

# Supporting pupils with medical conditions policy

Edition – January 2024

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# **1 Policy statement**

## **Vision, mission and values**

We aim to ensure that all children with medical conditions, in terms of both physical and mental health, are supported in academies so that they can play a full and active role in academy life, remain healthy and achieve their academic potential.

## **Purpose and intent**

The purpose of this statement is to confirm our commitment to ensure arrangements to support students with medical conditions within the partnership are implemented in order for all students to participate and enjoy the academy curriculum.

## **Roles and responsibilities**

Diverse Academies has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. The Trust has delegated day-to-day responsibility for operating the policy and ensuring its maintenance and review to the Principal.

The person with overall responsibility for the successful administering and implementation of this policy is the Principal of the academy.

The Principal has the overall responsibility for ensuring:

- that sufficient staff are suitably trained to meet the known medical conditions of pupils at the academy
- all relevant staff are made aware of the pupil's medical condition and supply teachers are properly briefed
- cover arrangements are in place to cover staff absences/turnover to ensure that someone is always available and on site
- risk assessments for school visits, holidays and other school activities outside of the normal timetable are completed
- individual healthcare plans are prepared where appropriate and monitored

## **Benefits**

Diverse Academies will provide effective support for a student's medical condition ensuring it is effectively managed and appropriate support put in place to limit the impact on the child's educational attainment and emotional and general wellbeing.

Academies within the Diverse Academies Trust will build positive relationships with relevant healthcare professionals and other agencies and listen to and value the views of parents/carers and students in order to effectively support students with medical conditions.

## **2 Policy**

### **Definition of ‘medical condition’**

For the purposes of this policy, a medical condition is any illness or disability which a pupil has. It can be:

- physical or mental
- a single episode or recurrent
- short-term or long-term
- relatively straightforward (e.g. the pupil can manage the condition themselves without support or monitoring) or complex (requiring on-going support, medicines or care whilst at school to help the pupil manage their condition and keep them well)
- involving medication or medical equipment
- affecting participation in school activities or limiting access to education

Medical conditions may change over time, in ways that cannot always be predicted.

### **Notification that a pupil has a medical condition**

Ordinarily, the pupil’s parent/carer will notify the academy that their child has a medical condition. Parents/carers should ideally provide this information in writing addressed to the Principal. However, they may sometimes pass this information on to a class teacher or another member of staff. Any staff member receiving notification that a pupil has a medical condition should notify the Principal as soon as practicable.

A pupil themselves may disclose that they have a medical condition. The staff member to whom the disclosure is made should notify the Principal as soon as practicable.

Notification may also be received direct from the pupil’s healthcare provider or from a school from which a child may be joining the academy. The academy may also instigate the procedure themselves where the pupil is returning to the academy after a long-term absence.

### **Procedure following notification that a pupil has a medical condition**

Except in exceptional circumstances where the pupil does not wish their parent/carer to know about their medical condition, the pupil’s parents/carers will be contacted by the Principal, or someone designated by them, as soon as practicable to discuss what, if any, arrangements need to be put

into place to support the pupil. Every effort will be made to encourage the child to involve their parents while respecting their right to confidentiality.

Unless the medical condition is short-term and relatively straightforward (e.g. the pupil can manage the condition themselves without any support or monitoring), a meeting will normally be held to:

- discuss the pupil's medical support needs
- identify a member of school staff who will provide support to the pupil where appropriate
- determine whether an individual healthcare plan (IHP) is needed and, if so, what information it should contain

Where possible, the pupil will be enabled and encouraged to attend the meeting and speak on his/her own behalf, taking into account the pupil's age and understanding. Where this is not appropriate, the pupil will be given the opportunity to feed in his/her views by other means, such as setting their views out in writing.

The healthcare professional(s) with responsibility for the pupil may be invited to the meeting or be asked to prepare written evidence about the pupil's medical condition for consideration. Where possible, their advice will be sought on the need for, and the contents of, an IHP.

In cases where a pupil's medical condition is unclear, or where there is a difference of opinion, the Principal will exercise his/her professional judgement based on the available evidence to determine whether an IHP is needed and/or what support to provide.

