



Supporting Pupils with Medical
Conditions Policy

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2. Version control

Date	Version	Revision	Owner
27/02/2018	1.0	New Policy	Future Generation Trust Policy Team
17/03/2020	2.0	Scheduled review of policy	Future Generation Trust Policy Team
29/11/2023	3.0	Revision to policy developed using a SchoolBus model template	Future Generation Trust Policy Team

3. Legal framework

This policy has due regard to all relevant legislation and 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 policies:

- Admissions Policy
- Attendance Policy
- Complaints Policy & Procedures Policy
- Equal Opportunity Policy – Pupils
- First Aid Policy
- Special Educational Needs and Disabilities (SEND) Policy

4. Roles and responsibilities

The Future Generation Trust (FGT) Trust Board will be responsible for:

- Fulfilling its statutory duties under legislation.
- Ensuring that pupils with medical conditions can access and enjoy the same opportunities as any other pupil at the academy.
- Working with support services to ensure that pupils with medical conditions receive a full education.
- Instilling confidence in parents and pupils in the academies ability to provide effective support.
- Ensuring that no prospective pupils are denied admission to the academy because arrangements for their medical conditions have not been made.

- Ensuring that pupils' health is not put at unnecessary risk. As a result, the Trust Board holds the right to not accept a pupil into school at times where it would be detrimental to the health of that pupil or others to do so, such as where the child has an infectious disease.
- Ensuring that policies, plans, procedures and systems are properly and effectively implemented.

Local Governing Body (LGB) will be responsible for:

- Ensuring that arrangements are in place to support pupils with medical conditions.
- Ensuring that, following long-term or frequent absence, pupils with medical conditions are reintegrated effectively.
- Ensuring that the focus is on the needs of each pupil and what support is required to support their individual needs.
- Ensuring that 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.

The headteacher will be 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 a sufficient number of staff are trained and available to implement this policy and deliver against all IHPs, including in emergency situations.
- Considering recruitment needs for the specific purpose of ensuring pupils with medical conditions are properly supported.
- Having overall responsibility for the development of IHPs.
- Ensuring that staff are appropriately insured and aware of the insurance arrangements.
- Contacting the relevant health professional where a pupil with a medical condition requires support that has not yet been identified.

Parents will be responsible for:

- Notifying the academy if their child has a medical condition.
- Providing the academy 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 where appropriate
- Carrying out any agreed actions contained in the IHP.
- Ensuring that they, or another nominated adult, are contactable at all times.
- Ensuring that medications held in school remain in date and replacing medications before the expiry date.
- Collecting medication/s at the end of the academic year, or when pupils move to another setting.

Pupils will be responsible for:

- Being fully involved in discussions about their medical support needs, where appropriate.
- Contributing to the development of their IHP, if they have one, when appropriate.
- Being sensitive to the needs of pupils with medical conditions.

Academy staff will be responsible for:

- Providing support to pupils with medical conditions, where requested, including the administering of medicines, but are not required to do so.

- Taking into account the needs of pupils 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 with medical conditions.
- Knowing what to do and responding accordingly when they become aware that a pupil with a medical condition needs help.

5. Admissions

Admissions will be managed in line with the Trust's Admissions Policy.

No child will be denied admission to an academy 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 academy will not ask, or use any supplementary forms that ask, for details about a child's medical condition during the admission process.

6. Notification procedure

When the academy is notified that a pupil has a medical condition that requires support in school, they will arrange a meeting with parents, healthcare professionals and the pupil, with a view to discussing the necessity of an IHP, outlined in detail in the IHPs section (**section 9**) of this policy.

The academy will not wait for a formal diagnosis before providing support to pupils. Where a pupil'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 starting at the academy in a September uptake, arrangements will be put in place prior to their introduction and informed by their previous institution. Where a pupil joins the academy mid-term or a new diagnosis is received, arrangements will be put in place within two weeks.

7. Staff training and support

Staff will not undertake specific healthcare procedures without appropriate training.

A first-aid certificate will not constitute appropriate training for supporting pupils with medical conditions. Training needs will be assessed as part of the academy's Health and Safety procedures.

Through training, staff will have the requisite competency and confidence to support pupils 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 for all staff and included in the induction of new staff members.

