



North East  
Learning Trust

# Supporting Students with Medical Conditions Policy

Review date: September 2024

Date of next review: September 2026

## Review history

Review Date	Reviewer	Approved by	Date approved	Implementation
September 2022	J Barker/T Humphries	Trustees	September 2022	September 2022
September 2024	J Barker/T Humphries	Trustees	July 2024	September 2024
September 2026				

## Recent revisions

Issue No.	Date	Revisions made
4	July 2022	Changed all references to Epi-Pen to adrenaline pen.
5	July 2024	No changes

### 1. Introduction

The North East Learning Trust (NELT) wishes to ensure that pupils/students with medical conditions receive appropriate care and support at all Academy's within the Trust. All pupils/students have an entitlement to a fulltime curriculum or as much as their medical condition allows. This policy has been developed in line with the Department for Education's statutory guidance released in April 2014 – "Supporting pupils at school with medical conditions" under a statutory duty form section 100 of the Children and Families Act 2014.

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

The statutory duty came into force on 1st September 2014. Please see the Supporting Students with Medical Conditions flowchart (Appendix A).

The Trust and the Academy will have regard to the statutory guidance issued. We take account of it; carefully consider it and we make all efforts to comply.

Ofsted places a clear emphasis on meeting the needs of students with special educational needs and disabilities (SEND), also including those students with medical conditions.

Early years settings within Academies across the Trust will continue to apply the Statutory Framework for Early Years Foundation Stage.

## 2. Links to other policies

This policy should be read in conjunction with the following Trust and Academy policies and procedures:

- Attendance
- Managing Medication
- Safeguarding
- Supporting Students with Health Needs

## 3. Key roles and responsibilities

### 3.1 The Trust is responsible for:

- Ensuring arrangements are in place to support students with medical conditions.
- Ensuring the policy developed collaboratively across services clearly identifies roles and responsibilities and is implemented effectively.
- Ensuring that the Supporting Pupils/Students with Medical Conditions Policy does not discriminate on any grounds including, but not limited to, protected characteristics: ethnicity/nationality/origin, religion or belief, sex, gender reassignment, pregnancy & maternity, disability, or sexual orientation.
- Ensuring the policy covers arrangements for pupil/students who are competent to manage their own health needs.
- Ensuring that all pupils/students with medical conditions can play a full and active role in all aspects of school life, participate in Academy visits/trips/sporting activities, remain healthy and achieve their academic potential.
- Ensuring that relevant training is delivered to enough staff who will have responsibility to support children with medical conditions and that they are signed off as competent to do so. Staff to have access to information, resources, and materials.
- Ensuring the policy sets out procedures in place for emergency situations.
- Ensuring the level of insurance in place reflects the level of risk.
- Dealing with complaints regarding the implementation of this policy as outlined in the Trust's Complaints Policy.

### 3.2 The Headteacher/Head of School is responsible for:

- Ensuring staff are aware of this policy.
- The day-to-day implementation and management of the Trust's Supporting Pupil/Students with Medical Conditions Policy and Procedures in the Academy.
- Liaising with healthcare professionals regarding the training required for staff.
- Identifying staff who need to be aware of a child's medical condition.
- Ensuring that procedures to produce and implement IHPs are in place.
- Ensuring enough trained members of staff are available to implement the policy and deliver IHPs in normal, contingency and emergency situations.
- If necessary, facilitating the recruitment of staff for the purpose of delivering the promises made in this policy. Ensuring more than one staff member is identified to cover holidays/absences and emergencies.
- Ensuring the correct level of insurance is in place for teachers who support students in line with this policy.
- Continuous two-way liaison with school nurses and the Academy in the case of any child who has or develops an identified medical condition.
- Ensuring confidentiality and data protection
- Assigning appropriate accommodation for medical treatment/care
- Considering the purchase of a defibrillator.
- Voluntarily holding 'spare' salbutamol asthma inhalers for emergency use.

### **3.3 Staff members are responsible for:**

- Taking appropriate steps to support children with medical conditions and familiarising themselves with procedures which detail how to respond when they become aware that a pupil/student with a medical condition needs help.
- Taking account of the needs of students with medical conditions in lessons.
- Undertaking training to achieve the necessary competency for supporting students with medical conditions, with specialist training if they have agreed to undertake a medication responsibility.
- Allowing inhalers, adrenalin pens and blood glucose testers to be held in an accessible location, following DfE guidance.

### **3.4 School nurses are responsible for:**

- Collaborating on developing an IHP in anticipation of a child with a medical condition starting the Academy.

- Notifying the Academy when a child has been identified as requiring support in school due to a medical condition at any time in their school career.
- Supporting staff to implement an IHP and then participate in regular reviews of the IHP. Giving advice and liaison on training needs.
- Liaising locally with lead clinicians on appropriate support. Assisting the Headteacher in identifying training needs and providers of training.

### **3.5 Parents and carers are responsible for:**

- Keeping the Academy informed about any new medical condition or changes to their child/children's health.
- Participating in the development and regular reviews of their child's IHP.
- Carrying out actions assigned to them in the IHP, emphasising that they or a nominated adult should be contactable at all times.

