Djanogly Learning Trust
Supporting Pupils With Medical Conditions 2023-26

Introduction

The Governing Body must ensure that arrangements are in place to support children with medical conditions. In doing so they should ensure that such children can access and enjoy the same opportunities at the academy as any other child.

In making their arrangements the Governing Body will take in to account that many of the medical conditions that require support at the academy could affect quality of life and may be life threatening. Some will be more obvious than others. The Governing Body should therefore ensure that the academy focus is on the needs of each individual child and how their medical condition impacts on their academy life. Governors will also take account of the impact of individual medical conditions on the academy community and ensure that senior leaders assess individual risk, particularly where a condition may be infectious, drawing on professional advice and guidance where needed.

Aims

- To support pupils with medical conditions, so that they have full access to education, including physical education and educational visits
- To ensure that academy staff involved in the care of children with medical needs are fully informed and adequately trained by a professional in order to administer support or prescribed medication
- To comply fully with the current Equality Act for pupils who may have disabilities or special educational needs.
- To write, in association with healthcare professionals as appropriate, Individual Healthcare Plans where necessary
- To respond sensitively, discreetly and quickly to situations where a child with a medical condition requires support
- To keep, monitor and review appropriate records, in line with GDPR legislation

Unacceptable Practice

While academy staff will use their professional discretion in supporting individual pupils, it is unacceptable to:

- Prevent children from accessing their medication
- Assume every child with the same condition requires the same treatment
- Ignore the views of the child or their parents/carers
- Ignore medical advice
- Prevent children with medical conditions accessing the full curriculum, unless specified in their Individual Healthcare Plan
- Penalise children for their attendance record where this is related to a medical condition
- Prevent children from eating, drinking or taking toilet breaks where this is part of effective management of their condition
- Send unaccompanied children to the academy office/reception if they are seeking medical assistance
- Require parents to administer medicine where this interrupts their working day
- Require parents to accompany their child with a medical condition on a academy trip as a condition of that child taking part.

Responsibilities

The Governing Body

- Must make arrangements to support children with medical conditions in the academy, including making sure that a policy for supporting pupils with medical conditions is developed and implemented.
- Should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions.

Academy Leader

- Should ensure that the academy's policy is developed and effectively implemented with all appropriate partners
- Should ensure that all staff are aware of the policy and understand their role in its effective implementation
- Should ensure that sufficient trained numbers of staff are available to implement the policy and support individual children as appropriate
- Should ensure that all necessary staff and external partners are fully informed regarding individual children's medical conditions
- Should assess and mitigate any risk to individuals or the whole academy community related to any medical condition, particularly where a condition may be infectious.
- Should ensure that responsibility for completion and monitoring of healthcare plans is delegated to an appropriately trained senior member of staff (normally the SENDCo). They should then be supported through effective information flows by relevant staff.
- Should ensure that admission staff effectively communicate any child's health conditions to the SENDCo/lead before or on admission so that appropriate support can be put in place and relevant staff informed.

SENDCo/Delegated Lead

- Should ensure all medical needs are investigated and appropriate plans/precautions/support are in place
- Ensure all medical needs are appropriately shared with staff as soon as possible as needs become apparent
- Ensure all Individual Health Plans are reviewed twice yearly to ensure that information is up to date and relevant
- Ensure any confidential medical information is shared with safeguarding/SEND teams as appropriate
- Ensure staff working with the child have relevant information and training

Academy Staff

- Should ensure they have read the policy for supporting pupils with medical conditions
- May be asked to provide support to children with medical conditions, including the administering of medicines, although they cannot be required to do so
- Should receive sufficient and suitable training in order to achieve the necessary level of competency before they take on the responsibility to support children with medical conditions
- Should notify senior staff if they feel they need additional training
- Should know what to do and respond accordingly when they become aware that a child with a medical condition needs help
- Should ensure that any concerns they may have are brought to the attention of senior members of staff - in particular relating to new medical information they become aware of, and any concerns regarding appropriate arrangements or adjustments needed to support.
- Should build appropriate adjustments and support arrangements into risk assessments and lesson plans
- Should ensure that all colleagues and external partners are fully informed regarding individual children's medical conditions as appropriate.

