



Policy for Supporting Pupils with Medical Conditions: Part A – at school; Part B - pupils who cannot attend school



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Part A - Medical conditions that can be managed in school

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Part A - Medical conditions that can be managed in school

1. Aims

At Ad Meliora Academy Trust we understand that medical conditions requiring support at school can affect quality of life and may be life-threatening.

Our Trust will support pupils with medical conditions so that they have full access to education, including school trips and physical education.

This policy aims to: -

- Make sure that pupils, staff and parents/carers understand how our academies will support pupils with medical conditions.
- Set out the roles and responsibilities for everyone in the academy 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 we will help their child feel safe, supported and included.

The named people with responsibility for implementing this policy are: -

Academy	Named person	Role
Blenheim Park Academy	Jill Graver	Headteacher
Greenpark Academy	Jill Graver	Headteacher
Reffley Academy	Helen Fendley	Headteacher

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 the board of trustees to make arrangements for supporting pupils at their school with medical conditions.

It is also based on the statutory guidance on [supporting pupils with medical conditions at school](#) and the Early Years Foundation Stage statutory framework from the Department for Education (DfE).

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

3. Roles and responsibilities

3.1 The Board of Directors

The Board of Directors has ultimate responsibility to make sure there are arrangements to support pupils with medical conditions across the Trust. Although the Trust delegates certain duties to different levels as outlined below, the Board is still accountable for making sure the Trust is compliant with the requirements in the above legislation and guidance.

The Board will also determine and approve this policy.

3.2 CEO

The CEO will: -

- Oversee and support the headteacher of each academy in carrying out their duties.
- Highlight any issues found across the trust to the Board of Directors.
- Review this policy in a timely manner, in line with the relevant legislation and requirements.

The day-to-day implementation of this policy has been delegated to the headteacher of the academy

3.4 The headteacher

The headteacher of each academy will: -

- Make sure all staff are aware of this policy and understand their role in its implementation.
- Make sure 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.
- Make sure that all staff who need to know are aware of a child's condition.
- Take overall responsibility for the development and monitoring of individual healthcare plans (IHPs).
- Make sure that staff are appropriately insured and aware that they are insured to support pupils in this way.
- Manage cover arrangements in the case of staff absence or turnover, to make sure a suitable staff member is always available, and supply staff are briefed appropriately about pupils' medical needs.
- Approve risk assessments for school visits and school activities outside the normal school timetable that involve provision for pupils with medical conditions.
- Contact the school nursing service in the case of any pupil 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.
- Make sure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date.
- Implement systems for obtaining information about a child's needs for medicines and keeping this information up to date.

3.5 Staff

Supporting pupils with medical conditions during school hours is not the sole responsibility of 1 person. Any member of staff at the academy 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 and includes implementing systems for obtaining information about a child's needs for medicines and keeping this information up to date.

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.

3.6 Parents/carers

Parents/carers will: -

- Provide the academy with sufficient and up-to-date information about their child's medical needs.
- Provide evidence of appropriate prescription and written permission for medicines to be administered by staff.

- 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.

3.7 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.

3.8 School nurses and other healthcare professionals

Our school nursing services will notify the relevant academy 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 may also support staff to implement a child's IHP.

Healthcare professionals, such as GPs and paediatricians, will liaise with our school nurses and notify them of any pupils identified as having a medical condition. They may also provide advice on developing IHPs.

4. Equal opportunities

The Trust will adhere to the legal responsibilities under the Equality Act 2010 and will not unlawfully discriminate against any pupils. Our Trust is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The Trust and the individual academy will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school 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/carers 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 process outlined in Appendix 1 will be followed to decide whether the pupil requires an IHP.

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 the academy.

5.1 Obtaining information about medicines

The EYFS framework states that settings must include how they obtain information about a child's need for medicine, and a system for keeping this information up to date (see section 10 of this policy).

The academy will: -

- For new starters, send a form to all parent/carers of pupils after their place at the academy has been confirmed, but before their first school year starts, to confirm any medicine(s) their child needs. Where a pupil has a new diagnosis and/or a pupil has moved to the academy mid-term, we will send a form and put arrangements in place within 2 weeks.
- Send a reminder to parents/carers at the start of each year, as well as a form to complete, if their child requires certain medicine(s).