### **3.6 Students/pupils are responsible for:**

- Providing information on how their medical condition affects them.
- Contributing to their IHP
- Complying with the IHP and self-managing their medication or health needs including carrying devices including inhalers and adrenaline pens

## **4. Training of staff**

Newly appointed teachers, supply or agency staff and support staff will receive training on the 'Supporting Pupils/Students with Medical Conditions' Policy as part of their induction.

The clinical lead for each training area/session will be named on each IHP.

The Academy will keep a record of medical conditions supported, training undertaken, and a list of staff trained to undertake responsibilities in accordance with this policy.

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## **5. Medical conditions register**

The Academy's admissions form requests information on pre-existing medical conditions, a separate proforma is attached which parents/carers should complete giving full details of their child's medical condition (Appendix B). Parents/carers can contact the Academy at any point in the school year if a condition develops or is diagnosed. The Academy will issue a medical proforma to the parent/carer as soon as they are made aware of the condition/diagnosis. Where appropriate the Academy may request parents/carers to provide medical evidence from GP's and/or other medical professionals. This would include requests for toilet passes.

A Medical Conditions List or register should be kept, updated, and reviewed regularly by the nominated member of staff.

Supply staff and support staff should similarly have access on a need-to-know basis. Parents/carers should be assured data sharing principles are adhered to.

For students on the Medical Conditions Register, key stage transition points meetings will take place in advance of transferring to enable parents/carers, the Academy and health professionals to prepare IHP and train staff if appropriate.

## **6. Individual healthcare plans (IHPs)**

Where necessary (Executive Principals will make the final decision) an Individual Healthcare Plan (IHP) will be developed in collaboration with the student, parents/carers, Headteacher, Special Educational Needs Coordinator (SENCO) and medical professionals. (Appendix C)

Following completion of the IHP, the member of staff responsible will then complete a NELT Student Health Needs Summary Proforma (Appendix D) which will be linked to the student record on SIMs. Staff will be informed which students have such a plan in place and must read the completed proforma. In accordance with advice and guidance from the Information Commissioners Office, medical details pertaining to individual students/pupils must not be displayed around the school. However, in the case of conditions with potential life-threatening implications the information will be available clearly and accessible to everyone.

IHPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.

Where a pupil/student has an Education, Health, and Care plan, the IHP will be linked to it or become part of it.

Where a child is returning from a period of hospital education or home tuition the Academy will collaborate with the LA to ensure that the IHP identifies the support the child needs to reintegrate.

## 7. Allergies

### 1. Allergies

The Trust and its Academies are committed to members of the school community suffering from specific allergies.

Whilst the Trust is not able to guarantee a completely allergen free environment, we will seek to minimise the risk of exposure, encourage self-responsibility and plan for an effective response to possible emergencies.

The Trust and its Academies are committed to proactive risk allergy management through:

- The encouragement of self-responsibility and learned avoidance strategies amongst pupils/students suffering from allergies.
- Provision of a staff awareness programme on anaphylaxis and adrenaline use.
- Working with parent/carers of pupils/students who suffer allergies.

The Trust and its Academies recognise that both staff and pupils/students may suffer from life threatening allergies to certain foods or toxins from insects.

The intent of this policy is to minimise the risk of any pupil/student suffering allergy-induced anaphylaxis whilst at school or attending any school related activity, and to ensure staff are properly prepared to manage emergency situations should they arise.

## 8. Provision of special diets

All requests for a special or modified diet to be provided for a pupil/student must be made in writing by the parent/carer on the Student Medical Needs Proforma (Appendix D).

If the diet is medically related e.g., allergy, diabetic, low fat the request must be supported by evidence from the pupil/student's GP or hospital dietician. A medical diet will not be provided without written confirmation from a GP or dietician.

Where a special dietary request is made on the grounds of religion, parents/carers should confirm, in writing, details of the special diet.

Requests for pupils/students who are vegetarian do not need to be made as a suitable choice for vegetarians will always be available.

The requirements for special diets will form part of the IHP and the person responsible for completing the IHP will share all dietary requirements with the Academy's Catering Manager/Chef.

In Academies, that currently use the LA for the provision of school meals, the request from parents/carers will be forwarded to the Academy's Catering Advisor who will liaise with the Academy's catering team and parents/carers to ensure that an appropriate diet is put in place.

Where the Academy provides school meals for other schools and Academies it is the responsibility of the 'home' school to inform the Catering Manager of the specific dietary requirements of individual pupils/students. On receipt of this information the Catering Manager/Chef will liaise with the 'home' school SENDCO to ensure that an appropriate diet is put in place. The Trust will not accept any liability in cases where the 'home' school has not shared such information.

## 9. Roles and responsibilities

### Teaching and Support Staff

- Participate in training to ensure they are aware of the signs and symptoms of severe allergic reaction including demonstration of how to use an adrenaline pen.
- Be familiar with the information provided in the IHP and be aware of and implement the emergency plan if a reaction is suspected.
- Determining suitable protocols regarding the management of food in the classroom in collaboration with the SENDCO. This protocol will be communicated by the teacher to pupils/students.
- Reinforcing appropriate classroom hygiene practices e.g., hand washing before and after eating and/or tasks potentially leading to contamination.

