

**The Hills Academy**

# **Supporting Children at School with Long Term Medical Needs**

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*Status: statutory*

*Date reviewed: December 2023*

*Scheduled Review Date: December 2026*

*Subject/Area Lead: Ms C Starr*

*Link Governor:*



# **POLICY**

Headteacher: Mrs. Moya Whitehead

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## **1. Purpose**

The Hills Academy is an inclusive community and we welcome and support pupils with medical conditions. It is our purpose to provide equal opportunities to all pupils with a medical condition.

At The Hills Academy, we ensure that all staff understand their duty of care to children and young people and feel confident in knowing what to do in the event of an emergency. Staff at The Hills Academy understand that certain medical conditions are debilitating and potentially life threatening, particularly if poorly managed or misunderstood. We understand the importance of medication and care being taken as directed by healthcare professionals and parents. Staff understand the medical conditions that affect pupils at the Hills Academy and, when needed, receive training on managing and the impact medical conditions can have on pupils.

The Children and Families Act 2014 places a duty on governing bodies of maintained schools, proprietors of academies and management committees of PRUs (Pupil referral Unit) to make arrangements for supporting pupils at their school with medical conditions. It is the responsibility of The Headteacher and Governors is to ensure that all students with medical conditions are properly supported to receive full access to a rounded education, including physical education, after school clubs and educational visits. The UK Parliament defines a long-term medical need as "a condition that cannot, at present, be cured but is controlled by medication and/or other treatment/therapies".

This policy aims to ensure that pupils, staff and parents understand how The Hills Academy will support pupils with medical conditions and that pupils with medical conditions are properly supported to allow them to access a full and enriched education, including school trips and sporting activities

## **2. Practice**

The Governors and Headteacher of the School are committed to ensuring a safe and healthy environment and for providing safe equipment and procedures for all staff, pupils and visitors involved in school activities.

### **The Headteacher**

The Headteacher is responsible for ensuring that all staff are aware of their responsibilities, have read this policy and understand their role with the children under their care. It is also their responsibility to ensure that there are sufficient staff competently trained to deliver the care of a child with an IHP (Individual Healthcare Plan) including in

emergency situations. The Headteacher will make sure that training and information is available to staff as needed making sure sufficient staff are suitably trained to care for the pupils in their care.

### **Governors**

The Governing Body are responsible for ensuring that this policy is implemented. They will ensure that all pupils with lifelong medical conditions are supported to enable them to receive a rounded education with access to all lessons and educational visits.

### **School Staff**

All members of school staff should know what to do, or who to go to, to respond accordingly when a child with medical needs requires support. Staff must familiarise themselves with children that have medical needs of which they work with by reading the information in the child's private TEAM's channel and, if extra information is required, a meeting to include parents, medical professional and first aiders responsible for that child.

Training will be provided in connection with specific needs (where appropriate) and how to respond in an emergency situation.

Care plans are uploaded to arbor and to the child's channel in First Aid TEAMS by J Arnold/C Starr. Staff should familiarise themselves to these prior to working with the child

### **Parent/Carers**

Parents have the prime responsibility for their child's health and should provide the school with information about their child's medical condition and updates as they occur. 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

### **0-19 Team and Health Care Professionals**

The 0-19 Team (allocated school nurses) will notify the school 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 the 0-19 Team and notify them of any pupils identified as having a medical condition. They may also provide advice on developing IHPs.

### **Training and Support**

In order to support children with medical needs, training will be identified and obtained for the relevant staff. This training will be sufficient to ensure staff are competent and confident in their role. Training will be refreshed as often as required by the training centre. Staff will not give prescription medicines or undertake healthcare procedures without the appropriate training. A First Aider title does not constitute appropriate training in the support of children with medical conditions. Training will be undertaken which is appropriate to the medical needs of the students at The Hills Academy as needed.

### **Equal Opportunities**

At The Hills Academy we are passionate in our belief that pupils with medical conditions should be supported to enable them to participate in school trips and visits, or in sporting activities. The school will consider the reasonable adjustments needed to enable all pupils to participate fully and safely on school 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 may be consulted.

