KING EDWARD VI
SHELDON HEATH
ACADEMY

Supporting Pupils with Medical conditions

Responsible Board/Committee	SGB
Policy Type	Academy Policy
Policy Owner	D Hopkins
Statutory	Yes
Publish Online	Yes
Last review date	October 2026
Review Cycle	Every year This policy will not expire but will be reviewed as per its designated cycle. This policy remains effective whilst the review is taking place and will only become non-applicable once the updated version has been approved.
Next Review Date	October 2027
SGB Approval Date	October 2026

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1. Aims

This policy aims to ensure that:

- Pupils, staff and parents understand how our academy will support pupils with medical conditions
- Set out the roles and responsibilities for everyone in the school community in regard to pupils with medical conditions
- Set out the procedure for creating, reviewing and managing individual healthcare plans (IHPs)
- Set out how we will manage medicines in school
- Reassure parents/carers that the school will help their child who has a medical condition feel safe, supported and included

The named person with responsibility for implementing this policy is Denise Hopkins Medical Lead

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 (DfE)'s statutory guidance on supporting pupils with medical conditions at school.

This policy also complies with our funding agreement and articles of association.

3. Roles and responsibilities

The governing board

The governing board has ultimate responsibility to make arrangements to support pupils with medical conditions.

The governing board will

- Review this policy annually
- Make sure that the policy sets out the procedures to be followed whenever the school is notified that a pupil has a medical condition

- Monitor practice, and staff training, in regards to pupils with medical conditions, in line with this policy

*The governing board delegates the day-to-day implementation of this policy to **Denise Hopkins** Medical Lead*

The Principal

The principal in conjunction with the named medical Lead Denise Hopkins will:

- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure that 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
- Ensure that all staff who need to know are aware of a child's condition.
- 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
- Direct Denise Hopkins for developing IHPs to contact the school nursing service in the case of any pupil who has a medical condition that may require support at 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

Staff

Supporting 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.

Parents

Parents will:

- 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, and ensure they or another nominated adult are contactable at all times

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.

School nurses and other healthcare professionals

Upon being advised of a medical need the academy will make a referral to the school nursing service to seek advice they will then advise if the pupil has been identified as having a medical condition that will require support in academy. They may also support staff to implement a child's IHP.

Healthcare professionals, such as pediatricians, diabetes specialist nurse, Cystic Fibrosis nurses etc. will liaise with the academy lead for medical needs and notify them of any pupils identified as having a medical condition. They may also provide advice on developing IHPs.

4. Equal opportunities

Our 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. Being notified that a child has a medical condition

When the academy is notified that a pupil has a medical condition, the lead responsible for developing IHP's will co-ordinate a meeting to discuss child's needs and determine if an IHP's is required.

The academy 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 academy and will update staff accordingly.

6. Individual healthcare plans (IHPs)

The principal has overall responsibility for the development of IHPs for pupils with medical conditions. This has been delegated to Denise Hopkins Medical Lead

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:

- Medical Diagnosis
- Emergency contact details
- Describe medical need & give details of the student's symptoms, triggers, signs, treatments, facilities, equipment, environmental issues etc.
- Name of medication, dose, method of administration, when to be taken, side effects, administered by self/ staff, with or without supervision.
- Specific Support for pupils education, social & emotional needs
- Arrangements for Trips
- *Describe what constitutes an emergency and the action to take*
- Who the plan was developed by

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 no consensus, the principal will make the final decision.

Plans will be drawn up in partnership with the academy, parents and a relevant healthcare professional, such as the school nurse, specialist or pediatrician, 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 education, health and care (EHC) plan.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The governing board and role of the individual with responsibility for developing IHPs, will consider the following when deciding what information to record on IHPs:

7. Managing medicines

Prescription and non-prescription medicines will only be administered at 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-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

Diabetes

The academy will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

Diabetics should keep their own supply of glucose with them and the academy also arrange with parents for an emergency supply box for the individual student in student services which includes glucose, sweets, sugary drinks, spare equipment etc. Diabetic pupils may, if required, keep a spare supply of insulin in the refrigerator in the Student Services office

Epipen

Multiple members of staff have Anaphylaxis and Epi Pen training. These include senior leaders, first aiders and the staff working with children who currently have an epi pen. Anyone can administer an Epi-Pen in an emergency if the adult/child is unable to do it themselves. Should a member of staff, who has not received training be required to do this, then the emergency services must be informed at the same time as the Epi-Pen is administered.

