



# **East Midlands Academy Trust**

## **Supporting Pupils with Medical Conditions & Administering Medication Policy**

**'Every child deserves to be the best they can be'**

Scope: East Midlands Academy Trust & Academies within the Trust	
<b>Version: V5</b>	<b>Filename:</b> EMAT Supporting Pupils with Medical Conditions & Administering Medication Policy
<b>Approval: July 2024</b>	<b>Next Review: July 2025</b> <i>This Policy will be reviewed by the Trust Board annually</i>
<b>Owner:</b> East Midlands Academy Trust Board of Trustees	<b>Union Status:</b> Not Applicable

Policy type:	
Statutory	Replaces Academy's current policy

### Revision History

RevisionDate	Revisor	Description of Revision
July 2024 V5	R Ryan	Small changes to ensure consistency of wording etc.
October 2023 v4		Updated to incorporate administering of medication and to allow for individual school context.
June 2022 – V3	M Juan	Policy review – No Changes
July 2021 v2	M Juan	Policy review – No Changes
July 2020 – v1	M Juan	New EMAT Supporting Pupils with Medical Conditions policy issued to all schools

## **EMAT Supporting Pupils with Medical Conditions Policy & Administering of Medication**

### **1. Introduction**

Within our EMAT schools/academies we aim to work with families and medical professionals to support pupils who may have a continuing or short term medical need.

- The Children and Families Act 2014 places a duty on governing bodies of schools/academies to make arrangements to support pupils with medical conditions.
- Where pupils have a disability, the requirements of the Equality Act 2010 will also apply. Where pupils have an identified special need, the SEND Code of Practice will also apply.
- All pupils have a right to access the full curriculum, adapted to their medical needs and to receive the on-going support, medicines or care that they require at school to help them manage their condition and keep them well.
- We recognise that medical conditions may impact social and emotional development as well as having educational implications.
- Our academies will build relationships with health and social care professionals, pupils, parents/carers and other agencies and fully consider their advice and views in order to understand and effectively support pupils with medical conditions.
- We promote an inclusive community that welcomes and supports pupils with medical conditions.
- We provide the same opportunities for all pupils, regardless of whether they have a medical condition.
- Where possible, we will support the reintegration of children with medical conditions to ensure they fully engage with learning and do not fall behind when they are unable to attend. Short-term and frequent absences will also be effectively managed and appropriate support put in place to limit the impact on the pupil's educational attainment and emotional and general wellbeing. Pupils will not be penalised for their attendance if their absences relate to their medical condition.

## 2. Scope

The aim of this policy is to ensure that all pupils with medical conditions, in terms of both physical and mental health, are properly supported in our academies so that they can play a full and active role in academy life, remain healthy and achieve their academic potential. It also aims to ensure that parents/carers feel confident that the academy will provide effective support for their child's medical condition and that pupils feel safe.

This policy covers all pupils with an identified medical condition which could have an impact on their ability to access education. A condition does not have to have been formally diagnosed for our academies = to put support measures in place. The policy does not cover short-term childhood illnesses, such as sickness bugs, chest infections or coughs and colds, unless these are related to long term underlying conditions.

## 3. Roles and Responsibilities

Supporting a child with a medical condition during academy hours is not the sole responsibility of one person. Partnership working between staff, healthcare professionals (and, where appropriate, social care professionals), local authorities, parents/carers and pupils will be critical. In meeting the duty to make arrangements to support pupils with medical conditions, functions can be conferred on a governor, principal, committee or other member of staff as appropriate – the Named Person; however the governing body remains legally responsible and accountable for fulfilling its statutory duty.

- i. The Named Person responsible for children with medical conditions is Ellen Williams, Head of School [ellen.williams@shepherdswell.emat.uk](mailto:ellen.williams@shepherdswell.emat.uk)**

This person is responsible for:

- Informing relevant staff of medical conditions.
- Arranging training for identified staff.
- Ensuring that staff are aware of the need to communicate necessary information about medical conditions to supply staff and where appropriate, taking the lead in communicating this information.
- Assisting with risk assessment for academy visits and other activities outside the normal timetable.
- Developing, monitoring and reviewing Individual Healthcare Plans (IHPs).
- Working together with parents/carers, pupils, healthcare professionals and other agencies.
- Maintaining effective communication with parents/carers including informing them if their child has been unwell at the academy.

