



The
Maltby Learning Trust

Supporting Pupils with Medical Needs Policy

Date Last Reviewed: October 2018
Reviewed by: Primary Executive Principal
Approved by:
Next Review Due: October 2020

INTRODUCTION

Within the Maltby Learning Trust we have a full commitment to ensuring that all children accessing education within our schools are supported in whatever way necessary in order to enable them to succeed and maximise their potential. This policy has been formulated to enable schools to make provision for children with medical needs and ensure that their needs are met.

RATIONALE

The Maltby Learning Trust values the abilities and achievements of all its pupils, and is committed to providing for each pupil the best possible environment for learning. We actively seek to remove the barriers to learning and participation that can hinder or exclude individual pupils, or groups of pupils. This means that equality of opportunity must be reality for our children. We make this a reality through the attention we pay to the different groups of children within our Academies.

INTRODUCTION

The Children and Families Act 2014 states that arrangements for supporting pupils at school with medical conditions must be in place and those pupils at a school or academy with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.

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 school with medical conditions. It is also based on the Department for Education's statutory guidance: [Supporting pupils at school with medical conditions](#). This policy also complies with our funding agreement and articles of association.

Many children, at some point during their time at school, will have a medical condition which may affect their potential to learn and their participation in academy activities. For most, this will be short term; perhaps finishing a course of medication or treatment; other children may have a medical condition that, if not properly managed, could limit their access to education.

This policy includes managing the administration of medicines, supporting children with complex health needs and first aid. The academy commits to ensuring that it makes every effort to ensure the wellbeing of all children, staff and adults on site.

AIMS AND OBJECTIVES

- To ensure that children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in academy life, remain healthy and achieve their academic potential.
- To establish a positive relationship with parents and carers, so that the needs of the child can be fully met. Parents of children with medical conditions are often concerned that their child's health will deteriorate when they attend school. This is because pupils with long-term and complex medical conditions may require on-going support, medicines and care while at school to help them manage their

condition and keep them well. Other children may require interventions in particular emergency circumstances. It is also the case that children's health needs may change over time, in ways that cannot always be predicted, sometimes resulting in extended absences. It is therefore important that parents feel confident that their child's medical condition will be supported effectively by the academy and that they will be safe.

- To work in close partnership with health care professionals, staff, parents and pupils to meet the needs of each child. In making decisions about the support they provide, it is crucial that academies consider advice from healthcare professionals and listen to and value the views of parents and pupils.
- To ensure any social and emotional needs are met for children with medical conditions – Children may be self-conscious about their condition and some may be bullied or develop emotional disorders such as anxiety or depression around their medical condition.
- To minimise the impact of any medical condition on a child's educational achievement – In particular, long term absences due to health problems affect children's educational attainment, impact on their ability to integrate with their peers and affect their general wellbeing and emotional health. Reintegration back into the academy should be properly supported so that children with medical conditions fully engage with learning and do not fall behind when they are unable to attend. Short term absences, including those for medical appointments, (which can often be lengthy), also need to be effectively managed.
- To ensure that a Health Care Plan is in place for each child with a medical condition and for some children who may be disabled or have special educational needs, that their Education, Health and Care Plan is managed effectively.

ROLES AND RESPONSIBILITIES

Supporting a child with a medical condition during academy hours is not the sole responsibility of one person. Partnership working between academy staff, healthcare professionals, and parents and pupils will be critical.

The Board of the Maltby Learning Trust/Academy Local Governing Body:

The MLT Board/Academy LGB has ultimate responsibility to make arrangements 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. They are responsible for ensuring that each academy is appropriately insured, and that staff are aware that they are insured to support pupils;

Academy Principal:

The Academy Principal will:

- Ensure that a policy is in place to meet the needs of children with medical conditions;
- Ensure that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation;
- Ensure that all staff who need to know are aware of the child's condition;
- Ensure that staff have received suitable training and are competent before they take on responsibility to support children with medical conditions.

- Ensure that sufficient trained staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations;
- Take overall responsibility for the development of IHPs
- Ensure that the school nursing service is contacted in the case of any child who has a medical condition that may require support at the 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

Academy Staff:

Supporting pupils with medical conditions during school 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.

Parents:

- Provide the 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 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

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.

Healthcare Professionals:

The school nursing service/specialist nursing teams are responsible for notifying the school when a pupil has been identified as having a medical condition that will require support in school. This will be before the pupil starts school, wherever possible.