From 1 October 2017 the Human Medicines (Amendment) Regulations 2017 will allow all schools to buy adrenaline auto-injector (AAI) devices without a prescription, for emergency use in children who are at risk of anaphylaxis but their own device is not available or not working (e.g. because it is broken, or out of-date). The school's spare AAI should only be used on pupils known to be at risk of anaphylaxis, for whom both medical authorisation and written parental consent for use of the spare AAI has been provided. The school's spare AAI can be administered to a pupil whose own prescribed AAI cannot be administered correctly without delay.

The academy keeps spare auto injectors in the dining hall, student services and one on each floor to ensure within close proximity to students at any time.

Students with an allergy and have been prescribed an adrenaline autoinjector device such as an EpiPen must keep one with them at all times for their own use and parents are asked to request a spare from their GP to be stored in medical room.

All medicines will be stored safely. Pupils will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils and not locked away.

Asthma

Asthmatics must carry with them an inhaler for their own use and parents are asked to request a spare from their GP to be stored in 1st aid room. The academy also purchases emergency inhalers which are stored in the 1st aid room, parents must complete an emergency inhaler consent form.

Medicines will be returned to parents to arrange for safe disposal when no longer required.

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, but they must not pass it to another pupil to use. All other controlled drugs are kept in a secure cupboard in the academy medical room and only named staff have access.

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

Pupils managing their own needs

Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures. 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. 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.

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 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 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 Denise Hopkins. 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 recognize and act quickly when a problem occurs. This will be provided for new staff during their induction.

All staff receive annual Anaphylactic, Asthma, Diabetes and epilepsy training via school nurse service

10. Record keeping

The governing board will ensure that records are kept of all medicine administered to pupils for as long as these pupils are at the academy via online portal Medical tracker. Parents will be informed if their pupil has been unwell at academy.

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

11. Liability and indemnity

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

The details of the academy's insurance policy are:

The Department for Education's risk protection arrangement (RPA) is a voluntary arrangement for academies, free schools and local authority-maintained schools. It is an alternative to commercial insurance through which the cost of risks that materialise will be covered by UK government funds.

King Edward VI Multi academy trust is a member of the RPA which includes unlimited Employers, Third party public and professional indemnity cover.

12. Complaints

Parents with a complaint about the academy's actions in regard to their child's medical condition should discuss these directly with the specialist and or Denise Hopkins who is responsible for developing IHPs in the first instance. If the specialist and or Denise Hopkins cannot resolve the matter, they will direct parents to the academy's complaints procedure.

13. Monitoring arrangements

This policy will be monitored by Denise Hopkins & Jack Ashford .