**ii. The Local Advisory Board is responsible for:**

- Ensuring that arrangements are in place to support pupils with medical conditions. In doing so, it should ensure that such children can access and enjoy the same opportunities at the academy as any other child.
- Ensuring that a policy for supporting pupils with medical conditions is developed and implemented.
- Ensuring that staff are properly trained and have the appropriate information and materials to provide support that pupils need.
- Focusing on the needs of each individual child and how their medical condition impacts on their life within the academy.

**iii. The Headteacher is responsible for:**

- Ensuring that the academy's policy is developed and effectively implemented with partners.
- Overseeing the management and provision of support for pupils with medical conditions.
- Ensuring that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation.
- Ensuring that all relevant staff are aware of a child's condition.
- Ensuring that sufficient trained numbers of staff are available to implement the policy and deliver individual healthcare plans (IHP), including to cover absence and staff turnover.

**iv. Ensuring that academy staff are appropriately insured and are aware that they are insured. Staff are responsible for:**

- Providing support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so.
- Being aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency.
- The day to day management of the medical conditions of children they work with, in line with training received and as set out in IHPs.
- Ensuring pupils who have been unwell catch up on missed school work and are given extra help when necessary.
- Working with the named person, ensure that risk assessments are carried out for academy visits and other activities outside the normal timetable.
- Being aware of the potential social problems that pupils with medical conditions may experience and use this knowledge to help prevent and deal with any problems. Using opportunities such as PSHE and science lessons can raise awareness of medical conditions to help promote a positive environment.

**v. Parents/carers are responsible for:**

- Developing and reviewing their child's IHP and carrying out the agreed actions.
- Providing the academy with sufficient and up-to-date information about their child's medical needs.
- Ensuring contact lists are kept up-to-date.

**vi. Pupils are responsible for:**

- Providing information about how their medical condition affects them.
- Ensuring they are fully involved in discussions about their medical needs and contributing as much as possible to the development of, and compliance with, their individual healthcare plan.

**4. Procedure when notification is received that a pupil has a medical condition**

- The named person will liaise with relevant individuals, including as appropriate parents/carers, the individual pupil, health professionals and other agencies to decide on the support to be provided to the pupil.
- Where appropriate, an IHP will be drawn up.
- Appendix 1 outlines the process for developing IHPs.

## 5. Individual Healthcare Plans (IHPs)

- An IHP will be written for pupils with a complex, long term medical condition. The IHP may be initiated, in consultation with parents/carers, by the academy or a healthcare professional involved in providing care to the pupil. Where agreement cannot be reached on the need for an IHP the Principal will take a final view. Where appropriate the pupil will be involved in compiling the plan.
- The IHP will clarify what needs to be done, when and by whom and include information about the pupil's condition, special requirements, medicines required, what constitutes an emergency and action to take in the case of an emergency (see Appendix 2 for an example IHP).
- Where a pupil has SEN but does not have a statement or Education, Health and Care (EHC) plan, their special educational needs will be mentioned in their IHP.
- IHPs will be reviewed annually, or earlier if evidence is provided that a pupil's needs have changed.
- IHPs should also include information on the impact any health condition may have on a pupil's learning, behaviour or classroom performance.
- IHPs will accompany a pupil should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing the IHP within emergency care settings.
- The academy will maintain a centralised register of IHPs, and the named person has the responsibility for this register. Pupil confidentiality will be maintained and permission from parents/carers will be sought before sharing any medical information with any other party.

## 6. Administering Medicines

- The Academy understands the importance of medication being taken and care received as detailed in the pupil's IHP and will ensure that there are more than one member of staff who have been trained to administer the medication and meet the care needs of an individual child. The academy will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit, including overnight stays.
- Written consent from parents/carers must be received before administering any medicine to a pupil at the academy (*see Appendix 3 for template*).
- Medicines will only be accepted for administration if they are:
  - Prescribed.
  - In-date.

