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Reach Academy

Supporting Pupils with Medical Needs and Conditions policy

July 26



Nurturing inclusive learning communities



1	Summary	Supporting Pupils with Medical Needs and conditions			
2	Responsible person	SENDCo			
3	Accountable ELT member	Vicky Woodrow			
4	Applies to	All staff			
5	Trustees and/or individuals who have overseen development of this policy	SENDCO's across EAT			
6	Headteachers/Service Heads who were consulted and have given approval (if applicable)	N/A			
7	Equality impact analysis completed	Policy Screened	Y/N	Template completed	Y/N
8	Ratifying committee(s) and date of final approval	Learning and Achievement Committee			
9	Version	1.2			
10	Available on	Every	Y/N	Trust Website	Y/N
11	Related documents (if applicable)	N/A			
12	Disseminated to	All Reach Academy staff			
13	Date of implementation (when shared)	July 2024			
14	Date of next formal review	July 2026			
15	Adopted by Ethos Academy Trust following consultation				

Date	Version	Action	Summary of changes
December 2020	1.0	Major policy revision	Re-write of original documentation
June 23	1.1	Policy review	Minor amendments
June 2024	1.2	Policy Review	Removal of appendices no longer required Minor changes to body of text

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1. Aims

This policy aims to ensure that:

- Pupils, staff and parents understand how Reach Academy will support pupils with medical conditions
- Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including Reach Academy trips and sporting activities

The Head of School will implement this policy by:

- Making sure sufficient staff are suitably trained
- Making staff aware of pupils' conditions, where appropriate
- Making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions
- Providing supply teachers with appropriate information about the policy and relevant pupils
- Developing and monitoring Individual Healthcare Plans (IHPs)

The named person with responsibility for implementing this policy is Jack Ghee (Head of School)

2. 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 pupils at their Academy with medical conditions. It is also based on the Department for Education (DfE)'s statutory guidance on [supporting pupils with medical conditions at Academy](#).

3. Roles and responsibilities

3.1 The SENDCo

The SENDCo has a responsibility to:

Ensure that the medical conditions policy is in line with local and national guidance and policy frameworks.

Ensure that the policy is reviewed by the Trust every two years.

3.2 The Head of School

The Head of School 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

- › Ensure that all staff who need to know are aware of a child's condition
- › Take overall responsibility for the development of IHPs
- › Make sure that Reach Academy staff are appropriately insured and aware that they are insured to support pupils in this way
- › Contact Local, school nursing team, in the case of any pupil who has a medical condition that may require support at Reach Academy, but who has not yet been brought to the attention of the school nurse
- › Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

3.3 Staff

Supporting pupils with medical conditions during the school day is not the sole responsibility of one person. Any member of staff may be asked to provide support to pupils with medical conditions, although they will not be required to do so. This includes the administration of medicines.

Those staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.

Teachers will take into account the needs of pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

3.4 Parents

Parents will:

- › Provide Reach 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, and ensure they or another nominated adult are contactable at all times

3.5 Pupils

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Pupils 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.

3.6 School nurses and other healthcare professionals

Local Nurses will notify Reach Academy when a pupil has been identified as having a medical condition that will require support in school. This will be before the pupil starts their placement, wherever possible. They may also support staff to implement a child's IHP.

Healthcare professionals, such as GPs and paediatricians, will liaise with the Local Nurses and notify them of any pupils identified as having a medical condition. They may also provide advice on developing IHPs.

4. Equal opportunities

Reach Academy is clear about the need to actively support pupils with medical conditions to participate in educational trips and visits, or in sporting activities, and not prevent them from doing so.

Reach Academy will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on all trips, visits and sporting activities.

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

5. Being notified that a child has a medical condition

When Reach Academy is notified that a pupil has a medical condition, the process outlined in Appendix A will be followed to decide whether the pupil requires an IHP.

Reach 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 pupils who are new to our Academy.