They will take a lead role in ensuring that pupils with medical conditions are properly supported in school, including supporting staff on implementing a child's plan and providing training and supervision where required;

Healthcare professionals, such as GPs and paediatricians, will liaise with the schools' nurses and notify them of any pupils identified as having a medical condition.

4. EQUAL OPPORTUNITIES

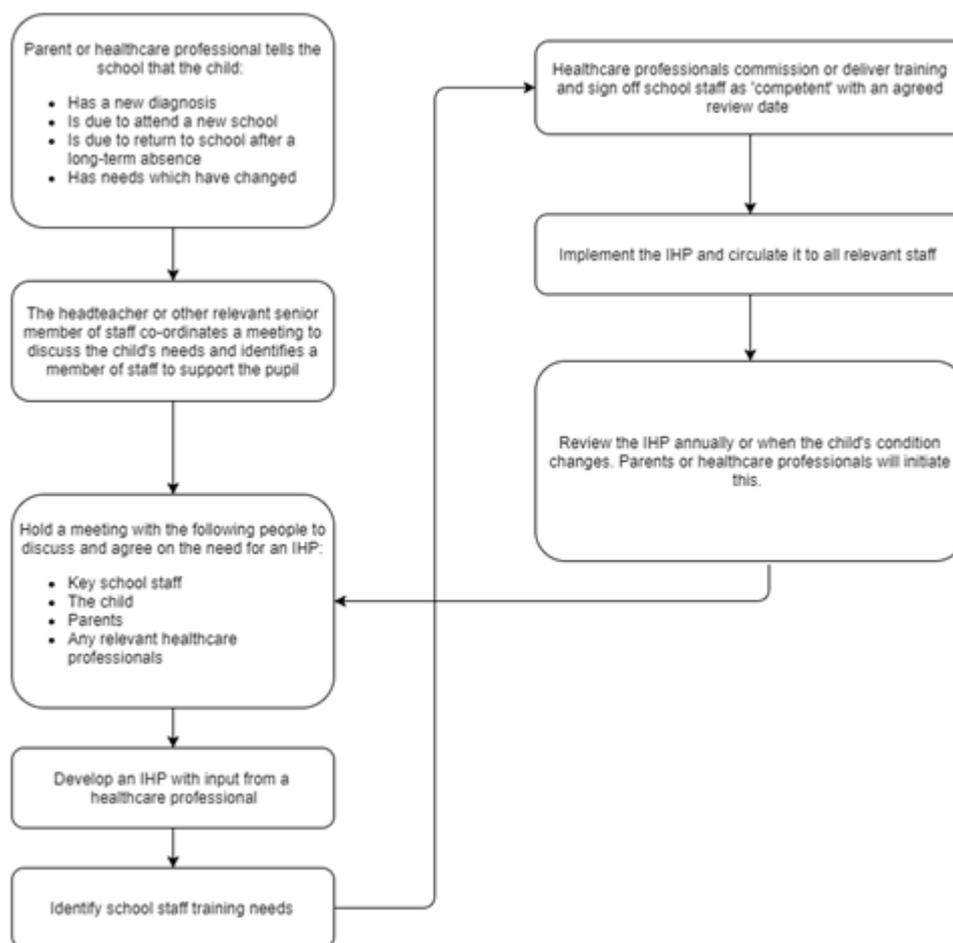
Our Maltby Learning Trust is clear about the need to actively support pupils with medical conditions to participate in trips and visits, or in sporting activities, and not prevent them from doing so.

Each MLT Academy will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on 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 the school is notified that a pupil has a medical condition, the process outlined below will be followed to decide whether the pupil requires an IHP.

The school 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 school.



ASSISTING CHILDREN WITH LONG TERM OR COMPLEX MEDICAL NEEDS

A proactive approach is taken towards children with medical needs. Every child with a long term or complex medical need will be offered a home visit from the Inclusion Manager and/or class teacher at the onset of condition or change in condition. This enables the Academy / parents to identify potential issues/difficulties before a child returns to school. Issues identified in the past have included access to classrooms, toilet

facilities, additional adult support, lunchtime procedures and emergency procedures. A Health Care Plan (**Appendix 1 – Form A**) will be produced for any child with long term/complex medical needs and will be reviewed on a regular basis.