- Labelled.
  - Provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage.
  - The exception to this is insulin which must be in date but will generally be available inside an insulin pen or pump, rather than in its original container.
- Medicines should be stored safely. Pupils should know where their medicines are at all times.
  - Written records will be kept of all medicines administered to pupils (Appendix 4).
  - Pupils who are competent to manage their own health needs and medicines, after discussion with parents/carers, will be allowed to carry their own medicines and relevant devices or will be allowed to access their medicines for self-medication. Where it is not appropriate for the pupil to self-manage, they will be assisted.
  - If a pupil misuses their medication, or anyone else's, their parent/carer is informed as soon as possible and the academy's behaviour procedures may be followed.
  - Administering medicines is not part of a teacher's professional duties however they should take into account the needs of pupils with medical conditions that they teach.

## 7. Training

- Academy staff will receive appropriate training and support in carrying out their role to support pupils with a medical condition. Training needs will be identified during the development or review of individual healthcare plans.
- The relevant healthcare professional will lead on identifying and agreeing with the academy, the type and level of training required, and how this can be obtained.
- The academy will ensure that training is sufficient to ensure that staff are competent and confident in their ability to support pupils with medical conditions, and to fulfil the requirements as set out in IHPs.
- Staff will not give prescription medicines or undertake healthcare procedures without appropriate training. A first aid certificate does not constitute appropriate training in supporting pupils with medical conditions. A record of specialised staff training will be kept (Appendix 5); general staff training will be recorded.



- Training will be refreshed at least once a year.
- All staff understand and are trained in the academy's general emergency procedures.

## 8. Action in Emergencies

A copy of this information will be displayed in the academy office

- Request an ambulance – dial 999 and be ready with the information below. Speak slowly and clearly and be ready to repeat information if asked.
  - The academy's telephone number **01908 735865**
  - Your name
  - Your location: **Shepherdswell Academy  
Billingwell Place  
Springfield  
Milton Keynes  
MK6 3NP**
  - Provide the exact location of the patient within the academy
  - Provide the name of the pupil and a brief description of their symptoms
  - Inform ambulance control of the best entrance to use: **Main entrance to school car park** and state that the crew will be met and taken to the patient
  - Ask office staff to contact premises manager to open relevant gates for entry.
- Contact the parents/carers to inform them of the situation.
- A member of staff should stay with the pupil until the parent/carer arrives. If a parent/carer does not arrive before the pupil is transported to hospital, a member of staff should accompany the pupil in the ambulance.
- Reference should be made to a pupil's IHP, which will clearly define what constitutes an emergency and explain what to do.

## 9. Activities Beyond the Usual Curriculum

- Reasonable adjustments will be made to enable pupils with medical needs to participate fully and safely in day trips, residential visits, sporting activities and other activities beyond the usual curriculum.
- When carrying out risk assessments, parents/carers, pupils and healthcare professionals will be consulted where appropriate.
- The academy will ensure that pupils have the appropriate medication/equipment/food with them during physical activities, residential visits, day trips and other activities beyond the usual curriculum.

## 10. Unacceptable Practice

The following items are not generally acceptable practice with regard to pupils with medical conditions, although the academy will use discretion to respond to each individual case in the most appropriate manner:

- Preventing pupils from easily accessing their inhalers and medication and administering their medication when and where necessary.
- Assuming that every pupil with the same condition requires the same treatment.
- Ignore the views of the pupil or their parents/carers, or ignore medical evidence or opinion, (although this may be challenged).
- Sending pupils with medical conditions home frequently or prevent them from staying for normal academy activities, including lunch, unless this is specified in their IHPs.
- If the pupil becomes ill, sending them to the academy office or medical room unaccompanied or with someone unsuitable.
- Penalising pupils for their attendance record if their absences are related to their medical condition e.g. hospital appointments.
- Preventing pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively.
- Requiring parents/carers, or otherwise making them feel obliged, to attend the academy to administer medication or provide medical support to their child, 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.
- Preventing pupils from participating, or create unnecessary barriers to pupils participating in any aspect of academy life, including academy trips, e.g. by requiring parents/carers to accompany the pupil.

