



# Carlton Academy Trust

## Supporting Students With Medical Conditions Policy

**Ratified on behalf of trust board:**

**Sept 2020**

**Signed on behalf of trustees:**

**R Butterfield**

**Signed on behalf of CEO:**

**A Kneeshaw**

**Next Review Date:**

**Sept 2021**

## **Policy Aims**

This policy aims to ensure that:

- Students, staff and parents understand how Trust school 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 Trust Board and Local Governing Bodies will implement this policy by:

- Making sure sufficient staff are suitably trained
- Making staff aware of student's medical conditions, where appropriate
- Ensuring there are cover arrangements to ensure someone is always available to support students with medical conditions
- Developing and monitoring Individual Healthcare Plans (IHP's)

**The named person with responsibility for implementing this policy is Darren Harvey-Hill (Director of Facilities and Compliance)**

## **Legislation and Statutory Responsibilities**

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's statutory guidance: [Supporting pupils at school with medical conditions](#).

## **Roles and Responsibilities**

### **Trustees and Local Governing Bodies**

Trustees and Local Governing Bodies have the ultimate responsibility for supporting students with medical conditions, ensuring that staff have received suitable training and are competent before they support students.

## **Heads of School**

Heads of School will:

- Ensure 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 IHPs, including contingency and emergency situations
- Have overall responsibility for the development of IHPs
- Contact the relevant services when a student has a medical condition which may require professional support or assistance.
- Ensure that systems are in place for obtaining information about students' medical needs and that this information is kept up to date

## **Staff**

Staff with the responsibility to support students with medical conditions will receive suitable training and achieve the necessary level of competence before starting in the role.

Teachers must consider the needs of students with medical conditions within their classes. All staff will know what to do and respond accordingly when they become aware that a student with a medical condition needs assistance.

## **Parents**

Parents should:

- Provide 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
- Carry out any action they have agreed to as part of the implementation of the IHP, such as providing medicines and equipment

## **Students**

Students with medical conditions will often be best placed to provide information about how their condition affects them. They should be fully involved in any discussions about their medical support needs and contribute as much as possible to the development of their IHP's and complying with its' requirements.

## **School Nurses and other Healthcare Professionals**

We encourage healthcare professionals, such as GPs and pediatricians to liaise with the school and notify them of any students identified as having a medical condition.

## **Equal Opportunities**

The Trust actively supports students with medical conditions to participate in school trips, visits or sporting activities. Each school 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. This will involve consultation with students, parents and any relevant healthcare professionals.

## **Notifications of Medical Conditions**

When the school is notified that a student has a medical condition, the school will make every effort to ensure that arrangements are put in place to as soon as reasonably possible to cater for these needs.

This follows the process as shown in Appendix 1.

## **Individual Healthcare Plans**

Not all students with a medical condition will need an IHP, with parents, school and healthcare professionals deciding if one is needed. Where needed all parties and the student will contribute to the IHP's development.

The Head of School has overall responsibility for the development of IHPs for students with medical conditions, but in practice will likely delegate this task to another member of staff.

Plans will be reviewed at least annually, or earlier if there is evidence that the student's needs have changed. They will be developed with the student's best interests in mind and will set out the precise details of what needs to be done, when and by whom.

Where relevant, IHPs will be linked to or become part of an Education Health Care Plan (EHCP). If a student has Special Needs but not an EHCP, this will be mentioned in their IHP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed, and will consider

- The medical condition, 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, such as crowded corridors and 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 emergencies. If a student is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring
- Who will provide this support (where needed), what are 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 Head of School for medication to be administered by a member of staff, or self-administered by the student during school hours
- Separate arrangements or procedures such as risk assessments required for school trips or other school activities outside of the normal school timetable that will ensure the student can participate
- 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

### **Managing Medicines**

Prescription and non-prescription medicines will only be administered at school:

- When it would be detrimental to the students' health or school attendance not to do so
- and**
- Where parents' written consent has been obtained

**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 must first check maximum dosages and when the previous dosage was taken. Parents will always be informed.

The school 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 therefore 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.

### **Controlled Drugs**

[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.

### **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.

### **Unacceptable Practice**

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 students with medical conditions home frequently for reasons associated with their medical condition or prevent them from participating in normal school activities unless this is specified in their IHPs

- If the student becomes ill, send them to the school office or medical room unaccompanied
- Penalise students for their attendance record if their absences are related to their medical condition, such as 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 parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including toileting issues. No parent should have to give up work because the school is failing to support their child's medical needs
- Prevent or create unnecessary barriers to students participating in any aspect of school life, including school trips.
- Administer or ask students to administer medicine in school toilets

### **Emergency Procedures**

Staff will follow the school's normal emergency procedures (for example, calling 999). All pupils' 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.

### **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 nominated member of staff in school. Training must 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 understand 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.

### **Record Keeping**

Schools will keep written records of all medicine administered to students. Parents will be informed if their child has been unwell at school.

IHPs are kept in a readily accessible place which staff are made aware of.

### **Liability and Indemnity**

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

The Trusts' liabilities are covered under the Department for Education's Risk Protection Insurance Arrangements (RPA).

### **Complaints**

Parents with concerns about their child's medical condition and/or how it is being managed in school should contact the Head of School. They will direct the enquiry to the relevant person, and ensure it is dealt with to their satisfaction.



## Appendix 1: Being notified a child has a medical condition