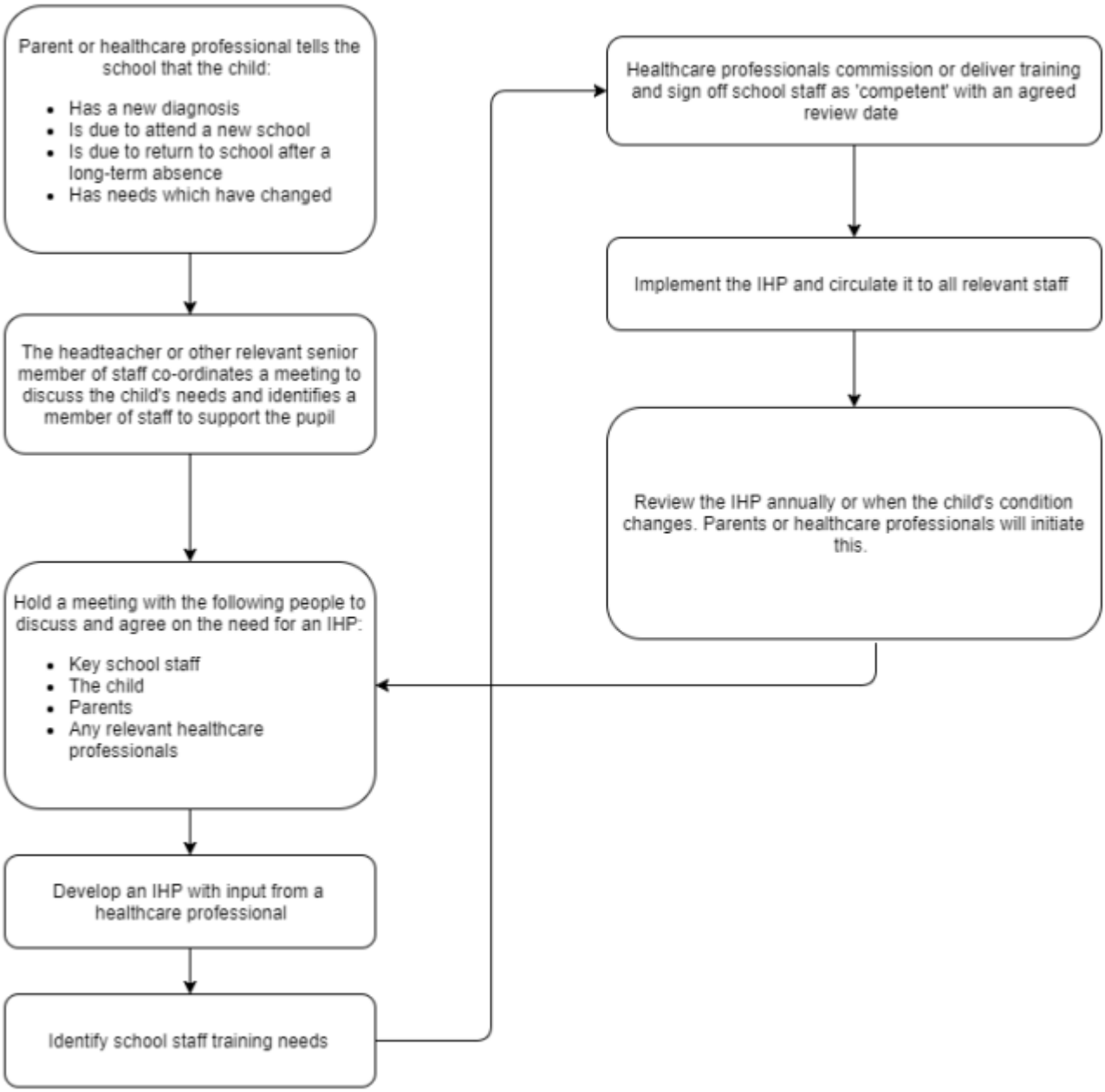
It will be reviewed and approved by the governing board every year.

14. Links to other policies

This policy links to the following policies:

- Complaints
- Equality , Diversity and Inclusion Policy
- First aid
- Health and safety
- Safeguarding & Child Protection
- Special educational needs information policy

Appendix 2: Being notified a child has a medical condition



Appendix 3: Procedures for children who are sick and infectious

- Pupils who have an infectious disease shouldn't attend school/nursery

- Parents should notify the school if their child has an infectious disease
- If a pupil becomes unwell during the day – for example, they have a temperature, sickness, diarrhoea or stomach pains – the parents or carers will be contacted to collect their child
- Pupils with a temperature, sickness, diarrhoea or an infectious disease should not attend school/nursery while they are sick. Depending on the sickness, staff may ask parents to take their child to the doctor before they return to school
- Staff will notify parents if a risk to other pupils exists

Children with specific infectious diseases set out in the UK Health Security Agency's exclusion table will not be allowed to return to school/nursery until the appropriate exclusion period has passed.

We will take the following steps to prevent the spread of infection:

- Reducing or eliminating sources of infection through good hygiene practices
- Good handwashing practice
- Encouraging and facilitating healthy eating
- Ensuring that regulated food hygiene standard requirements in the maintenance of food preparation areas and preparation of food are followed
- Championing and educating staff, parents, carers and pupils on the importance of immunisation as a tool against infection (while recognising the individual's right to choose)