For children joining the academy at the start of the school year any support arrangements will be made in time for the start of the school term where possible. In other cases, such as a new diagnosis or a child moving to the academy mid-term, every effort will be made to ensure that any support arrangements are put in place within two weeks.

In line with our safeguarding duties, the academy will ensure that pupil's health is not put at unnecessary risk from, for example, infectious diseases. The academy will not accept a pupil into the school at times where it will be detrimental to the health of that child or others.

## **Pupils with health needs who cannot attend school**

Where a pupil cannot attend school because of health needs, unless it is evident at the outset that the pupil will be absent for 15 or more days, the academy will initially follow the usual process around attendance and mark the pupil as ill for the purposes of the register.

The academy will provide support to pupils who are absent from school because of illness for a period shorter than 15 days. This may include providing pupils with relevant information, curriculum materials and resources.

In accordance with the Department for Education's statutory guidance<sup>1</sup>, where a pupil is unable to attend school for more than 15 days due to illness:

- the local authority should be ready to take responsibility for arranging suitable full-time education for that pupil; and
- the local authority should arrange for this provision to be in place as soon as it is clear that the absence will last for more than 15 days.

The academy will inform and work collaboratively with the local authority to support these responsibilities.

The academy will work collaboratively with the local authority, relevant medical professionals, relevant education provider, parents and, where appropriate, the pupil, to identify and meet the pupil's educational needs throughout the period of absence and to remain in touch with the pupil throughout.

When a pupil is considered well enough to return to full time education at the academy, the Principal or someone designated by them will develop a reintegration plan in partnership with the appropriate individuals/organisations.

## **Individual Healthcare Plans (IHP) – see Appendix A**

Where it is decided that an IHP should be developed for the pupil, this shall be developed in partnership between the academy, the pupil's parents/carers, the pupil and the relevant healthcare professional(s) who can best advise on the particular needs of the pupil. This may include the school nursing service. The local authority will also be asked to contribute where the pupil accesses home-to-school transport to ensure that the authority's own transport healthcare plans are consistent with the IHP.

The aim of the IHP is to capture the steps which the academy needs to take to help the pupil manage their condition and overcome any potential barriers to getting the most from their education. It will be developed with the pupil's best interests in mind. In preparing the IHP the academy will need to assess and manage the risk to the pupil's education, health and social well-being and minimise disruption.

The IHP will also 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 pupils 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 pupil (regardless of whether they have an IHP) needs to be taken to

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<sup>1</sup> *Ensuring a good education for pupils who cannot attend school because of health needs (January 2013)*

hospital, staff will stay with the pupil until the parent/carer arrives, or accompany a pupil taken to hospital by ambulance.

Except in exceptional circumstances, or where the healthcare provider deems that they are better placed to do so, the academy will take the lead in writing the plan and ensuring that it is finalised and implemented.

Where a pupil is returning to the academy following a period of hospital education or alternative provision (including home tuition), the academy will work with the local authority and education provider to ensure that the IHP identifies the support the pupil will need to reintegrate effectively.

Where the pupil has a special educational need identified in an Education Health and Care Plan (EHCP), the IHP will be linked to or become part of that EHCP.

## **Reviewing Individual Healthcare Plans (IHP)**

Every IHP shall be reviewed at least annually. The Principal (or someone designated by them) shall, as soon as practicable, contact the pupil's parents/carers and the relevant healthcare provider to ascertain whether the current IHP is still needed or needs to be changed. If the academy receives notification that the pupil's needs have changed, a review of the IHP will be undertaken as soon as practicable.

Where practicable, staff who provide support to the pupil with the medical condition shall be included in any meetings where the pupil's condition is discussed.

## **Staff training**

The Principal at the academy is responsible for:

- ensuring that all staff (including new staff) are aware of this policy for supporting pupils with medical conditions and understand their role in its implementation
- working with relevant healthcare professionals and other external agencies to identify staff training requirements and commission training required
- ensuring that there are sufficient numbers of trained staff available to implement the policy and deliver against all IHPs, including in contingency and emergency situations

In addition, all members of school staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.