We ask that parents/carers proactively inform us by either phone call to the academy or an email to the academy office if their child's medical needs change during the school year.

Academy	Telephone	Email
Blenheim Park	01485 528368	office@blenheimpark.norfolk.sch.uk
Greenpark	01553 772018	office@greenpark.norfolk.sch.uk
Reffley	01553 671045	office@reffley.norfolk.sch.uk

6. Individual healthcare plans

The headteacher has overall responsibility for the development of IHPs for pupils with medical conditions. This has been delegated to: -

Academy	Named person	Role
Blenheim Park Academy	Claire Bunton	SENDCo
Greenpark Academy	Claire Bunton	SENDCo
Reffley Academy	Lisa Lee	SENDCo

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: -

- 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/carers when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the headteacher will make the final decision.

Plans will be drawn up in partnership with the academy, parents/carers 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 education, health and care (EHC) plan. If a pupil has special educational needs (SEN) but does not have an EHC plan, the SEN will be mentioned in the IHP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The headteacher, 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 (this may be one or more staff), 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 academy needs to be aware of the pupil's condition and the support required.
- Arrangements for written permission from parents/carers 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/carer or 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.

7. Managing medicines

Prescription and non-prescription medicines will only be administered at the academy: -

- When it would be detrimental to the pupil's health or school attendance not to do so, **and**
- Where we have parents/carers' written consent.

The person administering the medicine will keep a written record. Parents/carers will always be informed on the same day the medicine has been administered, or as soon as reasonably possible.

The only exception to this is where the medicine has been prescribed to the pupil without the knowledge of the parents/carers.

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 recommended and maximum dosages for the pupil's age, and when the previous dosage was taken.

Academies 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.

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

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.

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

7.1 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 will be kept in a secure cupboard in the academy office and only named staff will 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.

7.2 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/carers and it will be reflected in their IHPs.

Pupils will be allowed to carry their own medicines and relevant devices wherever possible.

IHPs will include procedure for staff to follow if a pupil refuses to carry out a necessary procedure or take medicine.

7.3 Unacceptable practice

Although staff will use their discretion and judge each case on its merits with reference to the pupil's IHP, they will keep in mind that it is not generally acceptable practice to: -

- Prevent pupils from easily accessing their inhalers and medication, or 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/carers.
- Ignore medical evidence or opinion.
- 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.

- Send an ill pupil to the academy office or medical room unaccompanied or with someone unsuitable (e.g. a fellow pupil who is not old or responsible enough).
- 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/carers, or otherwise make them feel obliged, to attend the academy to administer medication or provide medical support to their pupil, including with toileting issues. No parent/carer 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 school life, including school trips, e.g. by requiring parents/carers 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/carer 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 the headteacher. 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 they are aware of this policy and understand their role in implementing it – for example, with preventative and emergency measures so that they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

10. Record keeping

The Board of Directors will ensure that written records are kept of all medicine administered to pupils for as long as these pupils are at the academy. Parents/carers will be informed if their pupil has been unwell at the academy.

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

10.1 Recording information about medicines

The EYFS framework states that settings must include how they obtain information about a child's need for medicine (see section 5 of this policy), and a system for keeping this information up to date.

We will: -

- Enter each pupil's medicine need in the academy's system.
- Update our records when parents/carers of pupils inform us of changes to their child's needs.
- Keep a record of changes, labelling the most recent record for each child.
- Make sure that all staff have access to records so that they are informed about pupils' medical needs.
- Securely hold this information digitally in accordance with the UK GDPR.
- Inform parents/carers about how they can access their child's information (provided no relevant exemptions apply to their disclosure under the Data Protection Act 2018).

11. Liability and indemnity

The Board of Directors will ensure that the appropriate level of insurance is in place and appropriately reflects the Trust's level of risk. The Trust is a member of the Department for Education's risk protection arrangement (RPA).

12. Complaints

Parents/carers with a complaint about the academy's actions in regard to their child's medical condition should discuss these directly with the headteacher in the first instance. If the headteacher cannot resolve the matter, they will direct parents/carers to the Trust's complaints procedure.

13. Monitoring arrangements

This policy will be monitored by the CEO. It will be reviewed annually and approved by the Board of Directors.