To assist children with long term or complex medical needs, the school will also consider whether any/all of the following is necessary:

- Adapting equipment, furniture or classrooms to enable the child to access a particular aspect of the curriculum or area of the school. To determine the needs and response, the school will involve the home and hospital support service.
- Arranging for additional adult support throughout specific parts of the academy day;
- Adapting lesson plans;
- Establishing a phased attendance programme;
- Ensuring that there are procedures in place for the administration of medicine;
- Training for Support Staff/Teachers on a specific medical condition;
- Providing a programme of work for children who are absent from the academy for significant periods of time;
- Providing appropriate seating during assembly/carpet time;
- Ensuring there is adequate supervision during play times so that the health and safety of all children is not compromised;
- Ensuring that arrangements are made to include a child with medical needs on school visits.

INDIVIDUAL HEALTH CARE PLANS

An Individual Healthcare Plan (**Appendix 1 – Form A**) is a document that sets out the medical needs of a child, what support is needed within the academy day and details actions that need to be taken within an emergency situation. They provide clarity about what needs to be done, when and by whom. The level of detail within the plans will depend on the complexity of the child's condition and the degree of support needed. This is important because different children with the same health condition may require very different support.

Individual healthcare plans may be initiated by a member of academy staff, the school nurse or another healthcare professional involved in providing care to the child. The principal has overall responsibility for the development of IHPs for pupils with medical conditions. This is normally delegated to the academy SENDCo.

Plans will be drawn up in partnership with the school, 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 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. They should be developed in the context of assessing and managing risks to the child's education, health and social well-being and to minimise disruption.

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 not a consensus, the principal will make the final decision.

Parents will receive a copy of the Health Care Plan with the originals kept by the Inclusion Leader. Medical notices, including pictures and information on symptoms and treatment are placed in the staff room, medical room and kitchen and given to the child's class teacher for quick identification, together with details of what to do in an emergency.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The MLT and Academy Principals/SENDCos, 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 the school 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 school hours
- Separate arrangements or procedures required for school trips or other school 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

ADMINISTERING MEDICINES

Separate administration of medicines and first aid policies are in place and should be read alongside this policy.

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 school activities, including lunch, unless this is specified in their IHPs
- If the pupil becomes ill, send them to the school 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 school to administer medication or provide medical support to their pupil, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs
- Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany their child
- Administer, or ask pupils 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. In emergency situations, where possible, the procedure identified on a child's Healthcare Plan will be followed. When this is not available, a qualified First Aider will decide on the emergency course of action. If it is deemed a child needs hospital treatment as assessed by the First Aider the procedures outlined in **Form H (Appendix 3)** must take place.

The most appropriate member of staff accompanies child to hospital with all relevant health documentation (Inc. tetanus and allergy status), the health plan and child details. A clear explanation of the incident must be given (as a statement) if witness does not attend. A senior member of staff should attend the hospital to speak to parents if deemed necessary. A member of staff will always stay with a child who has been taken to hospital until parents arrive.

HYGIENE AND INFECTION CONTROL

All staff should be aware of normal precautions for avoiding infections and follow basic hygiene procedures e.g. basic hand washing. The medical room has full access to protective disposable gloves and care is taken with spillages of blood and body fluids.

SPORTING ACTIVITIES

Some children may need to take precautionary measures before or during exercise. Staff supervising such activities should be aware of relevant medical conditions and any preventative medicine that may need to be taken and emergency procedures.

EDUCATIONAL VISITS

We actively support pupils with medical conditions to participate in academy trips and visits, or in sporting activities but are mindful of how a child's medical condition will impact on their participation. Arrangements will always be made to ensure pupils with medical needs are included in such activities unless evidence from a clinician such as a GP or consultant states that this is not possible.

A risk assessment will be completed at the planning stage to take account of any steps needed to ensure that pupils with medical conditions are included. This will require consultation with parents and pupils and advice from the school nurse or other healthcare professionals that are responsible for ensuring that pupils can participate. A copy of the child's health care plan should be taken with the child on an Educational Visit.

The class teacher must also ensure that medication such as inhalers and epi-pens are taken on all academy trips and given to the responsible adult that works alongside the child throughout the day. A First Aid kit must be taken on all academy trips. The Trip Leader must ensure that all adults have the telephone number of the academy in case of an emergency.

A HSE approved first aider should attend all academy trips. The first aider provisions at the destination of the trip should be included as part of the risk assessment. The party leader must ensure that all necessary medicines are taken on the trip. This will mean checking the medical requirements of the class and ensuring that any child with a specific medical condition has access to prescribed medicine whilst on the trip. First Aid trained staff administering medication to children on school trips should follow the guidelines above (see also Administration of medicines Policy).