The parents of pupils 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 LGB will provide details of further CPD opportunities for staff regarding supporting pupils with medical conditions.

Supply teachers will be:

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

8. Self-management

Following discussion with parents, pupils 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.

9. IHPs

The academy will with parents and where relevant healthcare professionals, based on evidence, agree whether an IHP will be required for a pupil, 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.

Where an IHP is implemented the academy's designated person for IHP's will take responsibility for the IHP being met within the academy. The academy, parents and a relevant healthcare professional will work in partnership to create and review IHPs. Where appropriate, the pupil 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's 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'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 pupil'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 pupil.
- Separate arrangements or procedures required during school trips and activities.
- Where confidentiality issues are raised by the parents or pupil, the designated individual to be entrusted with information about the pupil's medical condition.
- What to do in an emergency, including contact details and contingency arrangements

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

IHPs will be easily accessible to those who need to refer to them, but confidentiality will be preserved. IHPs will be reviewed on at least an annual basis, or when a child's medical circumstances change, whichever is sooner.

Where a pupil 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 academy will work with the LA and education provider to ensure that their IHP identifies the support the child will need to reintegrate.

10. Managing medicines

Medicines will only be administered at the academy when it would be detrimental to a pupil's health or attendance not to do so.

Pupils will not be given prescription or non-prescription medicines without their parents' written consent.

Non-prescription medicines may be administered in the following situations:

- When it would be detrimental to the pupil's health not to do so
- When instructed by a medical professional

No pupil will be given medicine containing aspirin unless prescribed by a doctor. Pain relief medicines will not be administered without first checking when the previous dose was taken, and the maximum dosage allowed.

Parents will be informed any time medication is administered that is not agreed in an IHP.

The academy will only accept medicines that are:

- in-date
- labelled
- in their original container
- containing instructions for administration, dosage and storage.

All medicines will be stored safely. Pupils and/or relevant staff will be informed where their medicines are at all times and will be able to access them immediately, whether in school or attending a school trip or residential visit.

Where relevant, pupils will be informed of who holds the key to the relevant storage facility. When medicines are no longer required, they will be returned to parents for safe disposal.

Sharps boxes will be used for the disposal of needles and other sharps.

The academy will hold asthma inhalers for emergency use. The inhalers will be stored securely in the academy office/ pupil classroom and their use will be recorded.

11. Allergens, anaphylaxis and adrenaline auto-injectors (AAIs)

Parents are required to provide the academy 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, supported by our catering Consultants will ensure that all pre-packed foods made on the academy 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. The catering team will also work with any external catering providers to ensure all requirements are met and that Pre-packed Direct Sale (PPDS) is labelled in line with Natasha's Law.

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

Where a pupil has been prescribed an adrenaline auto-injector (AAI), this will be written into their IHP.

A Register of Adrenaline Auto-Injectors will be kept of all the pupils who have been prescribed an AAI to use in the event of anaphylaxis. A copy of this will be held in each classroom for easy access in the event of an allergic reaction and will be checked as part of initiating the emergency response.

Designated staff members will be trained on how to administer an AAI, and the sequence of events to follow when doing so. AAIs will only be administered by these staff members.

The academy will keep a spare AAI for use in the event of an emergency, which will be checked on a monthly basis to ensure that it remains in date, and which will be replaced before the expiry date.

Where a pupil is, or appears to be, having a severe allergic reaction, the emergency services will be contacted even if an AAI device has already been administered.

12. Record keeping

Written records will be kept of all medicines administered to pupils. Proper record keeping will protect both staff and pupils and provide evidence that agreed procedures have been followed. Appropriate forms for record keeping can be found in the **appendices** at the back of this policy. Academies may use their own versions if they record all the relevant information as detailed in the exemplars provided.

13. Emergency procedures

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

Where an IHP is in place, it should detail:

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

Pupils will be informed in general terms of what to do in an emergency, e.g. telling a teacher.

If a pupil needs to be taken to hospital, a member of staff will remain with the pupil until their parents arrive. When transporting pupils with medical conditions to medical facilities, staff members will be informed of the correct postcode and address for use in navigation systems.