Children

- Should be fully involved in discussions about their own medical support needs and contribute as much as possible to the development of, and comply with, their Individual Healthcare Plan
- Should be sensitive to the needs of those with medical conditions.

Parents (or carers with legal responsibility)

- Should notify the academy on admission, or when developed, if their child has a medical condition requiring support
- Should provide the academy with sufficient and up to date information about their child's medical needs, and confirm what adjustments if any are needed to support engagement in the academy life and curriculum.

- Should be involved in the development and review of their child's Individual Healthcare Plan, and sign off annually to confirm what actions are required by the academy.
- Should carry out any actions agreed as part of the Plan
- Provide appropriately prescribed and in-date medication, where the dosage information and regime is clearly printed by a pharmacy on the container
- Should review prescribed times for administration of medicine with their doctor in order to avoid the need for administration during the academy day where possible
- Ensure that contact information is kept up to date.

Providers of Health Services/Outside Agencies

Staff at the academy will co-operate fully with medical professionals and outside agencies in order to meet the needs of children with medical conditions, including seeking additional professional medical input prior to engagement with academy activities when parents or carers are not able to confirm what actions may be appropriate to support.

Where there is significant concern for any individual, a senior member of staff will be notified and an ambulance called if deemed appropriate.

Staff Training and Support

The Special Education Needs and Disability (SEND) lead for the academy will normally be the person with responsibility for ensuring healthcare plans are in place for children with any medical need. They will liaise with staff in order to identify ongoing training needs relating to individual children. Appropriate training will be sourced and carried out as required.

Off-Site Visits

The academy will actively support children with medical conditions to participate in off-site visits or sporting activities in order that they have full access to activities with their peers wherever possible. Discussions with parents, staff, healthcare professionals and the child themselves will take place and an individual risk assessment undertaken and agreed if appropriate.

Storage & Management of Medicines

Medicines will only be administered at the academy when it would be detrimental to a child's health or attendance not to do so. Written consent must be obtained from the child's parents/carers. Only medication that has been prescribed for the child by a healthcare professional will be administered and where possible this should be in prescribed dose frequencies which enable them to be taken outside academy hours (E.g. three times a day could be breakfast; end of academy day; bedtime). If the Academy Leader wishes to provide a supply of Calpol for use by parents they may do so and the same procedure in respect of administration must be followed.

All medicines will be stored safely and appropriately.

- A medicines log will be kept of all medication administered. (template available for use)
- A separate fridge is available for medicines which require chilled storage
- Prescribed controlled drugs are stored in a locked filing drawer in the academy office. All senior staff and admin staff will have access to the key in order to be assured that the drug is easily accessible in an emergency
- Asthma inhalers and other medicines that need to be readily available to children are stored by the child themselves or available in the child's classroom where they and others know how to access them as and when required
- When no longer required medicines will be returned to the parents/carers to arrange for safe disposal
- Staff who have their own medicines should store them in their own bag in a secure place away from children
- Storage of COSHH materials is covered in the Trust's Health & Safety Policy.

Individual Health Care Plans

Any child who has a reported medical condition should have an Individual Health Care Plan .

- This will be a collaborative document created and shared with staff, parents/carers, healthcare professionals, outside agencies and the child themselves, whilst still preserving confidentiality.
- Plans will be devised and stored within the Edukey specialist provision software.

- Plans should not be a burden on the academy, but should capture the key information and actions that are required to support the child effectively. The level of detail within plans will depend on the complexity of the child's condition and the degree of support needed. This is important because different children with the same health condition may require very different support.
- Where a child has SEND, their SEND should be mentioned in their Individual Health Care Plan whether or not they have an Education Health and Care Plan (EHCP).
- The plan should be reviewed at least annually or earlier if evidence is presented that the child's needs have changed or where it is identified an individual is presenting with a potential risk that could result in harm or ill health. This could be from a range of information sources including the child, previous school, teaching and support staff, external agencies, parents or carers.
- The plan should be developed with the child's best interests in mind and ensure that the academy assesses and manages risk to the child's education, health and social wellbeing, and minimises disruption.
- If at any stage there is concern regarding the seriousness of a condition or understanding of suitable adjustments needed, the academy team should be in contact with parents/carers and where relevant, medical professionals to seek advice.
- The first plan agreed at the beginning of an academic year (or following in-year admission) should be printed off and signed by the parent/carer to confirm actions being taken. Paper version to be given to parents with a copy to be saved on the pupil's file. Scanned, signed copy to be uploaded to Edukey for retention.

