



# Supporting Pupils with Medical Needs Policy

## 2024-2025

Version: September 2023

Ratified by the Board of Trustees

Signed by the Board of Trustees:

**Date: 08.11.2024**

To be reviewed annually:

**Date : 08.11.2025**

**Contents**

1. Aims .....	3
2. Legislation and Statutory Responsibilities .....	3
3. Roles and Responsibilities .....	3
4. Equal Opportunities .....	5
5. Notifying the Academy a Pupil has a Medical Condition .....	5
6. Individual Health Care Plans (IHPs) .....	7
7. Managing Medicines .....	8
8. Emergency Procedures .....	10
9. Training.....	11
10. Record Keeping .....	11
11. Complaints .....	11
12. Changes.....	12

## 1. Aims

1.1. This policy aims to ensure:

- Pupils, staff, and parents understand how The Warwickshire 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 Academy trips and sporting activities.

1.2. The governing board will implement this policy by:

- Making sure sufficient staff are suitably trained.
- Making staff aware of pupil's condition (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)

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

## 3. Roles and Responsibilities

3.1. The Board of Directors

- The governing board has ultimate responsibility to make arrangements in order to support pupils with medical conditions. The governing board will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

3.2. The Headteacher will:

- Make sure all staff are aware of this policy and understand their role in its implementation.
- Ensure 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.
- Take overall responsibility for the development of IHPs.
- Make sure that Academy staff are appropriately insured and aware that they are insured to support pupils in this way.
- Ensure 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

- Pupils with medical conditions, during Academy hours, 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/ Carers

- Provide the 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.

3.5. Pupils

Some of our 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. However, for the most part this falls to parents.