## **Administering medication**

Written permission from parents/carers and the Principal of the academy is required for prescription or non-prescription medication to be administered by a member of staff or self-administered by the pupil during school hours. Medicines will only be administered at the academy when it would be detrimental to a pupil's health or school attendance not to do so. Where clinically possible, medicines should be administered in dose frequencies which enable them to be taken outside of school hours.

If a pupil requires medicines or medical devices, such as asthma inhalers, blood glucose testing meters or adrenaline pens, in school it is vital that the parent/carer advises the academy accordingly, so that the process for storing and administering medication can be properly discussed.

The academy will only accept medicines that are in-date, labelled, provided in the original container and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date, but will generally be available inside an insulin pen or a pump, rather than its original container.

The medication must be accompanied by a complete written instruction form signed by the pupil's parent/carer. The academy will not make changes to dosages labelled on the medicine or device on parental instructions.

The pupil and staff supporting the pupil with their medical condition should know where their medicines are at all times and be able to access them when needed. The most appropriate method for storing medicines and medical devices will be discussed with the pupil's parent/carer but the academy will ultimately decide the approach to be taken.

Wherever possible, pupils will be allowed to carry their own medicines and relevant devices or be able to access their medicines for self-medication quickly and easily. Where it is appropriate to do so, pupils will be encouraged to administer their own medication, under staff supervision if necessary. Staff administering medication should do so in accordance with the labelled instructions. Staff who volunteer to assist in the administration of medication will receive appropriate training and guidance before administering medication.

The academy will keep a record of all medicines administered to individual pupils, stating what, how and how much was administered, when and by whom. Any side effects of the medication will be noted.

If a pupil refuses to take their medication, staff will not force them to do so, and will inform the parent/carer of the refusal as a matter of urgency. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.

It is the parent/carers' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.

It is the responsibility of parents/carers to notify the academy in writing if the pupil's need for medication has ceased. When no longer required, medicines will be returned to the parent/carer to arrange for safe disposal. Sharps boxes should always be used for the disposal of needles.

## **Educational day trips, residential visits and sporting activities**

All students have the opportunity to participate in academy trips, visits, sporting activities etc. Staff will be aware of how a child's medical condition will impact on their participation. Flexibility for all children to participate in events according to their own abilities and with any reasonable adjustments to participate fully and safely will be incorporated into any proposals as required; unless evidence from a clinician such as a GP states that this is not possible.