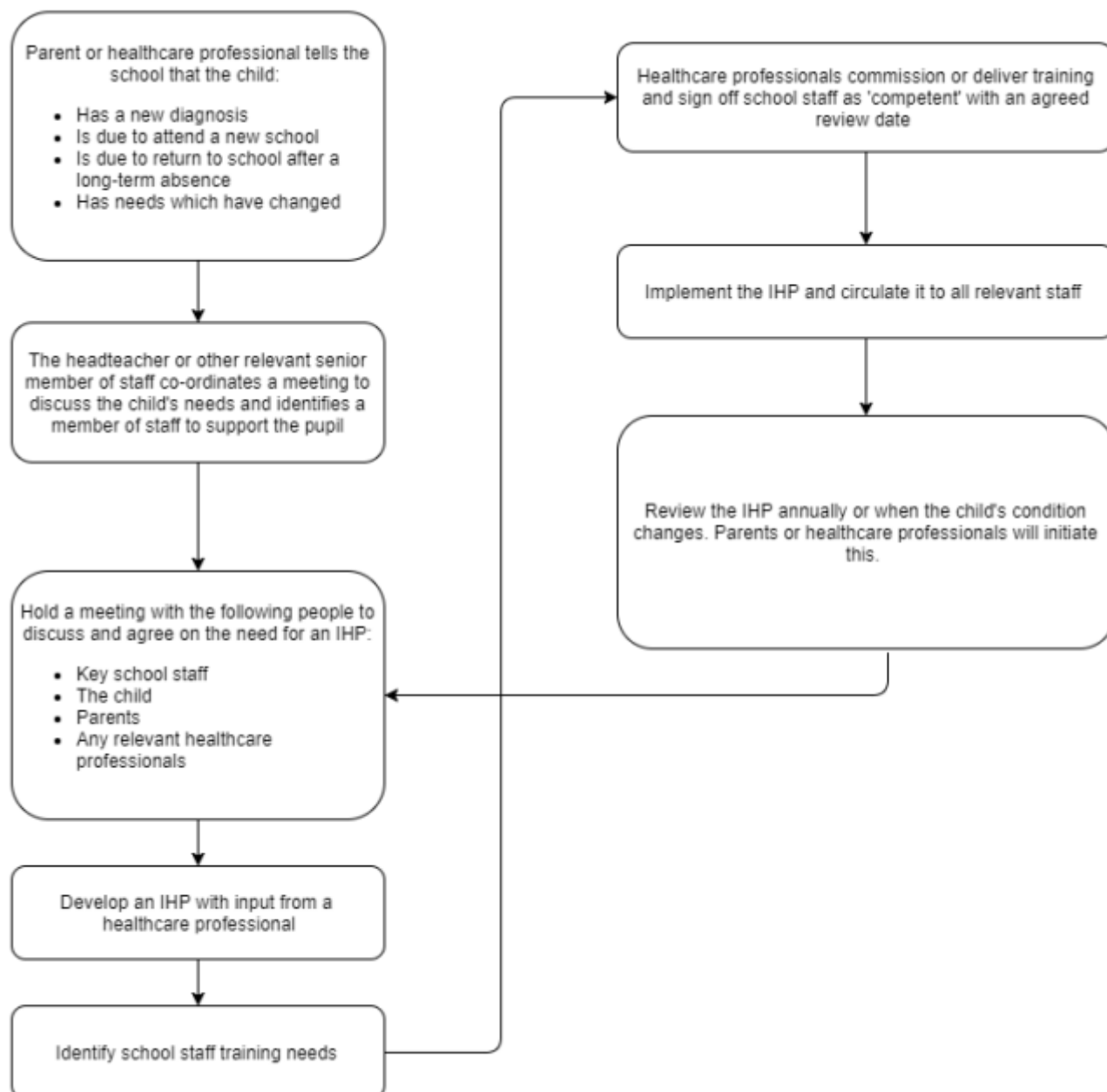
14. Links to other policies

This policy links to the following policies: -

- Accessibility plan
- Complaints
- Equality information and objectives
- First aid
- Health and safety

- Safeguarding
- Special educational needs information report and policy
- Procedure to prevent the spread of infection (Appendix 2)

Appendix 1: Being notified a child has a medical condition



Appendix 2: Procedures for children who are sick or infectious

These procedures are statutory for settings with an EYFS.