## **3. Procedures**

### **Notification of Medical Needs**

Upon admission to The Hills Academy, information regarding medical needs will be requested. A meeting will then be held, where possible, before the child begins at the school, to include parents and, where possible, health professionals to ensure transition is smooth.

When the school 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 school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the term for pupils who are new to the school.

### **Individual healthcare plans (IHPs)**

The headteacher, with medical professionals and parent/carers, has overall responsibility for the development of IHPs for pupils with medical conditions. At The Hills Academy this has been delegated to a named member of staff responsible for managing the schools responsibility for meeting the medical needs of pupils: C Starr, supported by the SENDCo. Plans will be reviewed at least annually, or earlier if the pupil's

needs have changed. Staff that care for the pupil should be included in meetings with parents and medical professionals.

Plans will be developed by the medical professional, parents and the relevant staff for the pupil with the pupil's best interests in mind and will set out:

- What needs to be done
- When
- By whom

It is understood that not all pupils with a medical condition will require an IHP. Based on evidence it will be agreed with a healthcare professional and the parents when an IHP would be inappropriate or disproportionate. If an agreement cannot be made, the headteacher will make the final decision. Plans will be drawn up in partnership with the school, parents and a relevant healthcare professional, such as the 0-19 Team, specialist or paediatrician, who are best qualified to advise on the child's needs, the pupil will also be involved wherever appropriate. IHPs may be linked to, or become part of, any Education, Health and Care (EHC) Plan. If a pupil has 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 governing board, the Headteacher, the named member of staff responsible for managing the schools responsibility for meeting the medical needs of pupils and the SENDCo 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
- Times, facilities needed and placement, equipment, testing and 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, 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 school needs to be aware of the pupil's condition and the support required
- Arrangements for written permission from parents and the headteacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours
- Separate arrangements, risk assessments or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the pupil can participate
- Where confidentiality issues are raised by the parent/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

Parent/carers to be asked and expected to keep the school up to date with any changes to their child's condition.

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.

### **Managing Medication**

Prescription and non-prescription medicines will only be administered at school when it would be detrimental to the pupil's health or school attendance not to do so and where we have parents' written consent. Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor. When giving a pupil any medication they will first check maximum dosages and when the previous dosage was taken.2 adults should check the dosage. Parents will always be informed.

The school 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 school 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 to arrange for safe disposal when no longer required.

Essential medication, such as insulin, to be kept in a bag and to be taken out with the pupil in the case of a fire drill or other evacuation procedure. 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 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/should be considered, if necessary.

#### **4. Provision**

- Medication that needs refrigeration to be placed in the fridge in the PPA room or staff room
- Named persons (C Starr/J Arnold) to ensure Care Plans are checked and updated, if needed, annually and placed in the child's channel on TEAM's
- Other designated staff may be trained as a supportive measure and be confident to deputise in the absence of the principle carer.
- Information for employees, detailing first-aid arrangements, the location of equipment, facilities and first aiders is available to staff, students, parents/carers
- Individual Risk assessment for activities and events are to be in place prior to these taking place. These will be produced by the class teacher/trip leader with assistance from parents/medical professional If further assistance is required
- Medical provision is available during the working day, while on school premises, and on off-site visits where a risk assessment has indicated this might be necessary (eg, trips and sports activities)