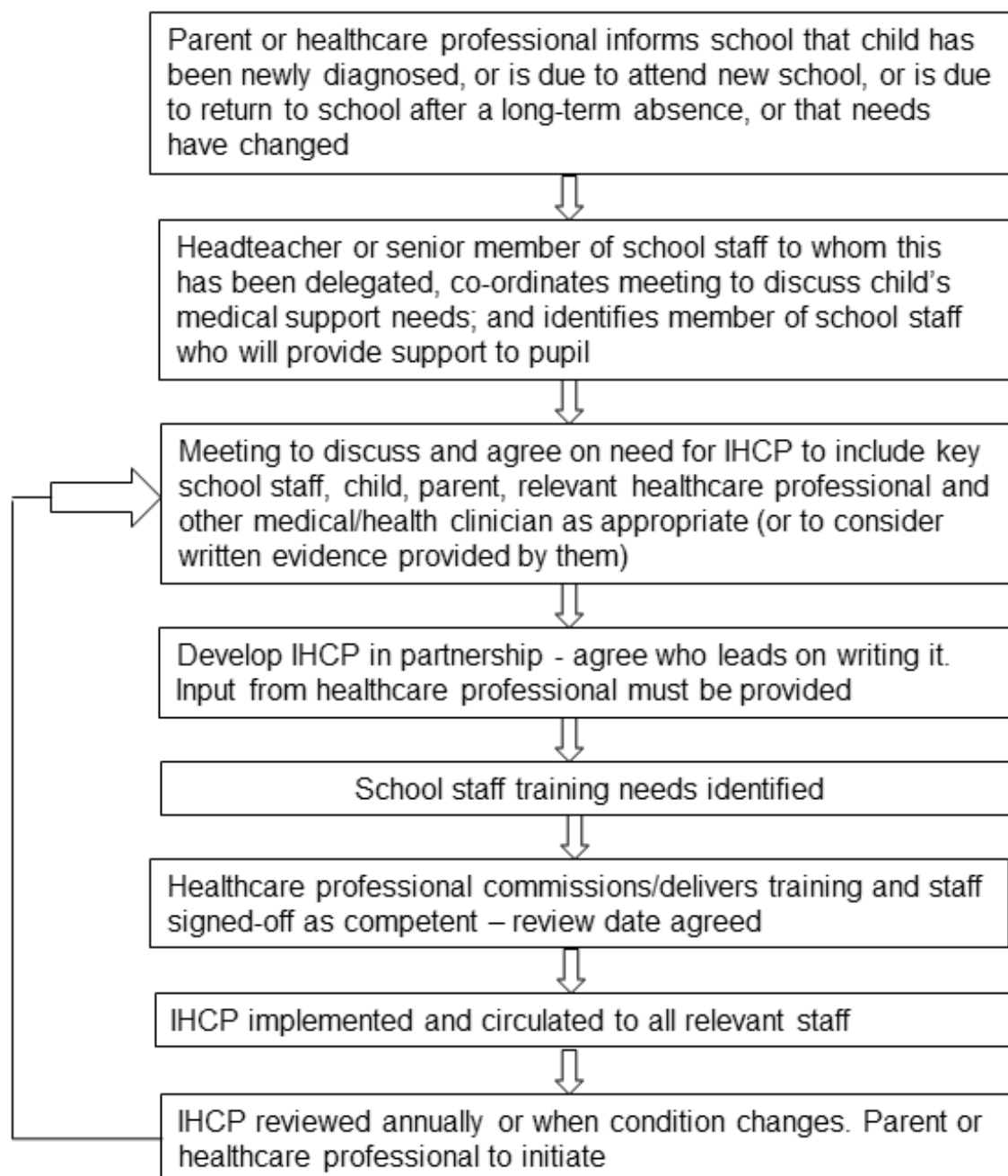
Risk assessment will take place in consultation with parents/carers, students and advice from healthcare professionals. Planning arrangements incorporate steps needed to confirm that students with medical conditions can participate safely. Please also see Health and Safety Executive (HSE) guidance on academy trips.

## **Complaints**

Should parents/carers or students be dissatisfied with the support provided they should discuss their concerns directly with the Academy. If for whatever reason this does not resolve the issue, parents/carers are requested to make a formal complaint via the Academy's complaints procedure.

|                                     |                                  |
|-------------------------------------|----------------------------------|
| <b><i>Policy lead</i></b>           | Sally Truseler                   |
| <b><i>Policy renewal date</i></b>   | January 2025                     |
| <b><i>Policy approving body</i></b> | Standards and Outcomes Committee |
| <b><i>Date of approval</i></b>      | 17 January 2024                  |
| <b><i>Added to website</i></b>      | 24 January 2024                  |

## Appendix A: Process for developing individual healthcare plans (Supporting pupils at school with medical conditions)



## Appendix B: Individual healthcare plan

|                                |  |
|--------------------------------|--|
| Name of Academy                |  |
| Child's name                   |  |
| Group/class/form               |  |
| Date of birth                  |  |
| Child's address                |  |
| Medical diagnosis or condition |  |
| Date                           |  |
| Review date                    |  |

### Family contact information

|                       |  |
|-----------------------|--|
| Name                  |  |
| Relationship to child |  |
| Phone no.             |  |
| (work)                |  |
| (home)                |  |
| (mobile)              |  |
| Name                  |  |
| Relationship to child |  |

4

|                       |  |
|-----------------------|--|
| Phone no.             |  |
| (work)                |  |
| (home)                |  |
| (mobile)              |  |
| Relationship to child |  |

**Clinic/hospital contact**

|           |  |
|-----------|--|
| Name      |  |
| Phone no. |  |

**GP contact**

|           |  |
|-----------|--|
| Name      |  |
| Phone no. |  |

|  |  |
|--|--|
| Who is responsible for providing support in the Academy? |  |
|--|--|

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

|  |
|--|
|  |
|--|

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

Arrangements for academy visits/trips etc.