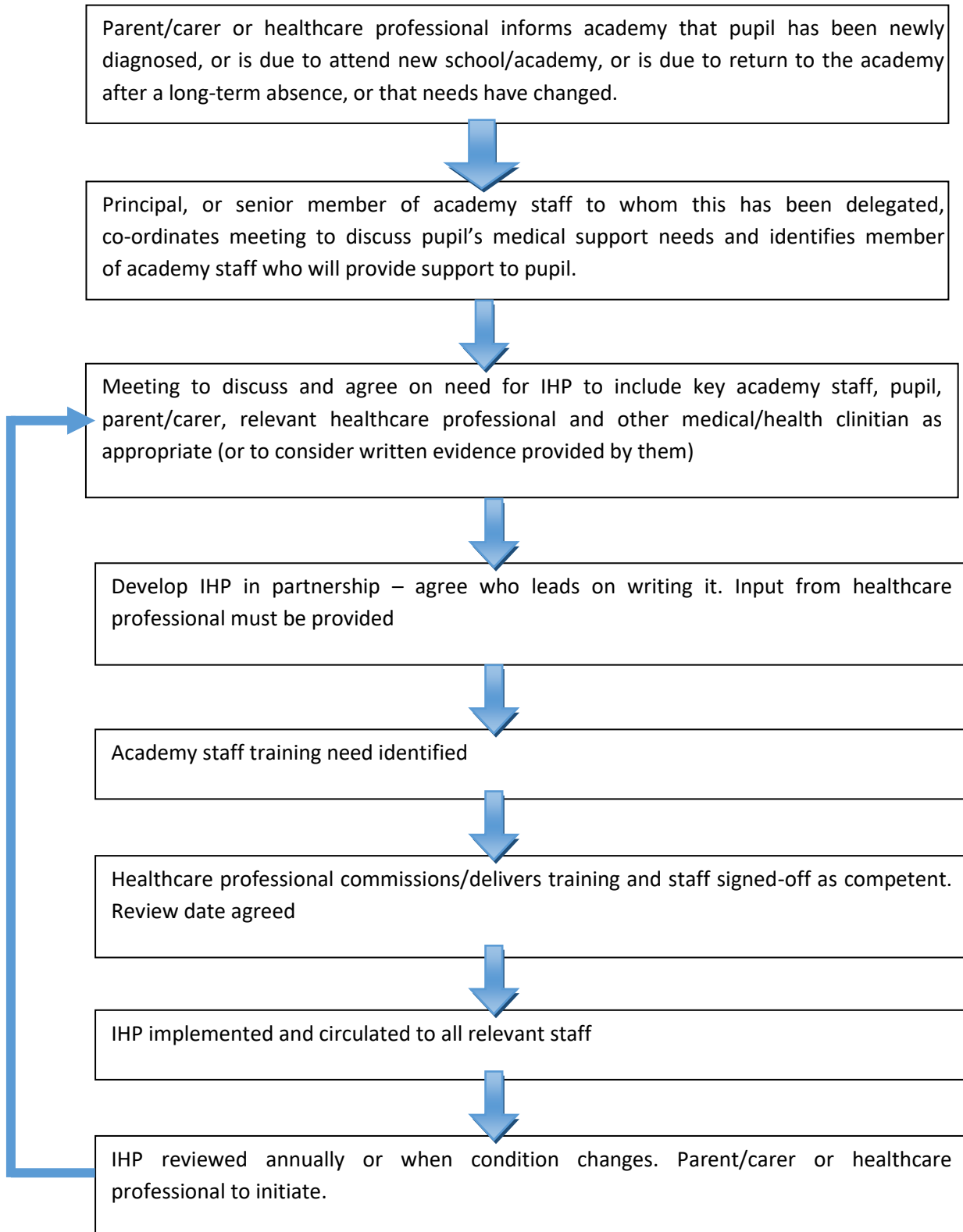
## **11. Complaints**

- An individual wishing to make a complaint regarding the academy's actions in supporting a pupil with medical conditions should discuss this with the academy in the first instance.
- If the issue is not resolved, then a formal complaint may be made, following the complaints procedure as set out in East Midlands Academy Trust's Complaints Policy.

