SUPPORTING STUDENTS WITH A MEDICAL CONDITION POLICY

The Trustees of The Learning Trust and the Trust's Governing Boards have a duty to ensure arrangements are in place to support children with medical conditions. The aim of this policy is to ensure that all children with medical conditions, in terms of both physical and mental health, receive appropriate support to allow them to play a full and active role in school life, remain healthy, have full access to education (including school trips and PE), and achieve their academic potential.

The Trust and its schools believe it is important that parents of children with medical conditions feel confident that the school provides effective support for their children's medical conditions, and that these children feel safe in the school environment.

Some children with medical conditions may be classed as disabled under the definition set out in the Equality Act 2010. The Trust and its schools have a duty to comply with the Act in all such cases.

In addition, some children with medical conditions may also have SEND and have an EHC plan collating their health, social and SEND provision. For these children, the school's compliance with the DfE's 'Special educational needs and disability code of practice: 0 to 25 years' and the school's Special Educational Needs and Disabilities (SEND) Policy will ensure compliance with legal duties.

To ensure that the needs of our pupils/students with medical conditions are fully understood and effectively supported, The Trust's schools consult with health and social care professionals, pupils/students and their parents.

Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Children and Families Act 2014
- Education Act 2002
- Education Act 1996 (as amended)
- Children Act 1989
- National Health Service Act 2006 (as amended)
- Equality Act 2010

- Health and Safety at Work etc. Act 1974
- Misuse of Drugs Act 1971
- Medicines Act 1968
- The School Premises (England) Regulations 2012 (as amended)
- The Special Educational Needs and Disability Regulations 2014 (as amended)
- The Human Medicines (Amendment) Regulations 2017
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)
- DfE (2015) 'Special educational needs and disability code of practice: 0-25 years'
- DfE (2021) 'School Admissions Code'
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2022) 'First Aid in schools, early years and further education'
- Department of Health (2017) 'Guidance on the use of adrenaline auto-injectors in schools'

This policy operates in conjunction with the following Trust and school policies:

- TLT First Aid and Administering Medication Policy
- Special Educational Needs and Disabilities (SEND) Policy
- TLT Complaints Procedures Policy
- TLT Equality Policy
- Attendance Policy
- Admissions Policy
- Safeguarding and Child Protection Policy

2. Roles and responsibilities

The Board of Trustees and governing bodies are responsible for ensuring that:

- Following guidelines from the Department of Education for supporting students at school with a medical condition, the Trustees and Local Governing Bodies ensure that:
  - students at school with medical conditions are supported so that they have full access to education and can enjoy the same opportunities at school as any other child;
  - arrangements are in place to support students at school with medical conditions, including making sure that this policy and associated procedures are implemented and updated;
  - related policies, plans, procedures and systems are properly and effectively implemented;
  - school leaders consult health and social care professionals, students and parents to ensure the needs of children with medical conditions are properly understood and effectively supported;
  - following long-term or frequent absence, pupils/students with medical conditions are reintegrated effectively;
  - the focus is on the needs of each child and what support is required to support their individual needs;
  - Instilling confidence in parents and children in the school's ability to provide effective support;
  - sufficient staff have received suitable training and are competent before they take on the responsibility to support children with medical conditions;

- all members of staff are properly trained to provide the necessary support and are able to access information and other teaching support materials as needed;
- no prospective pupils/students are denied admission to the school because arrangements for their medical conditions have not been made;
- pupils/students' health is not put at unnecessary risk. As a result, the governing body holds the right to not accept a pupil/student into school at times where it would be detrimental to the health of that child or others to do so, such as where the child has an infectious disease;
- the appropriate level of insurance is in place and that it appropriately reflects the level of risk. The Learning Trust is a member of the Department for Education's Risk Protection Arrangement (RPA);

The Headteachers are responsible for:

- The overall implementation of this policy.
- Ensuring that this policy is effectively implemented with stakeholders.
- Ensuring that all staff are aware of this policy and understand their role in its implementation.
- Ensuring that children with a medical condition will have, in most cases, an Individual Health Care Plan to help support them at school; having overall responsibility for the development of IHPs.
- Ensuring that a sufficient number of staff are trained and available to implement this policy and deliver against all Individual Healthcare Plans (IHPs), including in emergency situations.
- Considering recruitment needs for the specific purpose of ensuring pupils/students with medical conditions are properly supported.
- Ensuring that staff are appropriately insured and aware of the insurance arrangements.
- Contacting the school nurse where a child with a medical condition requires support that has not yet been identified.
- Ensuring that the Principal First Aider will be informed of any student coming to school who has an existing medical condition or if a student is identified as having a medical condition at any time throughout the school year.

Parents are responsible for:

- Notifying the school if their child has a medical condition.
- Providing the school with sufficient and up-to-date information about their child's medical needs.
- Being involved in the development and review of their child's IHP.
- Carrying out any agreed actions contained in the IHP.
- Ensuring that they, or another nominated adult, are contactable at all times.

Pupils/Students are responsible for:

- Being fully involved in discussions about their medical support needs, where applicable.
- Taking all reasonable measures to ensure their own welfare in line with the instructions they are given.
- Contributing to the development of their IHP, if they have one, where applicable.

- Being sensitive to the needs of children with medical conditions.

School staff are responsible for:

- Providing support to children with medical conditions, where requested, including the administering of medicines, but are not required to do so.
- Considering the needs of pupils/students with medical conditions in their lessons when deciding whether or not to volunteer to administer medication.
- Receiving sufficient training and achieve the required level of competency before taking responsibility for supporting pupils/students with medical conditions.
- Knowing what to do and responding accordingly when they become aware that a child with a medical condition needs help.

The (Local Authority) School Nurse is responsible for:

- Notifying the school at the earliest opportunity when a pupil/student has been identified as having a medical condition which requires support in school.
- Supporting staff to implement IHPs and providing advice and training.
- Liaising with lead clinicians locally on appropriate support for children with medical conditions.

Every school has access to School Nursing services. They are responsible for notifying the school when a child has been identified as having a medical condition which will require support in school. Wherever possible, they should do this before the child starts at the school. They would not usually have an extensive role in ensuring that schools are taking appropriate steps to support children with medical conditions, but may support staff on implementing a child's individual healthcare plan and provide advice and liaison, for example on training.

School Nurses can liaise with lead clinicians locally on appropriate support for the child and associated staff training needs; for example, there are good models of local specialist nursing teams offering training to local school staff, hosted by a local school.

Community nursing teams will also be a valuable potential resource for a school seeking advice and support in relation to children with a medical condition.

Clinical commissioning groups (CCGs) are responsible for:

- Ensuring that commissioning is responsive to pupils/students' needs, and that health services are able to cooperate with schools supporting pupils/students with medical conditions.
- Making joint commissioning arrangements for EHC provision for pupils with SEND.
- Being responsive to LAs and schools looking to improve links between health services and schools.
- Providing clinical support for children who have long-term conditions and disabilities.
- Ensuring that commissioning arrangements provide the necessary ongoing support essential to ensuring the safety of vulnerable children.

Other healthcare professionals, including GPs and paediatricians, are responsible for:

- Notifying the School Nurse when a child has been identified as having a medical condition that will require support at school.
- Providing advice on developing IHPs.
- Providing support in the school for children with particular conditions, e.g. asthma, diabetes and epilepsy, where required.

Providers of health services are responsible for cooperating with the school, including ensuring communication takes place, liaising with the school nurse and other healthcare professionals, and participating in local outreach training.

The LA is responsible for:

- Commissioning school nurses for local schools.
- Promoting cooperation between relevant partners.
- Making joint commissioning arrangements for EHC provision for pupils/students with SEND.
- Providing support, advice, guidance, and suitable training for school staff, ensuring that IHPs can be effectively delivered.
- Working with the school to ensure that pupils/students with medical conditions can attend school full-time.

