

# Supporting Students with Medical Conditions Policy 2020

The Midland Academies Trust

Business and Quality Assurance Manager



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# Supporting Students with Medical Conditions Policy 2020

## 1. Introduction

- 1.1 On 1 September 2014 a new duty came into force for governing bodies of schools and academies, to make arrangements to support students with medical conditions. This Policy outlines The Midland Academies Trust's legal responsibilities and sets out the arrangements by which the Trust's Board of Directors will meet these responsibilities, based on good practice.
- 1.2 The aim of this Policy is to ensure that all students with medical conditions, in terms of both physical and mental health, are properly supported in the Trust's schools and academies so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

## 2. Definitions

- 2.1 'The Trust' means The Midland Academies Trust;
- 2.2 "The Board" means the Midland Academies Trust Board of Directors which is responsible for the conduct of the Trust's schools and academies.

## 3. Related Policies and Documents

- 3.1 Supporting Students with Medical Conditions Procedures
- 3.2 Safeguarding and Child Protection Policy and associated procedures
- 3.3 SEN Policy and associated procedures
- 3.4 Health and Safety Policy and associated procedures
- 3.5 Equality and Diversity Policy
- 3.6 Complaints Policy
- 3.7 First Aid procedures
- 3.8 Supporting Pupil at School with Medical Conditions - statutory guidance for governing bodies of maintained schools and proprietors of academies in England.
- 3.9 Other policies, procedures and documents may be identified from time to time as circumstances change and may be added to this list.

## 4. Rationale and Objectives

- 4.1 The Board must ensure that arrangements are in place in the Trust's schools and academies to support students at school with medical conditions.
- 4.2 The Board should ensure that school leaders consult health and social care professionals and students and parents / carers to ensure that the needs of children with medical conditions are properly understood and effectively supported.
- 4.3 The Board must ensure that all Trust schools and academies, develop a procedure in line with this Policy and Department for Education (DfE) guidance, which supports students with medical conditions. The procedure should be reviewed annually and be readily accessible to parents / carers and school staff.

- 4.4 The Board, in implementing this Policy has taken into account that many of the medical conditions that require support at school will affect quality of life and may be life-threatening. Trust schools and academies must therefore focus on the needs of each individual child and how their medical condition impacts on their school life. Students with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.
- 4.5 The arrangements in the Trust's academies must give parents / carers and students confidence in the ability of those academies to provide effective support for medical conditions in the academy. The arrangements should show an understanding of how medical conditions impact on a child's ability to learn, as well as increase confidence and promote self-care. They should ensure that staff are properly trained to provide the support that students need.
- 4.6 Should parents / carers or students be dissatisfied with the support provided they should discuss their concerns directly with the academy. If for whatever reason this does not resolve the issue, they may make a formal complaint via the Trust's Complaints Policy.

## **5. Core Principles**

- 5.1 Academy procedures shall:
- i. indicate that the Principal is responsible for ensuring that sufficient staff are suitably trained;
  - ii. give the commitment that all relevant staff will be made aware of a student's condition;
  - iii. set out the arrangements in case of staff absence or staff turnover to ensure someone is always available;
  - iv. highlight the need for relevant briefings to be given to supply teachers;
  - v. highlight the need to the undertake risk assessments for school visits, holidays, and other school activities outside the normal timetable;
  - vi. require the monitoring of individual healthcare plans.
- 5.2 Academy procedures must:
- i. set out the procedures to be followed whenever an academy is notified that a student has a medical condition;
  - ii. include the role of individual healthcare plans, and who is responsible for their development, in supporting students at school with medical conditions.
- 5.3 Healthcare plans must be reviewed at least annually, or earlier if evidence is presented that the child's needs have changed. They should be developed with the child's best interests in mind and ensure that an academy assesses and manages risks to the child's education, health and social wellbeing, and minimises disruption.
- 5.4 The following information should be recorded on individual healthcare plans:
- i. the medical condition, its triggers, signs, symptoms and treatments;
  - ii. a student'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;
  - iii. specific support for the students' 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;
  - iv. the level of support needed (some children will be able to take responsibility for their own health needs) including in emergencies. If a student is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring;

- v. who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional; and cover arrangements for when they are unavailable;
- vi. who in an academy needs to be aware of the student's condition and the support required;
- vii. arrangements for written permission from parents / carers and the Principal for medication to be administered by a member of staff, or self-administered by the student during school hours;
- viii. separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate, e.g. risk assessments;
- ix. where confidentiality issues are raised by the parent / carer / student, the designated individuals to be entrusted with information about the student's condition; and
- x. what to do in an emergency, including whom to contact, and contingency arrangements.

Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan.

#### 5.5 Academy procedures must clearly

- i. identify the roles and responsibilities of all those involved in the arrangements they make to support students at school with medical conditions;
- ii. set out how staff will be supported to carrying out their role to support students with medical conditions, and how this will be reviewed.

This should specify how training needs are assessed, and how and by whom training will be commissioned and provided.

- iii. clearly state that any member of academy staff providing support to a student with medical need, will have received suitable training.

#### 5.6 Academy procedures will:

- i. set out arrangements for students who are competent to manage their own health needs and medicines;
- ii. include a statement as to the procedures to be followed for managing medicines and that complete and appropriate written records are securely kept, of all medicines administered to students;
- iii. set out what should happen in an emergency situation;
- iv. ensure that the arrangements described are clear and unambiguous about the need to support actively students with medical conditions to participate in educational visits, or in sporting activities, and not prevent them from doing so;
- v. be explicit about what constitutes unacceptable practice;
- vi. set out how complaints concerning the support provided to students with medical conditions may be made and will be handled in line with this Policy

#### 5.7 The Board should ensure that the appropriate level of insurance is in place for the Trust and its schools and academies.

## 6. Equality Analysis

#### 6.1 By virtue of the provisions of the Equality Act 2010, the Trust has a duty to have due regard to the need to:

- i. eliminate unlawful discrimination, harassment and victimisation and other prohibited conduct;
- ii. advance equality of opportunity between people of different groups;
- iii. foster good relations between people from different groups.

- 6.2 In implementing this Policy and associated procedures, the Trust will actively take these aims into account as part of its decision making process and will demonstrate how this has been undertaken.
- 6.3 Where necessary a full equality impact assessment will be undertaken.

## **7. Implementation, Monitoring, Review and Evaluation**

- 7.1 Academy procedures will set out how the arrangements for supporting students with medical conditions will be implemented effectively.
- 7.2 The Trust's Chief Executive and Principals have responsibility for ensuring appropriate procedures are in place and are implemented, monitored and reviewed and any concerns and resulting action taken are reported to the Board.
- 7.3 This Policy will be reviewed every three years and updated, as applicable, to ensure that it remains appropriate in the light of any relevant changes to the law, Department for Education guidance or contractual obligations.
- 7.4 Academy procedures will be reviewed annually.