Record Keeping

Where a child has a medical condition, a health care plan should be in place. Where review of the condition with parents and carers (and with medical professionals if needed) confirms no specific action is needed to support engagement, a healthcare plan should still be in place recording no action needed.

A formal register of Health care plans should be in place and maintained by each academy to enable tracking of annual or more frequent reviews.

Information on any medical condition and healthcare plan actions should be recorded in relevant records and systems including the school file, MIS database and safeguarding/SEND records if appropriate. This should also be reflected in relevant risk assessments – including for specialist activities including PE.

Written records are kept of all medicines given to children.

- A central medicines log is kept with individual children having their own sheet filed in alphabetical order of surname.
- This is stored in a locked filing drawer in the academy main office.
- Written permission from parents/carers should be stored with the log.
- Archived hard copy logs should be retained in pupil file. Electronic recoved archives will remain stored in Edukey.
- Individual children's records must be transferred to receiving schools on transition.

Children who cannot attend school because of health needs

Children unable to attend school because of health needs should be able to access suitable and flexible education appropriate to their needs.

Local authorities are responsible for arranging educational provision for children who are unable to attend school because of health needs. The academy may be able to support a pupil who can still attend school with some support or may be able to make arrangements for a pupil to receive a suitable education outside of the school or in hospital. The academy will cooperate with the local authority in respect of any pupil who is unable to attend school because of health needs.

Complaints

If anyone has any concerns about the support given to children with medical conditions they should speak to the child's teacher or a senior member of staff at their earliest opportunity in order that any issues can be dealt with and resolved. If they still do not feel that their concern has been resolved then they should refer to the Academy Complaints Policy.

APPENDIX 1 – Individual Healthcare Plan

Djanogly City Academy Individual Healthcare Plan	
Identification Details	
Name Of Child	
Date of Birth	
Address	
Year Group and Class	
Medical Details	
Medical Condition (to include symptoms)	
Possible Triggers (if appropriate)	
Any specific concerns regarding engagement with academy activities and actions/adjustments needed	
Treatment Regime	
Medication prescribed (who administers?)	
Possible Side effects	
Action to be taken in Event of an Emergency	
Contact Details	
Parents/Carers	
Alternative contact	
Doctor/Paediatrician/ Pharmacy	
Any other relevant health professional	
Facilities Required	
Equipment and accommodation	
Staff Training/ Management/ Administration	
Consent	
Review and update	

APPENDIX 2 – Medicines Log

Individuals are responsible for complying with the Supporting Pupils with Medical Conditions Policy when completing this form.

Employees should be aware that non-accurate completing of this form, could result in disciplinary proceedings taking place.

XXXX ACADEMY MEDICINES LOG		
Name	Date of Birth	Class
Home Address	Parents/Carers	Contact Numbers
GP/Health Practitioner contact details	Medical Condition/Need for Medication	Any Known Allergies

Register of Medication Obtained

Date	Name of person who brought in the medication & relationship to child	Name of Medication	Amount & Form Supplied	Expiry Date	Dosage Regime	Staff Received By	Parent Permission Signature*

		Register of Medication Administered **The employee must check the correct medication and dosage is given to the named child.** **All administration of medication should be witnessed by another employee.**

Date	Medication	Amount Given	Amount Left	Time	Administered By Employee Name	Administered By Employee signature	Witnessed By Employee Name	Witnessed by Employee signature	Comments/Side Effects

By signing here I give my consent for my/my child's personal information to be used for the purpose described above and for this information to be shared with appropriate members of staff.

I note have the right to withdraw this consent at any time and can do this by contacting the academy.

Signed: Date:

PRINT NAME:

For more information on how the academy uses data it holds about you and/or your child, how long it is kept and your rights relating to it, e.g. to have it corrected, erased, restricted, transferred or to see your records please see the Trust's Privacy Policy at www.djanogly.org or request a copy from the Academy.