Where a pupil/student is away from school for 15 days or more (whether consecutively or across a school year), the LA has a duty to make alternative arrangements, as the pupil/student is unlikely to receive a suitable education in a mainstream school.

3. Admissions

Admissions will be managed in line with each school's **Admissions Policy**.

No child will be denied admission to the school or prevented from taking up a school place because arrangements for their medical condition have not been made; a child may only be refused admission if it would be detrimental to the health of the child to admit them into the school setting.

The school will not ask, or use any supplementary forms that ask, for details about a child's medical condition during the admission process.

4.Notification procedure

When a school within The Learning Trust is notified that a pupil/student has a medical condition that requires support in school, the Headteacher should be informed. Following this, the school will arrange a meeting with parents, healthcare professionals and the child, with a view to discussing the necessity of an IHP (outlined in detail in the IHPs section of this policy).

The school will not wait for a formal diagnosis before providing support to pupils/students. Where a child's medical condition is unclear, or where there is a difference of opinion concerning what support is required, a judgement will be made by the Headteacher based on all available evidence (including medical evidence and consultation with parents).

For a pupil/student starting at the school in a September intake, arrangements will be put in place prior to their introduction and informed by their previous institution. Where a child joins the school mid-term or a new diagnosis is received, arrangements will be put in place within two weeks.

4. Staff training and support

Any staff member providing support to a pupil/student with medical conditions will receive suitable training. Staff will not undertake healthcare procedures or administer medication without appropriate training. Training needs will be assessed through the development and review of IHPs, on a **termly** basis for all school staff, and when a new staff member arrives. The proficiency of staff in performing medical procedures or providing medication must be confirmed by the School Nurse.

A first-aid certificate will not constitute appropriate training for supporting pupils/students with medical conditions.

Through training, staff will have the requisite competency and confidence to support pupils/students with medical conditions and fulfil the requirements set out in IHPs. Staff will understand the medical conditions they are asked to support, their implications, and any preventative measures that must be taken.

Whole-school awareness training will be carried out on a **termly** basis for all staff, and included in the induction of new staff members.

The School Nurse will identify suitable training opportunities that ensure all medical conditions affecting children in the school are fully understood, and that staff can recognise difficulties and act quickly in emergency situations.

Training will be provided by the following bodies:

- Commercial training provider
- The School Nurse
- GP consultant
- The parents of pupils/students with medical conditions

The parents of pupils/students with medical conditions will be consulted for specific advice and their views are sought where necessary, but they will not be used as a sole trainer.

The governing body will provide details of further CPD opportunities for staff regarding supporting pupils/students with medical conditions.

5. Self-management

Following discussion with parents, pupils/students who are competent to manage their own health needs and medicines will be encouraged to take responsibility for self-managing their medicines and procedures. This will be reflected in their IHP.

Where possible, pupils/students will be allowed to carry their own medicines and relevant devices. Where it is not possible for pupils/students to carry their own medicines or devices, they will be held in suitable locations that can be accessed quickly and easily. If a pupil/student refuses to take medicine or carry out a necessary procedure, staff will not force them to do so. Instead, the procedure agreed in the pupil/student's IHP will be followed. Following such an event, parents will be informed so that alternative options can be considered.

If a pupil/student with a controlled drug passes it to another child for use, this is an offence and appropriate disciplinary action will be taken in accordance with the school's Substance Misuse Policy.

6. Supply teachers

Supply teachers will be:

- Provided with access to this policy.
- Informed of all relevant medical conditions of pupils/students in the class they are providing cover for.
- Covered under the school's insurance arrangements.

7. IHPs

The school, healthcare professionals and parents agree, based on evidence, whether an IHP will be required for a pupil/student, or whether it would be inappropriate or disproportionate to their level of need. If no consensus can be reached, the Headteacher will make the final decision.