Other information

Describe 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 C: Parental agreement for setting to administer medicine

The academy will not give your child medicine unless you complete and sign this form, and the academy has a policy that the staff can administer medicine.

|                                    |  |
|------------------------------------|--|
| Date for review to be initiated by |  |
| Name of academy                    |  |
| Name of child                      |  |
| Date of birth                      |  |
| Group/class/form                   |  |
| Medical condition or illness       |  |

### Medicine

|  |  |
|--|--|
| Name/type of medicine<br><i>(as described on the container)</i>          |  |
| Expiry date  |  |
| Dosage and method  |  |
| Timing   |  |
| Special precautions/other instructions                                   |  |
| Are there any side effects that the academy/setting needs to know about? |  |
| Self-administration – y/n  |  |
| Procedures to take in an emergency                                       |  |

**NB: Medicines must be in the original container as dispensed by the pharmacy**

Contact details

|                       |  |
|-----------------------|--|
| Name                  |  |
| Daytime telephone no. |  |
| Relationship to child |  |
| Address               |  |

I understand that I must deliver the medicine personally to [agreed member of staff].

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to the academy staff administering medicine in accordance with the academy policy. I will inform the academy immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s):

Date:



## Appendix D: Record of medicine administered to an individual student

|                                  |  |
|----------------------------------|--|
| Name of academy                  |  |
| Name of child                    |  |
| Date medicine provided by parent |  |
| Group/class/form                 |  |
| Quantity received                |  |
| Name and strength of medicine    |  |
| Expiry date                      |  |
| Quantity returned                |  |
| Dose and frequency of medicine   |  |

Staff signature

---

Signature of parent

---

|                         |  |
|-------------------------|--|
| Date                    |  |
| Time given              |  |
| Dose given              |  |
| Name of member of staff |  |
| Staff initials          |  |
| Date                    |  |
| Time given              |  |
| Dose given              |  |
| Name of member of staff |  |
| Staff initials          |  |

|                         |  |
|-------------------------|--|
| Date                    |  |
| Time given              |  |
| Dose given              |  |
| Name of member of staff |  |
| Staff initials          |  |
| Date                    |  |
| Time given              |  |
| Dose given              |  |
| Name of member of staff |  |
| Staff initials          |  |

**Appendix E: Record of medicine administered to all students**

Name of academy:

| Date | Child's name | Time | Name of medicine | Dose given | Any reactions | Staff signature | Print name |
|------|--------------|------|------------------|------------|---------------|-----------------|------------|
|      |              |      |                  |            |               |                 |            |
|      |              |      |                  |            |               |                 |            |
|      |              |      |                  |            |               |                 |            |
|      |              |      |                  |            |               |                 |            |
|      |              |      |                  |            |               |                 |            |
|      |              |      |                  |            |               |                 |            |
|      |              |      |                  |            |               |                 |            |
|      |              |      |                  |            |               |                 |            |

## Appendix F: 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 detailed above.

Staff signature:

Date:

Suggested review date:

## **Appendix G: 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 numbers
2. your name
3. your location as follows [insert academy/setting address]
4. state what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code
5. provide the exact location of the patient within the academy setting
6. provide the name of the child and a brief description of their symptoms
7. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8. put a completed copy of this form by the phone

## **Appendix H: Model letter inviting parents/carers to contribute to individual healthcare plan development**

Dear Parent/Carer

### **Re: 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 academy's policy for supporting students at the academy with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support each student needs and how this will be provided. Individual healthcare plans are developed in partnership between the academy, parents / carers, 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 academy life, and the level of detail 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 health care plan has been scheduled for **xx/xx/xx**. 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 would like us 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 contact me **[them]** by email or to speak by phone if this would be helpful.

Yours sincerely