14. Day trips, residential visits and sporting activities

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

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

15. Unacceptable practice

The academy will not:

- Assume that pupils with the same condition require the same treatment.
- Prevent pupils from easily accessing their inhalers and medication.
- Ignore medical evidence or opinion.
- Send pupils home frequently for reasons associated with their medical condition or prevent them from taking part in activities at school, including lunch times, unless this is specified in their IHP.
- Send an unwell pupil to the medical room or academy office alone or with an unsuitable escort.
- Penalise pupils with medical conditions for their attendance record, where the absences relate to their condition.
- Make parents feel obliged or forced to visit the academy to administer medication or provide medical support. The academy will ensure that no parent is made to feel that they have to give up working because the academy is unable to support their child's needs.
- Create barriers to pupils participating in school life, including school trips.
- Refuse to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.

16. Liability and indemnity

The Trust holds an insurance policy with the RPA covering liability relating to the administration of medication.

17. Complaints

Parents or pupils wishing to raise an issue concerning the support provided to pupils with medical conditions are required to speak to the academy in the first instance. If they are not satisfied with the academy's response, they may make a formal complaint via the Trust's Complaints Policy as outlined in the Complaints Policy and Procedure.

Parents and pupils are free to take independent legal advice and bring formal proceedings if they consider they have legitimate grounds to do so.

18. Home-to-school transport

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

19. Defibrillators

The academy has an automated external defibrillator (AED). Please refer to the FGT First Aid Policy for further details on AED's.

20. Monitoring and review

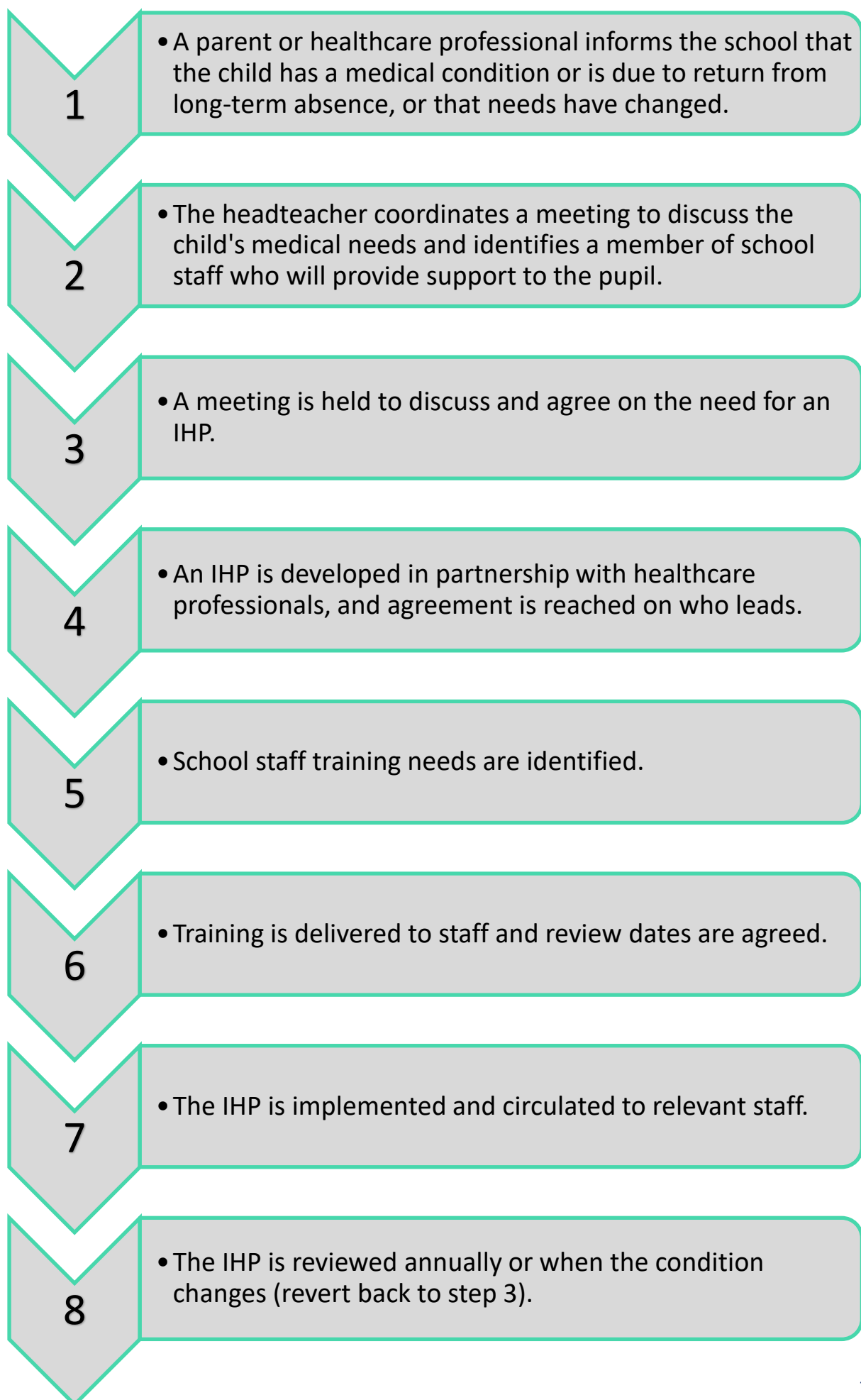
The Future Generation Trust Board has overall responsibility for this policy and for reviewing its implementation and effectiveness. The Headteacher has day-to-day operational responsibility for this policy and must ensure that all staff are fully aware of its contents and trained accordingly.