## **12. Equality Impact Statement**

East Midlands Academy Trust will do all it can to ensure that this policy does not discriminate, directly or indirectly. We shall do this through regular monitoring and evaluation of our policies. On review we shall assess and consult relevant stakeholders on the likely impact of our policies on the promotion of all aspects of equality, as laid down in the Equality Act (2010). This will include, but not necessarily be limited to: race; gender; sexual orientation; disability; ethnicity; religion; cultural beliefs and pregnancy/maternity. We will use an appropriate Equality Impact Assessment to monitor the impact of all our policies and the policy may be amended as a result of this assessment.

## APPENDIX 1 – PROCESS FOR DEVELOPING INDIVIDUAL HEALTHCARE PLANS



APPENDIX 2 – EXAMPLE INDIVIDUAL HEALTHCARE PLAN

General information			
Academy name			
Pupil's name			
Date of birth		Group/class/form	
Pupil's address			
Medical diagnosis or condition			
Date		Review date	

Family contact information			
1. Name			
Relationship to pupil			
Phone numbers	Work	Mobile	Home
2. Name			
Relationship to pupil			
Phone numbers	Work	Mobile	Home

Clinic/hospital contact information	
Name	
Phone number	

G.P. contact information	
Name	
Phone number	
Named person within the academy contact information	
Name	
Phone number	

Medical needs	
Signs and symptoms	
Triggers	
Treatments	
Facilities	
Equipment or devices	
Environmental issues	

Medication		
Name		
Dose		
Method of administration		
When to be taken		
Side effects		
Who administers		
Supervision required	YES/NO	Details
Written consent obtained from parents/carers to administer medication and carry out procedures?	YES/NO	

Daily care requirements		
Specific support details		
Level of medical support needed		
Dietary requirements		
Staff who provide support	List staff here	Training
Who needs to be aware of this information	List staff here	Why?
Arrangements for school visits/trips etc.		
Other information		

<b>Emergency procedures</b>	
<b>Who to contact in an emergency (including phone numbers)</b>	

<b>Plan details</b>	
<b>Plan developed with</b>	
<b>Staff training needed/ undertaken (who, what, when)</b>	
<b>Form copied to</b>	



APPENDIX 3 – MEDICATION CONSENT FORM

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

General information			
Academy name			
Pupil's name			
Date of birth			Group/class/form
Pupil's address			
Medical diagnosis or condition			
Date		Review date	

Medicine (must be in the original container as dispensed by the pharmacy)	
Name/type of medication	
Expiry date	
Dosage and method	
Timing	
Special precautions/ other instructions	
Side effects to be aware of	
Special instructions	
Can pupil self-administer medication?	YES/NO
Emergency procedures	
Contact information	

<b>Name</b>			
<b>Relationship to pupil</b>			
<b>Phone numbers</b>	<b>Work</b>	<b>Mobile</b>	<b>Home</b>
<b>Address</b>			
<b>I understand I must deliver the medicine personally to</b>		<b>(insert details of agreed member of staff)</b>	

<b>Declaration</b>	
<p>The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to academy staff to administer medicine in accordance with the academy policy and the dispensing label instructions. 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.</p>	
<p><b>Name (please print)</b> _____ <b>Date</b> _____</p>	
<p><b>Signed</b> _____</p>	

APPENDIX 4 – RECORD OF MEDICATION ADMINISTERED TO AN INDIVIDUAL PUPIL

General information			
Academy name			
Pupil's name			
Date of birth			Group/class/form
Date medicine provided by parent/carer			
Name and strength of medicine			
Quantity received			
Expiry date			
Quantity returned			
Dose and frequency of medicine			
Staff signature		Signature of parent/carer	

(Repeat section below as many times as necessary)

Date			
Time given			
Dose given			
Name of staff member			
Staff initials			

APPENDIX 5: STAFF TRAINING RECORD – SPECIALISED TRAINING

<b>Academy name</b>	
<b>Name of staff member</b>	
<b>Date training completed</b>	
<b>Type of training received</b>	
<b>Training provided by</b>	
<b>Profession and title</b>	

I confirm that \_\_\_\_\_ (insert staff member's name) has received the training detailed above and is competent to carry out the necessary treatment/to administer medication.

I recommend that this training is updated \_\_\_\_\_

Trainer signature \_\_\_\_\_

Date \_\_\_\_\_

I confirm that I have received the training detailed above:

Staff signature \_\_\_\_\_

Date \_\_\_\_\_

Suggested review date \_\_\_\_\_