



SUPPORTING PUPILS AND STUDENTS WITH MEDICAL CONDITIONS POLICY

Document Control Title:	Supporting Pupils and Students with Medical Needs Policy
Applicable to:	All parents, pupils and students of the Academy
Date Approved:	May 2021
Review Date:	May 2022
Document Owner:	Director of Finance and Operations

As a Church of England Academy, we are inclusive of all regardless of creed, colour, race, gender, sexual orientation or ability. We hope to transform the lives of our pupils, students and our wider community by putting our core values of love, integrity, generosity, hope and tolerance (LIGHT) into action. As such, all should feel welcome and respected. Schools are, in part, measured by academic success. Pupils and students know this. We must help and enable each pupil and student to succeed to the best of their ability by providing high quality lessons and an appropriate curriculum for our pupils and students.

SECTION 1: PREFACE

This policy reflects relevant statutory and non-statutory advice within Supporting pupils and students at School with Medical Conditions (DfE 2015)¹ and any public health emergency updates as directed by the Government in force at the time. It also reflects the ethos, vision and values of The John Wallis Church of England Academy.

DEFINITIONS

Medical conditions encompass both physical and mental illnesses which may be diagnosed or under investigation.

Some children and young people with medical conditions may be disabled, and if this is the case we recognise our duties under the Equality Act 2010 and are compliant.

KEY PRINCIPLES

1. Pupils and students at The John Wallis Church of England Academy with medical conditions are fully and appropriately supported ensuring they have full access to the curriculum and extra-curricular opportunities.
2. To liaise with multi-agency health, social care and all other relevant professionals and parents/carers, to ensure that the needs of children and young people with medical conditions are met.

SECTION 2: AIMS

Our primary aim is to ensure that all pupils and students with medical conditions, in terms of physical and mental health, are fully and appropriately supported in school that they can play a full and active role in school life, remain healthy and achieve their academic potential.

At The John Wallis Church of England Academy, we work proactively with parents/carers to ensure that they are confident we are meeting their child's needs.

We recognise that supporting children and young people with medical needs is a whole Academy responsibility and all staff should take into account the medical needs of pupils and students within their remit of care. This may not include administering of medicines as this is dependent on the level of training and is in most instances the responsibility of the Welfare Officers. The Academy employs a Welfare Officer in both the Primary and Secondary phases of the Academy. The Welfare Officer can be contacted via the Academy Reception.

We recognise that the medical needs of children and young people change, and our procedures reflect changing needs and facilitate an individual response to need.

No child or young person will be refused admission to the Academy on the grounds of their medical condition, except in the case of infectious diseases. Our Vice Principals will work with parents/carers and health and social care colleagues (if appropriate) to advise on meeting both the medical and educational needs of children and young people with the intention of acting in their best interests.

¹ *S100 of the Children and Families Act 2014 places a duty on governing bodies to make arrangements in school to support students with medical conditions.*

SECTION 3: PROCEDURES

At The John Wallis Church of England Academy, we have two Welfare Officers who are qualified to administer medicines in school, administer First Aid and provide support to First Aiders. Upon notification of a medical condition, the Welfare Officer will contact parents/carers to discuss needs and formulate an Individual Health Care Plan (IHCP) with the School SENCO and other professionals involved. As part of this process, the Welfare Officer and School SENCO will share this information with the necessary staff and will ensure that any relevant training is put in place.

The Academy recognises that some children and young people with medical needs may need time out of school to support their health. We liaise with health professionals, consult Public Health England, and work proactively to facilitate as much access to the curriculum as possible. As part of this from time to time we may seek alternative provision, phased returns and reduced timetables. These decisions are taken in consultation with parents/carers and in the light of advice from healthcare providers and are with the aim of supporting both the medical and education needs of children and young people in our care.

Individual Medical Health Care Plans

At The John Wallis Church of England Academy, Individual Health Care Plans help to ensure that we effectively support pupils and students with medical conditions. They provide clarity about what needs to be done, when and by whom. Individual Health Care Plans are drawn up in consultation with parents/carers with input and advice from health professionals when appropriate and are circulated to all relevant staff. They are reviewed annually and where staff training needs are identified we take steps to ensure that this happens. Where possible we involve pupils and students in this process. If a pupil or student has special educational needs, identified in an Education Health and Care Plan (EHCP), the individual IHCP will be linked to, or become part of the EHCP.

