



Holbrook Academy

SCHOOL POLICY FOR SUPPORTING STUDENTS WITH MEDICAL CONDITIONS

Date Approved		
	Governing Body	8 th July 2015
Signed	Tim Fenton Chair	
Minuted	8 th July 2015	
Date of Next Review	Quality and Monitoring Committee	Summer term 2016
	Governing Body	

This policy takes account of the Academy's public sector equality duty set out in section 149 of the Equality Act 2010. It can be made available in large print or other accessible format if required. It applies wherever staff or volunteers are working with students even where this is away from the Academy, for example at an activity centre or on an educational visit.

1. Introduction

Holbrook Academy has a responsibility to ensure that students with medical conditions, whether they are long-term (chronic) or short-term (acute), have access to high quality educational support to enable them to continue their education effectively. Good communication and co-operation between the Academy, home and other professionals is essential. A named person within the Academy is responsible for the effective implementation of this policy which is reviewed annually by school governors.

This policy is written in response to the statutory guidance contained in the Department for Education's document 'Supporting Students with Medical Conditions' (September 2014).

*"Section 100 of the **Children and Families Act 2014 places a duty on governing bodies of maintained schools, proprietors of academies and management committees of PRUs to make arrangements for supporting students at their school with medical conditions.**"*

Some children with medical conditions may be disabled. Where this is the case the Academy will comply with our duties under the Equality Act 2010. Some may also have special educational needs and disabilities (SEN/D) and may have a statement, or Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision. For children with SEN/D, this policy should be read in conjunction with the SEN Code of Practice (2014).

2. Aims of the policy

The key aims of the policy are to:

- Ensure that students with medical conditions are properly supported so that they have full access to education, including school trips and physical education.
- To ensure that all 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 school life, remain healthy and achieve their academic potential.
- Reduce the risk of lowering self-confidence and educational achievement.
- Promote equal access to education for all students by making reasonable adjustments to buildings, the arrangements for teaching and learning and extra-curricular activities for students where appropriate.
- Establish effective liaison between the Academy, parents and relevant external health and social care professionals to support the educational provision for the student

3. Roles & Responsibilities (procedure to be followed when we are notified of a student with a medical condition)

3.1 Parents and carers are key partners in enabling the Academy to support their child's medical condition and should provide the Academy with sufficient and up-to-date information about their child's medical conditions, in writing, before they are admitted to the Academy or as soon as the child develops a particular medical need.

- 3.2 In consultation with the student and family, advice and support will be sought from those health professionals involved in order to determine the level of support required in school.
- 3.3 A meeting in the Academy with a member of the Learning Support Department will be arranged to discuss the support required, carry out a risk assessment and to ensure an individual healthcare plan is written. This is done in full consultation with the student, parent and relevant healthcare professional(s) and information is then made available confidentially to all staff. (Annex 1)
- 3.4 All teaching and support staff, including supply or cover staff, will be made aware of a student's medical condition through staff notices, and the Special Educational Needs list which are regularly updated.
- 3.5 A member of the Learning Support Department will ensure that sufficient Academy staff are suitably trained to ensure that the student's medical needs can be supported in the Academy, including the administering of medicines, despite staff absence or turnover. Any member of Academy staff should know what to do and respond accordingly when they become aware that a student with a medical condition needs help.
- 3.6 All students with medical needs are encouraged to take part in Academy visits and other extra-curricular activities outside the normal timetable, including where possible, residential trips. This requires risk assessments to be completed during a meeting between parents, student, Academy staff and health professionals, if appropriate.
- 3.7 Individual healthcare plans will be reviewed at least annually or updated following any reports or visits from health professionals, information from parents or the student or as a result of changes occurring within the school setting.
- 3.8 If a student moves to/from another educational provider, we ensure that information regarding their medical condition and support is communicated with that agency following permission from parent/student.
- 3.9 The Governing Body is responsible for ensuring that this policy is implemented and reviewed annually enabling those students with medical conditions to be supported in the fullest participation possible in all aspects of Academy life.
- 3.10 The Academy's Headteacher is responsible for ensuring that this policy is effectively implemented by all concerned with the student. They have (or can delegate) the responsibility for contacting the school nursing service in the case of any student who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse.
- 3.11 The school nurse (who is not based at the school but visits on a regular basis) is responsible (following parental consent) for notifying the Academy when a student has been identified as having a medical condition which requires support in school. They can support staff in the Academy in the implementation of the individual healthcare plan, or by providing advice and liaison on training if required. Support may also be obtained from the local community nursing team (eg diabetic nurse) if required.

- 3.12 Wherever possible and following consultation with parents/carers, students are encouraged to take responsibility for managing their own medicines and procedures. All medicines are stored securely in Main Office and their administration is recorded. By individual agreement with parents/carers, asthma inhalers, adrenaline pens (epipens) and blood sugar testing devices should be carried by the student or held in the Main Office with spare inhalers and epipens located at Main Office.
- 3.13 Pastoral staff will ensure that contact is maintained with students (and their families) who are away from school due to illness for a period of less than 15 working days, setting of work if the student is well enough, forwarding of letters, etc, welcoming students back to school, ensuring that all staff are aware of the up to date medical situation of the student and ensuring that any adjustments to the curriculum are made, together with ongoing monitoring of the student's situation and needs whilst in the Academy.
- 3.14 Pastoral staff will keep the Education Welfare Officer informed of all attendance issues regarding students where there may be medical needs, either physical or mental thereby ensuring that the Academy register is marked appropriately.