#### **5. Children with health needs who cannot attend school due to medical reasons**

'The Government's policy intention is that all children, regardless of circumstance or setting should receive a good education to enable them to shape their own futures. Therefore, alternative provision and the framework surrounding it should offer good quality education on par with that of mainstream schooling, along with the support pupils need to overcome barriers to attainment. This support should meet a pupil's individual needs, including social and emotional needs, and enable them to thrive and prosper in the education system. This is statutory guidance from the Department for Education. Local authorities (LAs) must have regard to it when carrying out their duty to arrange suitable full-time education (or parttime when appropriate for the child's needs) for children who are unable to attend a mainstream or special school because of their health. This duty applies to all children and young people who would normally attend mainstream schools, including Academies, Free Schools, independent schools and special schools, or where a child is not on the roll of a school. It applies equally whether a child cannot attend school at all or can only attend intermittently. LAs are responsible for arranging suitable full-time education for permanently excluded pupils, and for other children who – because of illness or other reasons – would not receive suitable education without such provision. This means that where a child cannot attend school because of health problems, and would not otherwise receive a suitable full-time education, the LA is responsible for arranging provision and must have regard to this guidance. There will be a wide range of circumstances where a child has a health need but will receive suitable education that meets their needs without the intervention of the LA – for example, where the child can still attend school with some support; where the school has made arrangements to deliver suitable education outside of school for the child; or where arrangements have been made for the child to be educated in a hospital by an on-site hospital school. We would not expect the LA to become involved in such arrangements unless it had reason to think that the education being provided to the child was not suitable or, while otherwise suitable, was not full-time or for the number of hours the child could benefit from without adversely affecting their health. This might be the case where, for example, the child can attend school but only intermittently.' (*Ensuring a good education for children who cannot attend school because of health needs, January 2013*)

If a child is too ill to attend school, where possible, it will be established

how long the child will be missing from education and how best the school will support in the short term (for example providing work or online attendance). When it is apparent the child will be missing for 15 school days the school will make a referral to the Medical Needs Team. If the absence is long term and the pattern of health and absence unpredictable support will be discussed and agreed with the school, medical professionals and family.

When the needs of the pupil have been established there will be a meeting including the Headteacher, SENDCoo, Local Authority Send Team and parent/carer to establish how to support the child who cannot attend school due to medical reasons. This 'alternative provision and the framework surrounding it should offer good quality education on par with that of mainstream schooling, along with the support pupils need to overcome barriers to attainment.

This support should meet a pupil's individual needs, including social and emotional needs, and enable them to thrive and prosper in the education system.' (Ensuring a good education for children who cannot attend school because of health needs 2013).

## **6. Unacceptable practice**

School 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 school activities, including lunch, unless this is specified in their IHPs
- If the pupil becomes ill, send them to the school office or 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 school to administer medication or provide medical support to their pupil, including with toileting issues.
- No parent should have to give up working because the school 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
- Administer, or ask pupils to administer, medicine in school toilets

## **7. Record keeping**

The governing board will ensure that written records are kept of all medicine administered to pupils for as long as these pupils are at the school. Parents will be informed if their pupil has been unwell at school.

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

## **8. Liability and indemnity**

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

The details of the school's insurance policy are:

We are a member of the Department for Education's risk protection arrangement (RPA).

## **9. Complaints**

Parents with a complaint about their child's medical condition should discuss these directly with the Headteacher in the first instance. If parent/carers do not feel a satisfactory resolution has been made they will be directed to the school's complaints procedure.

## **10. Policy links**

The Hills Academy First Aid Policy

## **11. Amendments**

Amendment Details	Made By	Date
Major Rewrite	C Starr	Dec 2023

## 12. Consultation

Supporting pupils at school with medical conditions December 2015

<https://publications.parliament.uk/pa/cm201415/cmselect/cmhealth/401/40106.htm>

The Children and Families Act 2014 -

<https://www.legislation.gov.uk/ukpga/2014/6/contents/enacted>

Ensuring a good education for children who cannot attend school because of health needs -

[https://assets.publishing.service.gov.uk/media/5fcf58458fa8f54d59e8b6ed/health\\_needs\\_guidance\\_accessible.pdf](https://assets.publishing.service.gov.uk/media/5fcf58458fa8f54d59e8b6ed/health_needs_guidance_accessible.pdf)

Health and Safety (First Aid) Regulations 1981

<https://www.legislation.gov.uk/uksi/1981/917/regulation/3/made>

<https://www.legislation.gov.uk/uksi/2001/3998/schedule/1/made>

## Appendix 1 Upon notification of a child with a medical condition

