tutor should have an overview of the list for the students in their care within easy access.

Supply staff and support staff should similarly have access on a need to know basis. Parents/carers should be assured data sharing principles are adhered to.

For students on the Medical Conditions List, key stage transition points meetings should take place in advance of transferring to enable parents/carers, the Academy and health professionals to prepare IHP and train staff if appropriate.

4. Individual Healthcare Plans (IHPs)

Where necessary (Executive Principals will make the final decision) an Individual Healthcare Plan (IHP) will be developed in collaboration with the student, parents/carers, Headteacher, Special Educational Needs Coordinator (SENCO) and medical professionals. (Appendix A)

IHPs will be easily accessible to all relevant staff, including supply/agency staff, whilst preserving confidentiality. Staffrooms are inappropriate locations under Information Commissioner's Office (ICO) advice for displaying IHPs as visitors /parent/carer helpers etc. may enter. If consent is sought from parents/carers a photo and instructions may be

displayed. More discreet location for storage such as Staff Resources or locked file is more appropriate. However, in the case of conditions with potential life-threatening implications the information should be available clearly and accessible to everyone.

IHPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.

Where a pupil/student has an Education, Health and Care plan or special needs statement, the IHP will be linked to it or become part of it.

Where a child is returning from a period of hospital education or alternative provision or home tuition collaboration between the LA /AP provider and the Academy is needed to ensure that the IHP identifies the support the child needs to reintegrate.

5. Transport arrangements

Where a pupil/student with an IHP is allocated school transport the Academy should invite a member of DCC Transport Team who will arrange for the driver or escort to participate in the IHP meeting. A copy of the IHP will be copied to the Transport Team and kept on the student record. The IHP must be passed to the current operator for use by the driver /escort and the Transport Team will ensure that the information is supplied when a change of operator takes place.

For some medical conditions the driver/ escort will require adequate training. For students who receive specialised support in the Academy with their medical condition, this must equally be planned for in travel arrangements to the Academy and included in the specification to tender for that pupil/student's transport.

When prescribed controlled drugs need to be sent in to the Academy, parents/carers will be responsible for handing them over to the adult in the car in a suitable bag or container. They must be clearly labelled with name and dose etc.

Controlled drugs will be kept under the supervision of the adult in the car throughout the journey and handed to an Academy staff member on arrival. Any change in this arrangement will be reported to the Transport Team for approval or appropriate action.

6. Education Health Needs (EHN) referrals

All pupils/students of compulsory school age who because of illness, lasting 15 days or more, would not otherwise receive a suitable full-time education are provided for under the local authority's duty to arrange educational provision for such pupils/students.

In order to provide the most appropriate provision for the condition, the EHN team accepts referrals where there is a medical diagnosis from a medical consultant.

7. Medicines

Where possible, unless advised it would be detrimental to health, medicines should be prescribed in frequencies that allow the pupil/student to take them outside of school hours.

If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental consent to administration of medicine form. (Appendix B)

No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances. All prescription and non-prescription medicines must be handed into the main office.

No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.

Medicines MUST be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.

A maximum of four weeks' supply of the medication may be provided to the Academy at one time.

In school, controlled drugs that have been prescribed for a student must be handed in to the main office. They will be kept securely stored in a non-portable container and only named staff should have access. Controlled drugs should be easily accessible in an emergency.

Medications will be stored in the medical room.

Any medications left over at the end of the course will be returned to the child's parents/carers.

Written records will be kept of any medication administered to children. (Appendix C)

Students will never be prevented from accessing their medication.

Emergency Salbutamol inhaler kits may be kept voluntarily by the Academy.

General posters about medical conditions (diabetes, asthma, epilepsy etc.) are recommended to be visible in the staff room

The Trust and the Academy cannot be held responsible for side effects that occur when medication is taken correctly.

Where a pupil/student is prescribed medication by a healthcare professional without their parents'/carers' knowledge, every effort will be made to encourage the student to involve their parents/carers while respecting their right to confidentiality.

Staff will not force a pupil/student if the pupil/student refuses to comply with their health procedure, and the resulting actions will be clearly written into the IHP which will include informing parents/carers.

8. Emergencies

Medical emergencies will be dealt with under the Academy's emergency procedures, which will be communicated to all relevant staff so they are aware of signs and symptoms.

Pupils/Students will be informed in general terms of what to do in an emergency, such as telling a teacher.

If a pupil/student needs to be taken to hospital, a member of staff will remain with the child until their parents/carers arrive. Please see Appendix E for information as to how to contact the emergency services.

9. Day trips, Residential Visits and Sporting Activities

Unambiguous arrangements should be made and be flexible enough to ensure pupils/students with medical conditions can participate in Academy trips, residential stays, sports activities and not prevent them from doing so unless a clinician states it is not possible.

To comply with best practice risk assessments should be undertaken, in line with H&S executive guidance, in order to plan for pupils/students with medical conditions. Consultation with parents/carers, healthcare professionals etc. on trips and visits will be separate to the normal day to day IHP requirements for the school day.

Avoiding unacceptable practice

Each case will be judged individually but in general the following is not considered acceptable.

The following behaviour is unacceptable in Academies across the Trust:

- Preventing children from easily accessing their inhalers and medication and administering their medication when and where necessary.

