

SUPPORTING STUDENTS WITH MEDICAL CONDITIONS POLICY

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1. POLICY STATEMENT

- 1.1 Within this policy 'we' and 'us' means the Federation.
- 1.2 We recognise that there will be times when students need to be absent due to illness. When a student is too unwell to attend for a few days we do not routinely provide work. However, we do recognise that there are some exceptional circumstances, for example following an operation, when a student may be diagnosed as too unwell to be attending the Academy, but well enough to complete work at home for a period of time.
- 1.3 We wish to ensure that students with medical conditions are properly supported in the Academy so that they can play a full and active role in Academy life, remain healthy and achieve their academic potential. Students with medical needs will receive proper care and support whilst on site or when involved in Federation-related activities. Consequently, first aid provision will be available while students are on the premises, and also during off-site activities, such as educational visits. First aiders in the Federation will have completed a training course approved by the Health and Safety Executive (HSE).
- 1.4 It is the responsibility of the Vice Principal who leads on pastoral matters to ensure that staff training relating to medical care is up to date and that they are trained appropriately. They will check that training providers commissioned by the Academy are accredited.

2. TO WHOM THIS POLICY APPLIES

- 2.1 All students of the Federation.

3. WHO IS RESPONSIBLE FOR CARRYING OUT THIS POLICY

- 3.1 The implementation of this policy will be approved by the Directors of the Federation and will be implemented by a designated Vice Principal.

4. THE PRINCIPLES BEHIND THIS POLICY

- 4.1 We recognise the need to support students who may have short-term or long-term medical needs. In line with their safeguarding duties, the Academy should ensure that students' health is not put at unnecessary risk and cannot therefore accept a child in Academy at times where it would be detrimental to the health of the child or others.
- 4.2 We recognise the need to work with local health services, parents and the Local Authority in order to support students.
- 4.3 Where a student's medical condition may be considered a disability as set out in the Equality Act 2010, the Academy must comply with their duties under the Act.
- 4.4 Where a student also has Special Educational Needs (SEN) this policy should be read in conjunction with the SEND code of practice.
- 4.5 Where a student with a medical condition is new to the Academy, arrangements will be made to share existing Healthcare Plans with parents.
- 4.6 The Education (School Premises) Regulations 1996 require every school to have a suitable room that can be used for medical treatment when required and for the care of students during school hours.

5. SUPPORTING LONG-TERM MEDICAL CONDITIONS

- 5.1 We recognise that absence due to medical reasons is stressful for all concerned therefore there needs to be clear lines of communication. Once we have been informed of a student's medical condition, a meeting will be held with parents, and the student where possible, to discuss the issues and next steps. A member of staff will be nominated as the contact person who will liaise with all stakeholders. A medic is required to sign the Healthcare Plan.
- 5.2 An Individual Healthcare Plan will be created to ensure students are effectively supported, providing clarity about what needs to be done and by whom (see the Federation Student Medical Treatment Procedure). This individual health care plan will be reviewed annually, and will require input from a parent/guardian and a medical professional before being adopted in College. Each Healthcare Plan will outline what constitutes an emergency for that student and what to do in that situation.
- 5.3 Risk assessments for trips and visits should take into consideration students with medical conditions. Should a reduced timetable mean that a student is likely to miss more than 15 days in a year, the Local Authority will be contacted to support the student's learning with tuition (see below).

- 5.4 Where students are able to attend the Academy with reasonable adjustments, the Academy will support this. Adjustments may include:
- Work within a restricted number of rooms or just one.
 - Lift pass.
 - Provide an area/room for rest breaks.
 - Provide a room for students to take medication.
 - Reduced timetable.
- 5.5 Students should be involved in discussions about their medical support needs. Students who are competent are encouraged to take responsibility for managing their own medicines and procedures. If they do not carry them on their person the Academy will make sure that access to medicines will be quick and easy. However, in some circumstances, nominated and appropriately trained staff may need to administer medical treatment.
- 5.6 No student under the age of 16 will be given prescription or non-prescription medicines without their parent's written consent
- 5.7 If the Academy is expected to store medication for a student, their parents must complete a 'Medicines in School' form. This will state that we will only accept prescribed medicines if these are in-date, labelled and in the original container with instructions for administration, dosage and storage. The exception is insulin which will be in an insulin pen or pump.
- 5.8 All medicines will be stored safely and students who have medication will know where they are and be able to access them at all times. Other medical devices such as inhalers, blood glucose testing metres and adrenaline pens will always be readily available to students and not be locked away.
- 5.9 When no longer required medicines will be returned to parents. The parents of any student whose Healthcare Plan requires the safe disposal of sharps are obliged to provide a sharps box and to ensure the disposal of them.
- 5.10 All controlled drugs will be stored in a secure place and double locked. Only appropriate staff will have access. Such staff will be able to administer a controlled drug in accordance with the prescriber's instructions. Each administration of a controlled drug will be recorded and signed by two members of staff. It is the responsibility of parents and the pastoral team to communicate if there are any concerns about the medication or side effects of it.
- 5.11 Where a student is not able to attend an Academy for medical reasons for a period of 15 days or more over the academic year, an initial meeting with parents and student, if appropriate, will be arranged, to discuss the situation and explain the process. The Local Authority will be contacted and they will arrange tuition at home or another suitable venue. The Academy will liaise with the Local Authority in providing their tutors with schemes of work or information regarding examination boards.
- 5.12 The Academy will continue to send the usual electronic communications (e.g. newsletters) to ensure that the child is updated on the wider life of the Academy.

5.13 We recognise that reintegration after a prolonged absence should be supported and managed, in order to assist engagement with learning; this may include a phased return initially with reduced or limited days.

5.14 If a student is not well enough to attend the Academy or complete work at home, the Academy will seek advice of the Local Authority on appropriate support that can be provided, for example Hospital School or tutoring.

6. ON RETURN FROM AN ABSENCE OF MORE THAN 15 DAYS', THE ACADEMY WILL:

- Encourage individual teachers to identify work that needs to be completed.
- Ensure that progress is monitored by the child's form tutor in the period directly after reintegration.
- Review/create the Individual Healthcare Plan if necessary.

7. ON RETURN FROM AN ABSENCE OF MORE THAN 15 DAYS', THE PARENTS SHOULD:

- Support their child in ensuring a successful return to the Academy. This may include attending after-school catch-up sessions, monitoring that missed work is completed.
- Encourage their child to discuss progress with their individual teachers and form tutor.
- Liaise closely with the form tutor and/or named staff member to make them aware of any future planned medical appointments.

8. HANDLING COMPLAINTS:

If parents are not satisfied with the support provided by the Academy they should in the first instance discuss this directly with the pastoral team or link Vice Principal. If they are not satisfied with the response, they should then follow the Academy Complaints Policy.