

# Greig City Academy



## **Supporting Students with Medical Conditions Policy, including policy on children with health needs who cannot attend school**

**“Show by a good life that your works are done by  
gentleness born of wisdom.”**

**James 3:13**

This policy was approved by the Governing Body on February 7, 2024. It will be reviewed in January 2025 or earlier if there are changes in legislation or school requirements that need to be incorporated.

This policy is published on the Academy's website [www.greigcityacademy.co.uk](http://www.greigcityacademy.co.uk) and is available on request to the Principal's PA, V. Oxley, in the following formats: e-mail, enlarged print version, others by arrangement.

# **Greig City Academy: Supporting Pupils with Medical Conditions Policy, including policy on children with health needs who cannot attend school**

## **1. Introduction**

- 1.1 All students have a right to access the full curriculum, adapted to their medical needs where necessary, and to receive the ongoing support, care or medicines they require at school to help them manage their condition and keep well.
- 1.2 The Children and Families Act 2014 places a duty on schools to support students with medical conditions.
- 1.3 Where a student has a disability, the requirements of the Equality Act 2010 also apply.
- 1.4 Where a student has an identified special educational need, the SEND Code of Practice also applies.
- 1.5 Greig City Academy will ensure that pupils with medical conditions receive appropriate care and support at school and this policy has been developed with regard to the Department for Education's statutory guidance of September 2014, "Supporting pupils at school with medical conditions".
- 1.6 We recognise that medical conditions may have an impact on social and emotional development as well as on educational development and will build relationships with healthcare professionals and other relevant agencies in order to support the all-round development of students with medical conditions effectively.

## **2. Definitions**

- 2.1 "Medication" is defined as any prescribed or over the counter medicine.
- 2.2 "Prescription medication" is defined as any drug or device prescribed by a doctor.

## **3. Roles and responsibilities**

- 3.1 The Named Person responsible for students with medical conditions is Dawn Henriques, SENDCo.
- 3.2 The Named Person is responsible for:
  - informing relevant staff of students' medical conditions;
  - contacting the school nursing service in the case of any child who has a medical condition;
  - arranging staff training;
  - ensuring 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 assessments for school visits and other activities outside the normal timetable;
  - developing, monitoring and reviewing Individual Healthcare Plans (IHPs);
  - making and monitoring arrangements for delivering education to students who cannot attend school for a period of time due to their medical conditions;
  - working with parents, students, healthcare professionals and other agencies.
- 3.3 The Governing Body is responsible for:
  - determining the school's policy and ensuring that arrangements are in place to support students with medical conditions;

- ensuring that this policy does not discriminate on any grounds including but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.

#### 3.4 The Principal is responsible for:

- overseeing the management and provision of support for students with medical conditions;
- ensuring that sufficient trained numbers of staff are available to implement the policy and deliver IHPs, in normal, contingency and emergency situations;
- ensuring that school staff are appropriately insured and are aware that they are insured; ensuring the level of insurance reflects the level of risk.

#### 3.5 Teachers and support staff are responsible for:

- the day-to-day management of the medical conditions of students they work with, in line with training received and, where relevant, as set out in Individual Healthcare Plans (IHPs);
- where necessary, making reasonable adjustments to include students with medical conditions into lessons;
- working with the Named Person to ensure that risk assessments are carried out for school visits and other activities outside of the normal timetable;
- undertaking training to achieve the competency needed to support students with medical conditions and/or administer medicines, if they have agreed to undertake these responsibilities;<sup>1</sup>
- providing information to supply staff who will be covering their role where the need for such staff is known in advance;
- administering medication, if they have agreed to undertake that responsibility;
- familiarising themselves with procedures detailing how to respond when they become aware that a student with a medical condition needs help;
- contributing learning tasks/homework on MS Teams for students with medical conditions who, because of their health needs, are unable to attend school for a period of time.

#### 3.6 The school nurse is responsible for: - do we have an assigned school nurse?

- notifying the school when a student has been identified as having a medical condition that will require support at school; wherever possible, this should be done before the student starts at the Academy;
- providing support for staff on implementing a student's HCP and providing advice on training;
- liaising locally with lead clinicians on appropriate support.

#### 3.7 Parents and carers are responsible for:

- keeping the school informed of any changes in the child's health;
- completing a parental agreement for the school to administer medicine before bringing any medication into school;
- providing the school with the medication their child requires and keeping it up to date;

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<sup>1</sup> Any teacher or support staff member may be *asked* to provide support to a student with a medical condition, including administering medicines. However, no member of staff may be *required* to provide this support.

- collecting any leftover medicine at the end of the course or year;
- discussing medications with their child/children prior to requesting that a staff member administers the medication;
- where necessary, developing an IHP for their child in collaboration with the Named Person, other staff members and healthcare professionals.

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

- 4.1 The Named Person will liaise with relevant individuals e.g. parents/carers/the student, health professionals and other agencies to decide on the support to be provided.
- 4.2 Where appropriate, an HCP will be drawn up.

#### **5. Individual healthcare plans**

- 5.1 An HCP will be written for students with a medical condition that is long term and/or complex.
- 5.2 The plan will detail what needs to be done, when and by whom and will include information about the student's condition, special requirements, medicines required, what constitutes an emergency and action to be taken in the case of an emergency.
- 5.3 Where a student has special educational needs but does not have a statement or an Education, Health and Care plan, his/her special educational needs will be noted in the HCP.
- 5.4 HCPs will be reviewed annually or earlier if evidence is provided that a student's needs have changed.