4. Students with long term (chronic) medical conditions

Students with long-term and complex medical conditions may require on-going support, medicines or care while at the Academy to help them manage their condition and keep them well. Others may require monitoring and interventions in emergency circumstances.

It is, therefore, important that parents/carers feel confident that the Academy will provide effective support for their child's medical condition and that students feel safe.

In addition to the educational impacts, there are social and emotional implications associated 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. 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 school 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 and frequent absences, including those for appointments connected with a student's medical condition, (which can often be lengthy), also need to be effectively managed and appropriate support put in place to limit the impact on the child's educational attainment and emotional and general wellbeing.

In some cases a flexible approach is required and may involve, for example, programmes of study that rely on part time attendance at school in combination with alternative provision arranged by the local authority through an application to Education Other Than At School (EOTAS). Consideration may also be given to how children will be reintegrated back into school after periods of absence.

5. Staff training

All staff directly involved in supporting a student with medical needs will receive suitable, up-to-date training which is usually identified and delivered by a qualified health professional.

This training will take place either on the Academy site or staff will travel to the local hospital to receive the training and will take place before the student's admission to school. Training will ensure that staff are competent and have the confidence in their ability to support students with medical needs. Epipen training takes place on a regular basis.

Staff will not be required to give prescription medicines or undertake health care procedures without appropriate training (a first-aid certificate does not constitute appropriate training in supporting students with medical needs). Wherever possible and in the vast majority of cases, the students are encouraged to take responsibility for administering their own medication eg Insulin injections for diabetic students.

Whole school awareness training for staff takes place annually at the start of the academic year to ensure that staff are aware of those students with medical conditions and how they are supported within school. This training is delivered by a member of the Learning Support Department and is updated if needs change or if a new student with a medical condition is admitted to the Academy. Parent/carer and student views together with advice from healthcare professionals are included in this training.

6. Managing medicines on school premises

All medicines required to be taken whilst at student is in the Academy, are labelled and stored securely in Main Office and a written record of their administration is recorded by staff. Wherever clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours. The Academy is unable to accept any medicines which are out-of-date. Prescribed medicines must be labelled, provided in the original container (apart from insulin which is usually provided inside an insulin pen or a pump) as dispensed by a pharmacist and include instructions for administration, dosage and storage.

Asthma inhalers, blood glucose testing meters and adrenaline pens should be carried by the student or held in the Main Office, with spares located in the Main Office. On school trips involving students with medical conditions, medicines and spare devices should be carried.

If no longer required or during extended school holidays medicines will be returned to parents/carers.

7. Emergency procedures

Students with individual healthcare plans will have details of what constitutes an emergency and how to deal with emergency situations specific to that child. Students within the Academy are trained to inform an adult if they think help is needed and Academy staff will call for support from the Main Office, who will summon the local emergency services if required.

8. Day trips, residential visits and sporting activities

All students with medical conditions at the Academy are encouraged to attend off site trips. Academy staff receive training and a risk assessment is completed prior to the event in consultation with the student and parents/carers.

To enable students to participate in sporting activities on the Academy site, it may be necessary to make reasonable adjustments and adopt a flexible approach in order that the student can participate in line with their own abilities and advice from medical professionals.

9. Unacceptable practice

Generally it is not acceptable practice to:

- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- assume that every child with the same condition requires the same treatment;
- ignore the views of the child or their parents; or ignore medical evidence or opinion, (although this may be challenged);
- send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
- if the child becomes ill, send them to the Academy office or medical room unaccompanied or with someone unsuitable;
- penalise children for their attendance record if their absences are related to their medical condition eg hospital appointments;
- prevent students 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 child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs; or
- prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, eg by requiring parents to accompany the child.

10. Liability and indemnity

Academy insurance covers staff providing support to students with medical conditions and in cases where medication is administered to students. This is accessible to staff upon request from the Finance Manager.

11. Complaints procedure

If any parent/carer or student is dissatisfied with the support provided they should, in the first instance, discuss this directly with the Academy. If for whatever reason this does not resolve the issue, they may make a formal complaint as outlined in the Academy's complaints procedure. Making a formal complaint to the Department for Education should only occur if it comes within the scope of sections 496/497 of the Education Act 1996 and after all other attempts at resolution have been exhausted. In addition, as an Academy, we would consider whether a breach of the terms of the Funding Agreement has occurred, or that we have failed to comply with any other legal obligation placed on us. Ultimately, parents/carers and students are able to take independent legal advice and bring formal proceedings if they consider they have legitimate grounds for doing so.

Annex 1 : Process for Developing Individual Healthcare plans