EXTRA-CURRICULAR CLUBS/ACTIVITIES

It is the responsibility of those running clubs (from outside providers) to liaise with parents/carers and to send home a medical form for completion. Academies must ensure that all clubs know how to obtain medical assistance, where the medical room is, location of the medication and how to dial for an outside line if they need to call an ambulance.

BREAKFAST CLUB AND AFTER SCHOOL CLUB

Each club must have access to a trained First Aider and a first aid kit. Each club must also have access to the academy's medical room. On the booking forms parents must state any medical needs and allergies and provide a contact number in case of emergency. Any child who requires medicine must have written confirmation from the parent.

STAFF TRAINING

Any member of Academy staff providing support to a pupil with medical needs must have received suitable training. It is the responsibility of the School Nurse to lead on identifying with other health specialists and agreeing with the academy, the type and level of training required, and putting this in place. The school nurse or other suitably qualified

healthcare professional should confirm that staff are proficient before providing support to a specific child.

Training must be sufficient to ensure that staff are competent and have confidence in their ability to support pupils with medical conditions, and to fulfil the requirements as set out in individual healthcare plans. They will need to understand the specific medical conditions they are being asked to deal with, their implications and preventative measures.

Staff should not give prescription medicines or undertake health care procedures without appropriate training (updated to reflect individual healthcare plans at all times) from a healthcare professional (**See Appendix 2 – Training record**). A first-aid certificate does not constitute appropriate training in supporting children with medical conditions.

It is important that all staff are aware of the academy's policy for supporting pupils with medical conditions and their role in implementing that policy. Each academy should ensure that training on conditions which they know to be common within their academy is provided (e.g. asthma, epi pen, sickle cell, diabetes) Parents can be asked for their views and may be able to support academy staff by explaining how their child's needs can be met but they should not provide specific advice, nor be the sole trainer (see administration of medicines policy).

RECORD KEEPING

The MLT Trust Board and Local Governing Bodies will ensure that written records are kept of all medicine administered to pupils (see administration of medicines policy). Parents will be informed if their pupil has been unwell at school.

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

LIABILITY AND INDEMNITY

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

The MLT is insured through Zurich insurance and full indemnity is provided to staff providing appropriate medical care through the public liability section of the policy. Further information is provided via the following link:

<https://newsandviews.zurich.co.uk/strategic-focus/supporting-schools-pupils-medical-conditions/>

COMPLAINTS

Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the Year Group Leader, a member of SLT or the Principal.

If they do not feel they have been able to resolve the issue, then parents may make a formal complaint via the Trust's complaint procedure. Information regarding this can be found on the school website.

Making a formal complaint to the Department for Education should only occur if it comes within scope of section 496/497 of the Education Act 1996 and after other attempts at resolution have been exhausted. In the case of academies, it will be relevant to consider whether the academy

has breached the terms of its Funding Agreement¹⁰, or failed to comply with any other legal obligation placed on it. Ultimately, parents (and pupils) will be able to take independent legal advice and bring formal proceedings if they consider they have legitimate grounds to do so.

APPENDIX 1 - FORM A: INDIVIDUAL HEALTHCARE PLAN

Name of academy/setting

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

Who is responsible for providing support in school

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Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

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Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

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

Arrangements for school 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 2 – FORM E (STR) STAFF TRAINING RECORD

Staff Training Record – Administrations of Medicines	
Name of academy / setting	
Name	
Type of Training received	
Date of Training Completed	
Training provided by	
Profession and Title	
<p>I confirm that the member of staff named above has received the training and is competent to carry out any necessary treatment covered in this training.</p> <p>Signed:</p> <p>I recommend that this training is updated (please state how often).....</p>	
<p>I confirm that I have received the training detailed above.</p>	
Staff Signature	
Date	
Suggested Review Date	

APPENDIX 3 – FORM H - CONTACTING EMERGENCY SERVICES

Request for an ambulance.

Dial 999, ask for an ambulance and be ready with the following information.

1. Your telephone number	
2. Give your location	
3. State that the post code is	
4. Give exact location in the academy	
5. Give your name	
6. Give Name of child and a brief description of the child's symptoms	
7. Inform ambulance control of the best entrance and state that the crew will be met and taken to the child.	
8. Stay with the child and keep the operator informed of any change in behaviour.	

Speak clearly and slowly and be ready to repeat information if asked

Keep a completed copy of this form by the telephone