6. Individual healthcare plans (IHPs)

The Head of School has overall responsibility for the development of IHPs for pupils with medical conditions.

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

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

- What needs to be done
- When
- By whom

Not all pupils with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the Head of School will make the final decision.

Plans will be drawn up in partnership with Reach Academy, parents and a relevant healthcare professional, such as the school nurse, specialist or paediatrician, who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate.

IHPs will be linked to, or become part of, any Education, Health and Care Plan (EHCP).

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The Trust and the Head of School will consider the following when deciding what information to record on IHPs:

- The medical condition, its triggers, signs, symptoms and treatments;
- The pupil'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 pupil'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 in emergencies. If a pupil 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 pupil's medical condition from a healthcare professional, and cover arrangements for when they are unavailable;
- Who in Reach Academy needs to be aware of the pupil's condition and the support required;
- Arrangements for written permission from parents and the Head Teacher for medication to be administered by a member of staff, or self-administered by the pupil during Reach Academy hours;
- Separate arrangements or procedures required for Reach Academy trips or other activities outside of the normal school timetable that will ensure the pupil can participate, e.g., risk assessments
- Where confidentiality issues are raised by the parent/pupil, the designated individuals to be entrusted with information about the pupil's condition;
- What to do in an emergency, including who to contact, and contingency arrangements.

7. Managing medicines

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

- When it would be detrimental to the pupil's health or 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 pupil without the knowledge of the parents.

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

Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents will always be informed.

Reach 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

Reach 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. Pupils 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 pupils and not locked away.

Medicines will be returned to parents to arrange for safe disposal when no longer required.

7.1 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.

All prescribed controlled drugs are kept in a secure cupboard in the Reach Academy 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. In exceptional circumstances, pupils will be permitted to keep items to support medical needs. This will be identified on a case-by-case basis at the discretion of the Head of School.

7.2 Pupils managing their own needs

Pupils 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.

Staff will not force a pupil 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.

7.3 Unacceptable practice

Reach Academy staff should use their discretion and judge each case individually with reference to the pupil's IHP, but it is generally not acceptable to:

- Prevent pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every pupil with the same condition requires the same treatment

- Ignore the views of the pupil 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 school activities, including lunch, unless this is specified in their IHPs
- If the pupil becomes ill, send them to the Reach Academy office or medical room unaccompanied or with someone unsuitable
- Penalise pupils for their attendance record if their absences are related to their medical condition, e.g., hospital appointments
- Prevent pupils 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 Reach Academy to administer medication or provide medical support to their pupil, including with toileting issues. No parent should have to give up working because Reach Academy is failing to support their child's medical needs
- Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of Academy life, including Academy trips, e.g. by requiring parents to accompany their child
- Administer, or ask pupils to administer, medicine in school toilets

8. Emergency procedures

Staff will follow the 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 pupil needs to be taken to hospital, staff will stay with the pupil until the parent arrives, or accompany the pupil to hospital by ambulance.

9. Training

Staff who are responsible for supporting pupils 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 pupils 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 Head of School / role of individual.

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 pupils
- 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.

10. Record keeping

The Trust will ensure that written records are kept of all medicine administered to pupils for as long as these pupils are at Reach Academy. Parents will be informed if their pupil has been unwell at Academy.

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

11. Liability and indemnity

The Trust will ensure appropriate insurance and indemnity is in place for all staff involved in the care of young people with medical conditions and those volunteers who administer medication to pupils with medical conditions.

12. Complaints

Parents with a complaint about Reach Academy's handling their child's medical condition should discuss these directly with the Head of School in the first instance. If the Head of School cannot resolve the matter, they will direct parents to the Reach Academy complaints procedure.

13. Monitoring arrangements

This policy will be approved by the Trust every two years. .