Policy adopted on: 14 December 2023

Review Date: December 2024

Signed: Fliss Dale **Designation:** Chair of Trust Board

Appendix 1 - Individual Healthcare Plan Implementation Procedure



Appendix 2 - Individual Healthcare Plan

Pupil's Details

Pupil's name	
Current Class	
Date of birth	
Pupil's home address	
Medical diagnosis of condition	
Date	
Review date	

Family contact information

Name	
Relationship to pupil	
Phone number	
Name	
Relationship to pupil	
Phone number	

Hospital contact

Hospital Name:	
Name & Role of Hospital Professional	
Email/Daytime contact number	

Pupil's GP

Surgery Name	
GP name	
Phone number	

Who is responsible for providing support in school?
Pupil's medical needs and details of symptoms, signs, triggers, treatments, facilities, equipment or devices and environmental issues
Name of medication, dose and method of administration
Daily care requirements
Arrangements for school visits and trips

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Other information

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Describe what constitutes an emergency, and the action to take if this occurs

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Responsible person in an emergency, state if different for off-site activities

--

Plan developed with

--

Staff training needed or undertaken – who, what, when:

--

Appendix 3 - Parental Agreement for the School to Administer Medicine

The academy will not give your child medicine unless you complete and sign this form.

Date for review to be initiated by	
Name of pupil	
Date of birth	
Class	
Medical condition or illness	

Name of medicine	
Expiry date	
Dosage and method	
Timing	
Special precautions and instructions	
Side effects	
Self-administration yes/no	
Procedures for an emergency	

Please note medicines must be in the original container as dispensed by the pharmacy – the only exception to this is insulin, which may be available in an insulin pen or pump rather than its original container.

Name	
Telephone number	
Relationship to pupil	
Address	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent for academy staff to administer medicine in accordance with the relevant policies. I will inform the academy immediately, in writing, if there is any change in dosage or frequency of the medication, or if the medicine is stopped.

Signature _____

Date _____

Appendix 4 - Record of Medicine Administered to an Individual Pupil

Name of pupil				
Class				
Date medicine provided by parents				
Quantity received				
Name and strength of medicine				
Expiry date				
Quantity returned				
Dose and frequency of medicine				
Staff signature				
Parent signature				

Date				
Time given				
Dose given				
Name of staff member				
Staff signature				

Date				
Time given				
Dose given				
Name of staff member				
Staff signature				

Date				
Time given				
Dose given				
Name of staff member				
Staff signature				

Date				
Time given				
Dose given				
Name of staff member				
Staff signature				

Appendix 6 – Contacting the emergency services.

To be stored by the phone in the academy office

Request an ambulance – dial 999, ask for an ambulance and be ready with the information below.

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

- The telephone number: **academy phone number**.
- Your name.
- Your location as follows: **full address of school**.
- The postcode: **academy postcode**.
- The exact location of the individual within the school.
- The name of the individual and a brief description of their symptoms.
- The best entrance to use and where the crew will be met and taken to the individual.