Individual Health Care Plans have regard to the following:

- The medical condition - triggers, signs, symptoms and treatment.
- Medication needs - dose, side effects and storage of medication.
- Other treatments - equipment, access to food and drink if required, dietary requirements and environment issues, for example relevant access arrangements and well-being support where appropriate.
- Level of Support - we recognise that some children and young people will be able to take responsibility for their own health needs which will be clearly stated in their Individual Health Care Plan and monitored by the Welfare Officer or by a qualified first aider in their absence.

Staff Training

Training needs are identified by Individual Health Care Plans and the needs of the school. Relevant training is provided for staff and regular opportunities for high quality First Aid training are made available for all staff. We aim for a significant proportion of staff on site to be qualified First Aiders (see First Aid Policy). We recognise that staff must not give medicines or undertake healthcare procedures without full training.

Managing Medicines

Medicines can be administered in the Academy by the Welfare Officer, or a trained First aider, on receipt of a Medical Authorisation form signed by the parent/carer. Forms are available from the Academy Reception. The Academy does not supply medication. All prescribed medication should be held within the Welfare Suite not with the child or young person, except for Anaphylaxis medication, (adrenaline auto injectors, anti-histamine) asthma inhalers and glucometers. Primary pupils with a diagnosis of Anaphylaxis will have a medical bag which holds their required medication and Individual Health Care Plan and is held in the classroom with the responsible adult.

With the exceptions noted above, all other medicines are stored safely in the Welfare Suite, and children and young people are able to access them via a member of staff if needed.

Controlled Drugs

When a child or young person is prescribed a controlled drug, The Welfare Officer will administer medicines in accordance with the prescribers' instructions. The Academy will keep a record of all medicines administered to individual children and young people, stating what, how and how much was administered, and by whom. Any side effects of the medication will be recorded and parents / carers will be informed.

Unacceptable Practice

At The John Wallis Church of England Academy, it is generally not acceptable practice to:

- Prevent pupils and students from easily accessing their inhalers and medications, and administering their medication when and where necessary.
- Assume every pupil and student with the same condition requires the same treatment.
- Ignore the views of the pupil and student, their parents or medical opinion (although this may be challenged).

- Send pupils or students with medical conditions home frequently, or prevent them from staying for normal school activities including lunch, unless this is specified in their Individual Health Care Plan and/or Pastoral Support Programme.
- Send a pupil or student to the Welfare Suite unaccompanied if they become ill.
- Penalise children and young people for their attendance record if their absence is related to medical conditions. It should be noted that we are required to ask for medical evidence should a pupil's or student's attendance drop below 95%.
- Prevent pupils or students from eating, drinking or taking toilet breaks in order to manage their medical needs.
- Prevent pupils or students from participating in any aspect of school life.

Liability and Indemnity

At The John Wallis Church of England Academy, we have an appropriate level of insurance in place across the campus. (All policy documents are held with the Director of Finance and Operations).

Complaints

If parents/carers have any concerns regarding our handling of medical conditions, they should be raised in the first instance with the Director of Finance and Operations. Contact with the Director of Finance and Operations can be made via the Academy Reception.

Roles and Responsibilities

There are two Welfare Officers in the Academy who are trained and are directly employed by The John Wallis Church of England Academy. The Vice Principals and the Director of Finance and Operations are responsible for: ensuring all staff are suitably trained; ensuring awareness of medical needs across the campus; updating student records so that this information is readily available by all staff including supply staff; ensuring relevant risk assessments are in place for extra-curricular visits and school activities; establishing, disseminating and monitoring Individual Health Care Plans.

In the absence of the Welfare Officer, a qualified First Aider will deputise to a level commensurate with their training and ability.

Confidentiality

Confidentiality is paramount to our practice; medical information is securely stored and shared only with the relevant staff.

Record Keeping

Written records are kept of all medicines administered to pupils and students, and accident records are kept within the Academy recording any accidents.

Emergency Procedures

In the case of an emergency, trained staff will follow the Individual Health Care Plan immediately (e.g. for Anaphylaxis), and a trained First Aider will attend the incident and act appropriately. The MHCP will be reviewed to determine whether it is safe to move the pupil/student before there are any attempts to do so.

Where a child has an Individual Health Care Plan in place, this should clearly state what constitutes as an emergency and what to do in that situation.

If a child or young person needs to be taken to hospital, staff will stay with the child until a parent/carer arrives or accompany them to hospital should it be necessary. Written records will be kept of all medicines and treatment administered by the hospital prior to the parent/carer arriving.