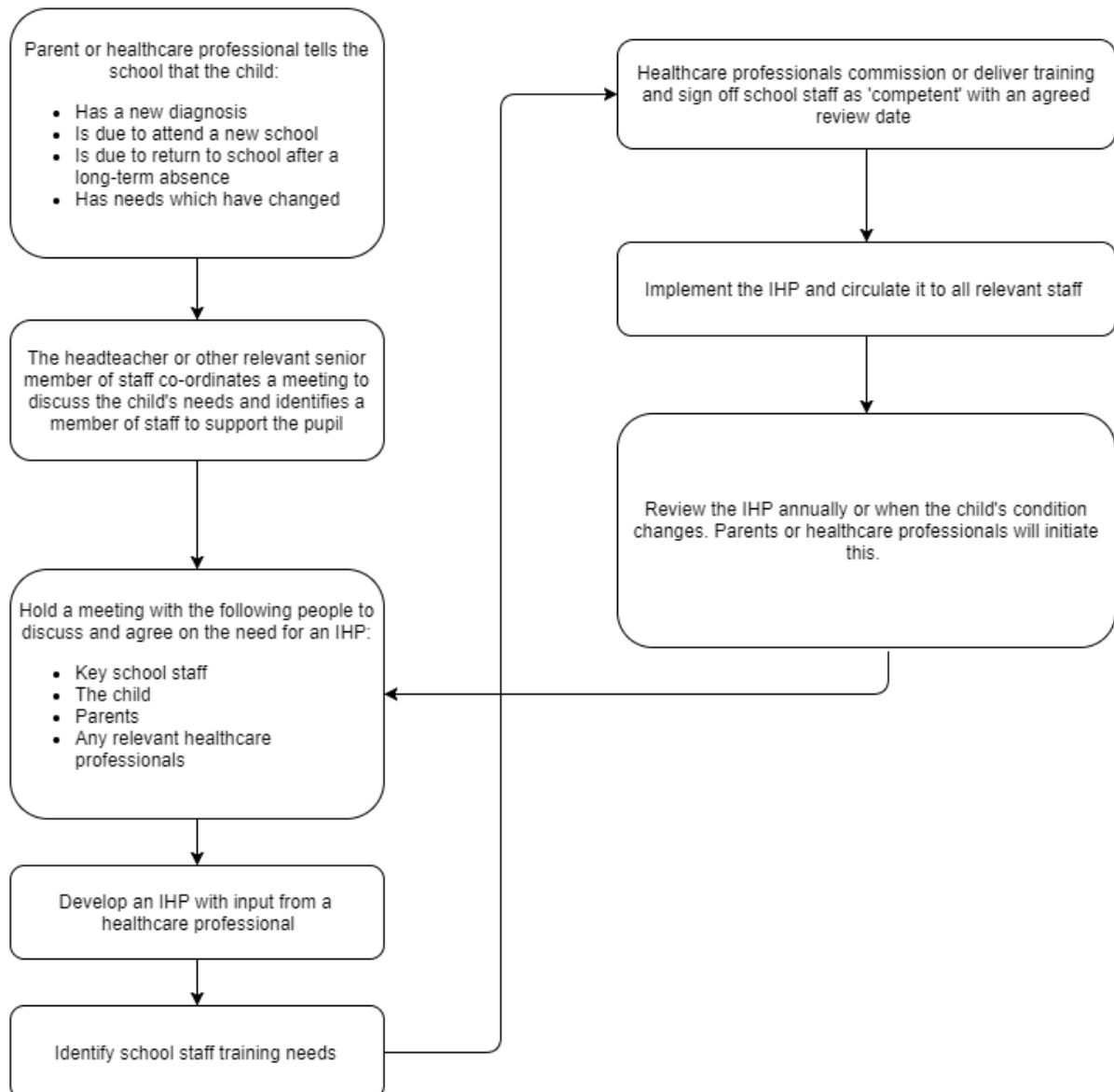
#### **4. Equal Opportunities**

- The Warwickshire Academy is clear about the need to actively support pupils with medical conditions to participate in Academy trips and visits, or in sporting activities, and not prevent them from doing so.
- The Academy will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on Academy 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. Notifying the Academy a Pupil has a Medical Condition**

- When the Academy is notified that a pupil has a medical condition, the process outlined below (Appendix A) will be followed to decide whether the pupil requires an IHP.
- The Academy will make every effort to ensure arrangements are put into place within 2 weeks, or by the beginning of the relevant term for pupils who are new to our Academy.

## Appendix A: Procedures



## 6. Individual Health Care Plans (IHPs)

The Senior Leadership Team 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/ carers when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is not a consensus, the Headteacher will make the final decision.

Plans will be drawn up in partnership with the Academy, parents/ carers and a relevant healthcare professional where required and/or appropriate. The pupil will be involved wherever appropriate.

IHPs will be linked to, or become part of, any statement of Special Educational Needs (SEN) or Education, Health and Care (EHC) plan. If a pupil has SEN but does not have a statement or EHC plan, the SEN will be mentioned in the IHP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The following will be considered 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 the Academy needs to be aware of the pupil's condition and the support required.
- Arrangements for written permission from parents and the Headteacher for medication to be administered by a member of staff or self-administered by the pupil during Academy hours.
- Separate arrangements or procedures required for Academy trips or other Academy activities outside of the normal Academy 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 the Academy:

- When it would be detrimental to the pupil's health or Academy 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.

The Academy will only accept prescribed medicines that are:

- In the pupil's name
- In-date
- Labelled



- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage.

The 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 securely. Pupils will be informed about where their medicines are at all times and be able to access them in line with individual dosage guidelines. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will be available to pupils, not locked away and managed by appropriate staff members.

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.

A pupil who has been prescribed a controlled drug may have it in their possession if they are competent to do so and if the Academy deem it to be safe to do so. These drugs must not pass to another pupil to use at any time. All other controlled drugs are kept in a secure cabinet within an external cabinet in the Academy Medical Room and only named staff will have access to this.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

#### 7.2. Pupils managing their own needs.

Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures when deemed safe by the Academy. This will be discussed with parents and it will be reflected in their IHPs.

Pupils will be allowed to carry their own medicines and relevant devices wherever possible, and it is safe to do so. 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.

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 Academy activities, including lunch, unless this is specified in their IHPs.
- If the pupil becomes ill, send them to the 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 the Academy to administer medication or provide medical support to their pupil, including with toileting issues. No parent should have to give up working because the 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 Academy toilets.

## **8. Emergency Procedures**

Staff will follow the Academy'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 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 Senior Leadership Team. 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 Senior Leadership Team will ensure that records are kept of all medicine administered to pupils. 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. Complaints**

Parents with a complaint about their child's medical condition should discuss these directly with the Headteacher in the first instance. If the

Headteacher cannot resolve the matter, they will direct parents to the Academy complaints procedure.

## **12. Changes**

<b>Description</b>	<b>Date</b>	<b>Page</b>	<b>Section</b>
N/A annual approval	28/09/23	NA	NA