



**Supporting children and young people
with medical needs**

1. Purpose and Aims

- 1.1. Hollinwood Academy is an inclusive community that welcomes and supports children and young people with medical conditions. Our schools provide all children and young people with any medical condition the same opportunities as others at school.
- 1.2. We will help to make sure they can:
 - 1.2.1. Be healthy
 - 1.2.2. Stay safe
 - 1.2.3. Make a positive contribution
 - 1.2.4. Enjoy and achieve
 - 1.2.5. Be successful once they leave school
- 1.3. The school makes sure all staff understand their duty of care to children and young people in the event of an emergency
- 1.4. The school will make sure all our staff feel confident in knowing what to do in an emergency.
- 1.5. Our schools will understand that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood.
- 1.6. Our schools understand the importance of medication and care being taken as directed by healthcare professionals and parents.
- 1.7. All our staff understand the medical conditions that affect children and young people at our schools. Staff receive training on the impact medical conditions can have on pupils.
- 1.8. Our medical conditions policy describes how our schools will meet the needs of children and young people with long-term conditions including diabetes.

2. Scope of Policy

- 2.1. This policy applies to all Hollinwood Academy employees.
- 2.2. Governors will ensure that arrangements are in place to support young people with medical conditions. In doing so they will ensure that young people as far as reasonably practical can access and enjoy the same opportunities as any other young person.
- 2.3. Governors will ensure that staff are properly trained to provide the support that young people need.

3. Legislation and statutory responsibilities

- 3.1 This policy meets the requirements under Section 100 of the Children and Families Act 2014, which places a duty on governing boards to make arrangements for supporting children and young people at their school with medical conditions.
- 3.2 It is also based on the Department for Education's statutory guidance on supporting children and young people with medical conditions at school.
- 3.3 This policy also complies with our funding agreement and articles of association.

4. Roles and Responsibilities

4.1 The governing board

The governing board has delegated responsibility from the Multi Academy Trustees to make arrangements to support pupils with medical conditions. The governing board will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.



4.2 The headteacher will: -

- 4.2.1 Make sure all staff are aware of this policy and understand their role in its implementation
- 4.2.2 Ensure 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
- 4.2.3 Ensure that all staff who need to know are aware of a child or young person's condition
- 4.2.4 Take overall responsibility for the development of IHPs
- 4.2.5 Make sure that school staff are appropriately insured and aware that they are insured to support children and young people in this way
- 4.2.6 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
- 4.2.7 Ensure that systems are in place for obtaining information about a child or young person's medical needs and that this information is kept up to date.

4.3 Staff will: -

- 4.3.1 Supporting children and young people with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to a child or young person with medical conditions, although they will not be required to do so. This includes the administration of medicines.
- 4.3.2 Those staff who take on the responsibility to support a child or young person with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.
- 4.3.3 Teachers will take into account the needs of children and young people with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a child or young person with a medical condition needs help.

4.4 Parents will: -

- 4.4.1 Provide the school with sufficient and up-to-date information about their child or young person's medical needs
- 4.4.2 Be involved in the development and review of their child or young person's IHP and may be involved in its drafting
- 4.4.3 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 always contactable
- 4.4.4 Provide the school with sufficient and up-to-date information about their child or young person's medical needs
- 4.4.5 Be involved in the development and review of their child's IHP and may be involved in its drafting

4.5 School nurses and other healthcare professionals

- 4.5.1 Our school nursing service will notify the school when a child or young person has been identified as having a medical condition that will require support in



school. This will be before the child or young person starts school, wherever possible. They may also support staff to implement a child's IHP.

- 4.5.2 Healthcare professionals, such as GPs and pediatricians, will liaise with the school's nurses and notify them of any child or young person identified as having a medical condition. They may also provide advice on developing IHPs.

5. Being notified that a child or young person has a medical condition –

- 5.1 When the school is notified that a child or young person has a medical condition, the process outlined below will be followed to decide whether the child or young person requires an Individual Healthcare Plan.
- 5.2 The school 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 our school.