Pupils who have an infectious disease shouldn't attend the academy/nursery: -

- Parents should notify the academy 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 the academy/nursery while they are sick. Depending on the sickness, staff may ask parents to take their child to the doctor before they return to the academy.
- 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 the academy/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).
- Establishing a daily cleaning routine for: -
 - Nappy changing facilities.
 - Play areas.
 - Toys, activities and equipment.

Part B - Medical conditions where pupils cannot attend school

1. Aims

This policy aims to ensure that: -

- Suitable education is arranged for pupils on roll who cannot attend school due to health needs.
- Pupils, staff and parents/carers understand what the academy is responsible for when education is being provided by the local authority (LA).

2. Legislation and guidance

This policy is based on the following legislation: -

- [The Education Act 1996](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)

It is also based on the following statutory guidance from the Department for Education (DfE): -

- [Alternative provision](#)
- [Education for children with health needs who cannot attend school](#)

This policy also follows guidance provided by our local authority.

<https://www.schools.norfolk.gov.uk/article/29830/Medical-needs-service#:~:text=The%20medical%20needs%20service%20is,attend%20school%20for%20medical%20reasons.>

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

3. Responsibilities of the academy

3.1 If our academy makes the arrangements

Initially, academies within our Trust will attempt to make arrangements to deliver the same high standard of education for children with health needs who cannot attend school.

- The Headteacher is responsible for making and monitoring these arrangements.
- For a short-term absence, it is likely that work will be sent home/to the hospital and/or accessing the classroom via TEAMS. An external e-learning provider may be appropriate in some circumstances.
- Parents will be consulted through discussion with the class teacher.
- Pupils will be reintegrated back into the academy with the support of the pastoral team.

3.2 If the local authority makes the arrangements

If the academies within the Trust cannot make suitable arrangements, or if it is clear that a child will be away from the academy for 15 days (consecutive or over the course of the year) or more because of their health needs, Norfolk County Council will become responsible for arranging suitable education for these children.

When the local authority arranges alternative education, the education should begin as soon as possible, and at the latest by the 6th day of the child's absence from the academy.

Where full-time education is not in the child's best interest for reasons relating to their physical or mental health, the local authority must arrange part-time education on whatever basis it considers to be in the child's best interests.

In cases where the local authority makes the arrangements, our academy will: -

- Provide to the local authority, at agreed intervals, the full name and address of any pupils of compulsory school age who are not attending the academy regularly due to their health needs.
- Work constructively with the local authority, providers, relevant agencies and parents/carers to ensure the best outcomes for the child.
- Collaborate with the local authority to ensure continuity of provision and consistency of curriculum, including making information available about the curriculum.
- Along with the local authority, regularly review the provision offered to ensure it continues to be appropriate for the child and that it is providing suitable education.
- Share information with the local authority and relevant health services as required.
- When a child has complex or long-term health issues, work with the local authority, parents/carers and the relevant health services to decide how best to meet the child's needs (e.g. through individual support, arranging alternative provision or by them remaining at the academy, being supported at home and back into the academy after each absence).
- Where possible, allow the child to take examinations at the same time as their peers, and work with the local authority to support this.
- Help make sure that the child can be reintegrated back into the academy successfully.
- When reintegration is anticipated, work with the local authority to: -
 - Plan for consistent provision during and after the period of education outside the academy, allowing the child to access the same curriculum and materials that they would have used in the academy as far as possible, including through digital resources.
 - Enable the child to stay in touch with school life (e.g. through newsletters, emails, digital learning platforms, social media platforms, invitations to academy events or internet links to lessons from their academy), and, where appropriate, through educational visits.
 - Create individually tailored reintegration plans for each child returning to the academy, which includes extra support to fill any gaps arising from the absence.
 - Consider whether any reasonable adjustments need to be made.

4. Monitoring arrangements

This policy will be reviewed annually by the Chief Executive Officer. At every review, it will be approved by the Board of Directors.

5. Links to other policies

This policy links to the following policies: -

- Accessibility plan
- Equalities
- Safeguarding