14. Links to other policies

This policy links to the following policies:

- Accessibility plan
- Complaints
- Equality information and objectives
- First aid
- Health and safety
- Safeguarding
- SEND Information Report
- SEND Policy

Further Advice and Resources

Schools Medical Conditions website

<http://www.medicalconditionsatschool.org.uk/>

Agreement Appendix A – Individual Healthcare Plan

ONLY REQUIRED IF THERE IS A MEDICAL CONDITION

i.e., Asthma, Epilepsy, Diabetes, Allergies

Name of Academy:	
Name of Pupil:	Date of Birth:
Group/Class:	Year:
Home Address:	
Medical Diagnosis <i>condition/symptoms/triggers/signs</i> :	
Review Date:	
Daily Care Requirements:	
Describe what constitutes an emergency for the child, and the action to take if this occurs:	
GP Name:	
GP Address:	Postcode:
	GP Telephone no:

Clinic/Hospital Contact:	
Clinic/Hospital Address:	Postcode:
	Telephone no:
Responsible staff providing support in the academy:	
Staff training needed/undertaken: <i>Who/What/When</i>	
Other Information: <i>Insert/attach any specialist healthcare plans</i>	
Name of medication: <i>(as described on the container)</i>	
Dose:	
Method of administration (self-administered):	
When to be taken:	
Arrangements for academy visits/trips/work experience, etc.:	

Family Contact Information 1	
Name:	Relationship to Child:
Home No:	Mobile No:
Work No:	

-
-

Family Contact Information 2	
Name:	Relationship to Child:
Home No:	Mobile No:
Work No:	

Parent/Carer

Print Name: _____

Parent/Carer Signature: _____

Date: _____

EAT Staff Name:

EAT Staff Signature:

Date:

Appendix B - Agreement to Administer Medication

THE ACADEMY WILL ONLY GIVE YOUR CHILD MEDICINE WHEN YOU COMPLETE AND SIGN THIS FORM. THE ACADEMY HAS A POLICY THAT STATES STAFF CAN ADMINISTER MEDICINE.	
Name of Academy:	
Name of Pupil:	
Date of Birth:	
Group/Class:	Year:
Date for review to be initiated by:	
Condition/Illness:	
Medicine	
Name/Type of medicine: <i>(as described on the container)</i>	
Expiry date:	
Dosage and method:	
Timing:	
Special precautions/other instructions:	
Self-administered: Yes / No	
Are there any side effects that the academy/setting needs to know about?	
<i>NB: Medicines must be in the original container as dispensed /purchased Non-Prescription Medicines (Does NOT include aspirin)</i>	

Asthma – Inhalers	
The academy is allowed to buy spare salbutamol inhalers, without a prescription, for use in emergencies. These are not shared.	
I give permission for my child to use one in an emergency:	Yes / No
Non-Prescription Medicines – Paracetamol (Does NOT include aspirin)	
I give permission for my child to take paracetamol provided by the academy	Yes / No
I confirm that my child has used this medication before and did not suffer any allergic or other adverse reaction.	Yes / No
<i>Ethos Academy Trust confirm that the maximum dosage will not be exceeded if they are administered.</i>	
Family Contact Information	
Name:	Relationship to Child:
Home No:	Mobile No:
Work No:	
I understand that I must deliver the medicine personally to:	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to academy staff administering medicine in accordance with the academy’s 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.

I am aware that if my child refuses to take their medication, staff cannot force them to and I will be informed as soon as possible.

Signed: _____ **Parent/Carer**

Print Name: _____ **Parent/Carer**

Date: _____

Appendix C – Medical Consent/Information

Name of Academy:	
Name of Pupil:	
Does your child suffer from any conditions requiring medical treatment? (i.e., asthma, epilepsy, diabetes) <i>Complete an Individual Healthcare Plan if medication is required in the academy</i>	Yes / No
Condition or Illness:	
Treatment:	
Does your child have any identified allergies? Please note that school dinners may contain traces of nuts <i>Complete an Individual Healthcare Plan if medication is required in the academy</i>	Yes / No
Allergy:	
Medicine/Treatment:	
Does your child have any special dietary requirements?	Yes / No
If yes please specify:	