- Assuming that pupils/students with the same condition require the same treatment.
- Ignoring the views of the pupil/student and/or their parents/carers, or ignoring medical evidence or opinion.
- Sending pupils/students home frequently or preventing them from taking part in activities at the Academy
- Sending the pupils/students to the medical room or school office alone or with an unsuitable escort if they become ill.
- Penalising pupils/students with medical conditions for their attendance record where the absences relate to their condition.
- Making parents/carers feel obliged, or forcing parents/carers, to attend the Academy to administer medication or provide medical support, including toilet issues.
- Creating barriers to children participating in school life, including Academy trips.
- Refusing to allow pupils/students to eat, drink or use the toilet when they need to in order to manage their condition.

10. Insurance

Teachers who undertake responsibilities within this policy will be assured by the Headteacher that they are covered by the Academy's Public Liability insurance.

Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils/students with medical conditions. Those who wish to see the documents should contact the Academy's school main office.

11. Complaints

All complaints should be raised with the Academy in the first instance.

The details of how to make a formal complaint can be found in the Trust's Complaints Policy.

12. Definitions

'Parent(s)' is a wide reference not only to a pupil/student's birth parents but to adoptive, step and foster parents, or other persons who have parental responsibility for, or who have care of, a pupil/student.

'Medical condition' for these purposes is either a physical or mental health medical condition as diagnosed by a healthcare professional which results in the child or young

person requiring special adjustments for the school day, either on-going or intermittently. This includes a chronic or short-term condition, a long-term health need or disability, an illness, injury or recovery from treatment or surgery. Being 'unwell' and common childhood diseases are not covered.

'Medication' is defined as any prescribed or over the counter treatment.

'Prescription medication' is defined as any drug or device prescribed by a doctor, prescribing nurse or dentist and dispensed by a pharmacist with instructions for administration, dose and storage.

A 'staff member' is defined as any member of staff employed by the North East Learning Trust.

Appendix A - Individual Healthcare Plan

Name of school	
Child's name	
Date of birth	
Tutor group	
Child's address	
Medical diagnosis or condition	
Date	
Review date	

Family contact information

Name	
Relationship to child	
Phone number (home)	
Phone number (work)	
Phone number (mobile)	
Name	
Relationship to child	
Phone number (home)	
Phone number (work)	

Phone number (mobile)	
------------------------------	--

Clinic/hospital contact

Name	
Phone number	

G.P.

Name	
Phone number	

Who is responsible for providing support in school?

Name	
Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.	
Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision	

Daily care requirements

Specific support for the student's educational, social and emotional needs

Arrangements for school visits/trips etc.

Other information

Described what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (state if different for off-site activities?)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

Appendix B

Parental Agreement for the Administration of Medication

Date

Name of child
.....
.....

Date of birth Tutor
Group.....

I request that the above named child be given the following medication which has been prescribed by a registered medical practitioner in the original container as dispensed by the pharmacy.

Medical condition or illness
.....

Name of medication
.....

Quantity and form of medication
.....

Date dispensed Expiry date
.....

Dosage and method As directed on packaging

Timing Frequency as directed
on packaging

Self-medication Yes/No

Medication will be kept in the medical room and can be administered by the appointed member of staff or child if self-medicating

Special precautions/other instructions
.....

Are there any side effects that the school needs to know about
.....
.....
.....

Procedures to take in an emergency.....
.....

I understand that I must deliver the medicine personally to or (nominated representative) and that this is a service which is subject to agreement with the school. The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Print name..... Relationship to child
.....

Address Tel. no.
.....

Signature Date
.....

Review date Initiated by
.....

Medication will not be administered by the establishment unless this authorisation is completed and signed by the parent/carer of the student.

The Trust and the Executive Principal reserve the right to withdraw this service.

Medication returned to Parent/Carer

Signed..... Parent/Carer

Print name..... Date
.....

Signed..... Staff

Print name..... Date
.....

Appendix D

Staff training record – administration of medicines

Name of Academy	
Name	
Type of training received	
Date of training completed	
Training provided by	
Profession and title	

I confirm that (name of member of staff) has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated (name of member of staff).

Trainer's signature _____

Date _____

I confirm that I have received the training above.

Staff signature _____

Date _____

Suggested review date _____

Appendix E

Contacting emergency services

Request an ambulance – dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

1	Your telephone number	
2	Your name	
3	Your location together with the postcode	
4	State exact location of the patient within the school setting	
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	
7	Put a completed copy of this form by the phone	

Appendix F

Model letter inviting parents to contribute to individual healthcare plan development

Dear Parent/carer

Developing an individual Healthcare Plan for your child

Thank you for informing us of your child's medical condition. I enclose a copy of the North East Learning Trust's policy for Support Pupils/Students with Medical Conditions for your information.

A central requirement of the policy is for an Individual Healthcare Plan to be prepared, setting out the support your child needs and how this will be provided. Individual Healthcare Plans are developed in partnership between the Academy, parents, students, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although Individual Healthcare Plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts on their ability to participate fully in school life, and the level of details within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's Individual Healthcare Plan has been scheduled for (DATE). I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will involve (the following people). Please let us know if you could like to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached Individual Healthcare Plan template and return it, together with any relevant evidence, for consideration at the meeting. I (or another member of staff involved in plan development or student support) would be happy for you to contact me (them) by email or to speak by phone if this would be helpful.

Yours sincerely

Appendix G

Supporting Students with Medical Conditions Flowchart