6. Individual healthcare plans

- 6.1 The headteacher has overall responsibility for the development of IHPs for a child or young person with medical conditions. This has been delegated to the SEND Operations Manager.
- 6.2 Plans will be reviewed at least annually, or earlier if there is evidence that the child or young person's needs have changed.
- 6.3 Not all children or young people with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents 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.
- 6.4 Plans will be drawn up in partnership with the school, parents and a relevant healthcare professional, such as the school nurse, specialist or paediatrician, who can best advise on the child or young person's specific needs. The child or young person will be involved wherever appropriate.
- 6.5 IHPs will be linked to, or become part of, any education, health and care (EHC) plan. If a child or young person has SEN but does not have an EHC plan, the SEN will be mentioned in the IHP.
- 6.6 The level of detail in the plan will depend on the complexity of the child or young person's condition and how much support is needed. The governing board and the headteacher/role of individual with responsibility for developing IHPs, will consider the following when deciding what information to record on IHPs:
- 6.6.1 The medical condition, its triggers, signs, symptoms and treatments
- 6.6.2 The child or young person'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
- 6.6.3 Specific support for the child or young person'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
- 6.6.4 The level of support needed, including in emergencies. If a child or young person is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring



- 6.6.5 Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child or young person's medical condition from a healthcare professional, and cover arrangements for when they are unavailable
- 6.6.6 Who in the school needs to be aware of the child or young person's condition and the support required
- 6.6.7 Arrangements for written permission from parents and the headteacher for medication to be administered by a member of staff, or self-administered by the child or young person during school hours
- 6.6.8 Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child or young person can participate, e.g., risk assessments
- 6.6.9 Where confidentiality issues are raised by the parent child or young person the designated individuals to be entrusted with information about the child or young person's condition
- 6.6.10 What to do in an emergency, including who to contact, and contingency arrangements

7. Managing Medicines

- 7.1 Prescription and non-prescription medicines will only be administered at school when it would be detrimental to the child or young person's health or school attendance not to do so and where we have parents' written consent
- 7.2 The only exception to this is where the medicine has been prescribed to the child or young person without the knowledge of the parents.
- 7.3 A child or young person under 16 will not be given medicine containing aspirin unless prescribed by a doctor.
- 7.4 Anyone giving a child or young person any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents will always be informed.
- 7.5 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
- 7.6 The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.
- 7.7 All medicines will be stored safely. A child or young person 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 a child or young person and not locked away.
- 7.8 Medicines will be returned to parents to arrange for safe disposal when no longer required.



8. Controlled Drugs

- 8.1.1 Controlled drugs are prescription medicines that are controlled under the Misuse of Drugs Regulations 2001 and subsequent amendments, such as morphine or methadone.
- 8.1.2 Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

9. A child or young person Managing their own needs

- 9.1 A child or young person who is 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.
- 9.2 A child or young person will be allowed to carry their own medicines and relevant devices wherever possible. Staff will not force a child or young person 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 be considered, if necessary.

10. Emergency Procedures

- 10.1 Staff will follow the school's normal emergency procedures (for example, calling 999). All children and young people IHPs will clearly set out what constitutes an emergency and will explain what to do.
- 10.2 If a child or young person needs to be taken to hospital, staff will stay with the child or young person until the parent arrives, or accompany the child or young person to hospital by ambulance.

11. Training

- 11.1 Staff who are responsible for supporting a child or young person with medical needs will receive suitable and sufficient training to do so.
- 11.2 The training will be identified during the development or review of IHPs. Staff who provide support to a child or young person with medical conditions will be included in meetings where this is discussed.
- 11.3 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.
- 11.4 Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.
- 11.5 All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

12. Record-Keeping

- 12.1 The governing board will ensure that written records are kept of all medicine administered to children and young people for as long as these children and young people are at the school. Parents will be informed if their child or young person has been unwell at school.
- 12.2 IHPs are kept in a readily accessible place which all staff are aware of.

13. Liability and indemnity



- 11.1 The Multi Academy trust will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk. We are a member of the Education's risk protection arrangement (RPA)

14.Complaints

- 14.1 Parents with a complaint about their child or young person's medical condition should discuss these directly with the SEND Operations Manager in the first instance. If the SEND Operations Manager cannot resolve the matter, they will direct parents to the school's complaints procedure.

15. 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