The school, parents and a relevant healthcare professional will work in partnership to create and review IHPs. Where appropriate, the child will also be involved in the process.

IHPs will include the following information:

- The medical condition, along with its triggers, symptoms, signs and treatments
- The pupil/students' needs, including medication (dosages, side effects and storage), other treatments, facilities, equipment, access to food and drink (where this is used to manage a condition), dietary requirements, and environmental issues
- The support needed for the pupil/student's educational, social and emotional needs
- The level of support needed, including in emergencies
- Whether a child can self-manage their medication
- Who will provide the necessary support, including details of the expectations of the role and the training needs required, as well as who will confirm the supporting staff member's proficiency to carry out the role effectively
- Cover arrangements for when the named supporting staff member is unavailable
- Who needs to be made aware of the /student's condition and the support required
- Arrangements for obtaining written permission from parents and the Headteacher for medicine to be administered by school staff or self-administered by the child
- Separate arrangements or procedures required during school trips and activities
- Where confidentiality issues are raised by the parents or pupil/student, the designated individual to be entrusted with information about the pupil/student's medical condition
- What to do in an emergency, including contact details and contingency arrangements

Where a pupil/student has an emergency healthcare plan prepared by their lead clinician, this will be used to inform the IHP.

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

Where a pupil/student has an EHC plan, the IHP will be linked to it or become part of it. Where a child has SEND but does not have a statement or EHC plan, their SEND will be mentioned in their IHP.

Where a child is returning from a period of hospital education, alternative provision or home tuition, the school will work with the LA and education provider to ensure that their IHP identifies the support the child will need to reintegrate.

8. Managing medicines

Medicines will only be administered in line with **The Learning Trust's First Aid Policy and Administration of Medicines Poli**cy. Parents will be informed any time medication is administered that is not agreed in an IHP.

The schools will hold asthma inhalers and AAIs for emergency use.

10.Allergies

Parents are required to provide the school with up-to-date information relating to their children's allergies, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required.

The Headteacher and catering team will ensure that all pre-packed foods for direct sale (PPDS) made on the school site meet the requirements of Natasha's Law, i.e. the product displays the name of the food and a full, up-to-date ingredients list with allergens emphasised, e.g. in bold, italics or a different colour.

Staff members receive appropriate training and support relevant to their level of responsibility, in order to assist pupils/students with managing their allergies.

The administration of adrenaline auto-injectors (AAIs) and the treatment of anaphylaxis will be carried out in accordance with **The Learning Trust's First Aid Policy and Administration of Medicines Policy**.

Where a pupil/student has been prescribed an AAI, this will be written into their IHP.

11.Record keeping

Records will be kept of all medicines administered to pupils/students. Proper record keeping will protect both staff and pupils/students, and provide evidence that agreed procedures have been followed.

12. Emergency procedures

Medical emergencies will be dealt with under the school's emergency procedures.

Where an IHP is in place, it should detail:

- What constitutes an emergency.
- What to do in an emergency.

13.Day trips, residential visits and sporting activities

Pupils/students with medical conditions will be supported to participate in school trips, sporting activities and residential visits.

Prior to an activity taking place, the school will conduct a risk assessment to identify what reasonable adjustments should be taken to enable pupils/students with medical conditions to participate. In addition to a risk assessment, advice will be sought from pupils/students, parents and relevant medical professionals. The school will arrange for adjustments to be made for all pupils/students to participate, except where evidence from a clinician, e.g. a GP, indicates that this is not possible.

14.Home-to-school transport

Arranging home-to-school transport for pupils/students with medical conditions is the responsibility of the LA. Where appropriate, the school will share relevant information to allow the LA to develop appropriate transport plans for pupils/students with life-threatening conditions.

15.Complaints

Parents or pupils/students wishing to make a complaint concerning the support provided to pupils/students with medical conditions are required to speak to the school in the first instance. If they are not satisfied with the school's response, they may make a formal complaint via the school's complaints procedures, as outlined in the Complaints Procedures Policy.

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