#### **6. Administering medicines**

- 6.1 Written consent from parents must be received before administering any medicines to a student at school.
- 6.2 Medicines will be accepted for administration only 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 usually be available inside an insulin pen or pump.
- 6.3 Medicines will be stored safely in the Student Information Centre. Students should know where their medicines are at all times.
- 6.4 Any medications left over at the end of the course will be returned to the student's parents.
- 6.5 Written records will be kept of all medicines administered to students.
- 6.6 Students 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/or relevant devices or will be allowed to access their own medicines for self-medication.
- 6.7 If students refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.

#### **7. Activities beyond the curriculum**

- 7.1 Reasonable adjustments will be made to enable students with medical needs to take part fully and safely in day trips, residential visits, sports and other extra-curricular activities.

- 7.2 When carrying out risk assessments, parents, students and healthcare professionals will be consulted where appropriate.

## **8. Children with medical conditions who cannot attend school**

- 8.1 There are occasions when a student with medical conditions may be advised not to attend school for a period of time, for example:
- When they are under paediatric or other NHS care and have been advised by their GP or clinician not to attend an education setting.
  - As is the case for all students, when self-isolating because they, someone they live with or are you in close contact with has COVID-19 symptoms or has tested positive for COVID-19.
  - During COVID-19 full lockdown periods.
- 8.2 The school will deliver education by:
- ensuring the student has the equipment needed to access learning materials through MS Teams. This may require the loan of a laptop/tablet/dongle/headphones etc.;
  - providing work via MS Teams and, if necessary, in hard copy sent home.
- 8.3 The SENDCo will agree the content and level of work with the student and their parent/s and will be responsible for monitoring the arrangements and making changes where appropriate.
- 8.4 When the student is ready to attend school again, a reintegration plan will be drawn up after consultation with the student, their parents, the Head of Year and any relevant health services. Arrangements could include a part-time timetable, a placement in the Learning Support Centre, support from a learning assistant, and/or adjustments to facilities/resources.
- 8.5 Whenever possible, students should receive their education within school and be reintegrated back into school as soon as they are well enough. However, due to the nature of their health needs, some children may be admitted to hospital or placed in an alternative form of education provision. In these cases, the local authority (LA) takes on responsibility for arranging suitable education in liaison with the SENDCo and Haringey Public Health.
- 8.6 The school will then:
- work constructively with parents, the LA, providers and relevant agencies to ensure the best outcomes for the student;
  - share information with the LA and relevant health services as required;
  - enable the student to stay in touch with school life through internet links, newsletters, emails;
  - when reintegration is anticipated, work with the LA to plan for consistent provision during and after the period outside school, allowing the student to access the same materials they would have used in school as far as possible;
  - create an individually tailored reintegration plan, including considering whether any reasonable adjustments need to be made.

## **9. Unacceptable practice**

### **9.1 The following behaviour is unacceptable:**

- Assuming that students with the same condition require the same treatment.
- Ignoring the views of the student and/or their parents.
- Ignoring medical evidence or opinion.
- Creating barriers to students participating in school life, including school trips.
- Sending students home frequently or preventing them from taking part in activities at school
- Sending the student to the Student Information Centre alone if s/he becomes ill.
- Preventing students from easily accessing their medication and/or inhalers and administering their medication when and where necessary.
- Penalising students with medical conditions for their attendance record where the absences relate to their condition e.g. hospital appointments.
- Making parents feel obliged, or forcing parents, to attend school to administer medication or provide medical support, including toilet issues.
- Refusing to allow students to eat, drink or use the toilet when they need to in order to manage their condition.

## **10. Training of staff**

- 10.1 Teachers and support staff will receive training on this policy and related procedures during their induction.
- 10.2 Teachers and support staff will receive regular and ongoing training as part of their development.
- 10.3 Teachers and support staff who undertake responsibilities under this policy will receive training relating to: Epi-Pen; diabetes; epilepsy, first aid, including first aid whilst on trips.
- 10.4 No member of staff may administer prescription medicines or drugs by injection or undertake any healthcare procedures without undergoing training specific to the responsibility.
- 10.5 The HR Manager will keep a record of training undertaken and a list of staff qualified to undertake healthcare responsibilities.

## **11. Action in emergencies**

11.1 A copy of the following information is displayed in the Student Information Centre.

### **Action in Emergencies**

1. Request an ambulance – dial 999 and be ready with the following information:
  - The school's telephone number
  - Your name
  - The school's address
  - The location of the patient in the school
  - The student's name and a brief description of symptoms
2. Ensure relevant gates are open for entry.
3. Contact the parents to explain the situation.
4. A member of staff should stay with the student until the parent arrives. If a parent does not arrive before the student is transported to hospital, a member of staff should accompany the student.

## **12. Insurance**

12.1 Staff who undertake responsibilities under this policy are covered by the school's insurance.

12.2 Full written insurance policy documents are available to be viewed by staff who provide support for students with medical conditions. Staff should contact the Finance Manager if they wish to see the documents.

## **13. Complaints**

13.1 Any person who wishes to make a complaint about the school's actions in supporting a student with medical conditions should discuss this with the school in the first instance.

13.2 If the issue is not resolved, then a formal complaint made be made following the procedure as set out in the school's Complaints Procedure, which is available on request or via the school's website [www.greigcityacademy.co.uk](http://www.greigcityacademy.co.uk).

## **14. Monitoring arrangements**

14.1 This policy will be reviewed annually by Dawn Henriques, SENDCo. At each review, it will be approved by the full Governing Body.