### Academy Catering Staff

- Ensuring that after receiving information detailing the dietary requirements that they familiarise themselves with the information provided by the SENDCO (or person with responsibility preparing the IHP) and that they can identify the pupil/student concerned.



- Ensure that all food is labelled accordingly.
- When asked, be able to advise pupils/students on ingredients in dishes.

### **Parents/Carers**

- Provide ongoing, accurate and current medical information in writing to the Academy.
- Attend all meetings in relation to the implementation and review of an IHP.
- Be aware of and adhere to the Trust's Managing Medication Policy.
- Teach their children to recognise symptoms of allergic reactions, encourage them to take responsibility for managing their medical condition.

### **Pupils/students**

- Develop a relationship with the SENDCo to assist in identifying issues relating to managing their medical condition in school.
- Take responsibility for avoiding food allergens, including informing staff of their allergy at times of potential risk.
- Learn to recognise personal symptoms and be proactive in the care and management of their medical condition.

## **10. Allergies and educational visits and/or residential**

The Educational Visit Leader (EVL) will check with any food provider and ensure 'safe' food is provided or that an effective control is in place to minimise risk of exposure for pupils/students with allergies.

Where a student/pupil has an adrenaline pen, the SENDCO will ensure that the EVL and another supervising member of staff is trained in the use of the adrenaline pen and able to perform any possible required medical treatment as outlined in the IHP.

## **11. Transport arrangements**

A copy of the NELT Student Medical Needs Proforma will be sent to the Local Authority's Transport Team and kept on the student record. The NELT Student Medical Needs Proforma must be passed to the current operator for use by the driver /escort and the Transport Team will ensure that the information is supplied when a change of operator takes place.

For some medical conditions the driver/ escort will require adequate training. For students who receive specialised support in the Academy with their medical condition, the LA will plan for this and include the information in the specification to tender for that pupil/student's transport.

## **12. Education Health Needs (EHN) referrals**

All pupils/students of compulsory school age who because of illness, lasting 15 days or more, would not otherwise receive a suitable full-time education are provided for under the local authority's duty to arrange educational provision for such pupils/students.

To provide the most appropriate provision for the condition, the EHN team accepts referrals where there is a medical diagnosis from a medical consultant.

## **13. Emergencies**

Medical emergencies will be dealt with under the Academy's emergency procedures, which will be communicated to all relevant staff, so they are aware of signs and symptoms.

Pupils/students will be informed in general terms of what to do in an emergency, such as telling a teacher.

If a pupil/student needs to be taken to hospital, a member of staff will remain with the child until their parents/carers arrive.

## **14. Day trips, residential visits and sporting activities**

Unambiguous arrangements should be made and be flexible enough to ensure pupils/students with medical conditions can participate in Academy trips, residential stays, sports activities and not prevent them from doing so unless a clinician states it is not possible.

To comply with best practice risk assessments should be undertaken, in line with H&S executive guidance, to plan for pupils/students with medical conditions. Consultation with parents/carers, healthcare professionals etc. on trips and visits will be separate to the normal day to day IHP requirements for the school day.

## **15. Supply of adrenaline auto-injector (AAI) device and salbutamol inhalers for emergency use**

The Academy will hold a supply of adrenaline auto-injector devices and salbutamol inhalers for emergency use by pupils/students who have a diagnosed need. The use of emergency AAI and/or inhalers will be discussed and agreed with parents/carers as

part of the IHP. The Academy will appoint a named person to ensure that the expiry dates are checked and out of date items are disposed of and replaced.

## 16. Avoiding unacceptable practice

Each case will be judged individually but in general the following is not considered acceptable.

The following behaviour is unacceptable in Academies across the Trust:

- Preventing children from easily accessing their inhalers and medication and administering their medication when and where necessary.
- Assuming that pupils/students with the same condition require the same treatment.
- Ignoring the views of the pupil/student and/or their parents/carers or ignoring medical evidence or opinion.
- Sending pupils/students home frequently or preventing them from taking part in activities at the Academy
- Sending the pupils/students to the medical room or school office alone or with an unsuitable escort if they become ill.
- Penalising pupils/students with medical conditions for their attendance record where the absences relate to their condition.
- Making parents/carers feel obliged, or forcing parents/carers, to attend the Academy to administer medication or provide medical support, including toilet issues.
- Creating barriers to children participating in school life, including Academy trips.
- Refusing to allow pupils/students to eat, drink or use the toilet when they need to manage their condition.

## 17. Insurance

Teachers who undertake responsibilities within this policy will be assured by the Headteacher that they are covered by the Academy's Public Liability insurance.

Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils/students with medical conditions. Those who wish to see the documents should contact the Academy's school main office.

## 18. Complaints

All complaints should be raised with the Academy in the first instance.

The details of how to make a formal complaint can be found in the Trust's Complaints Policy.

## 18. Definitions

'Parent(s)' is a wide reference not only to a pupil/student's birth parents but to adoptive, step and foster parents, or other persons who have parental responsibility for, or who have care of, a pupil/student.

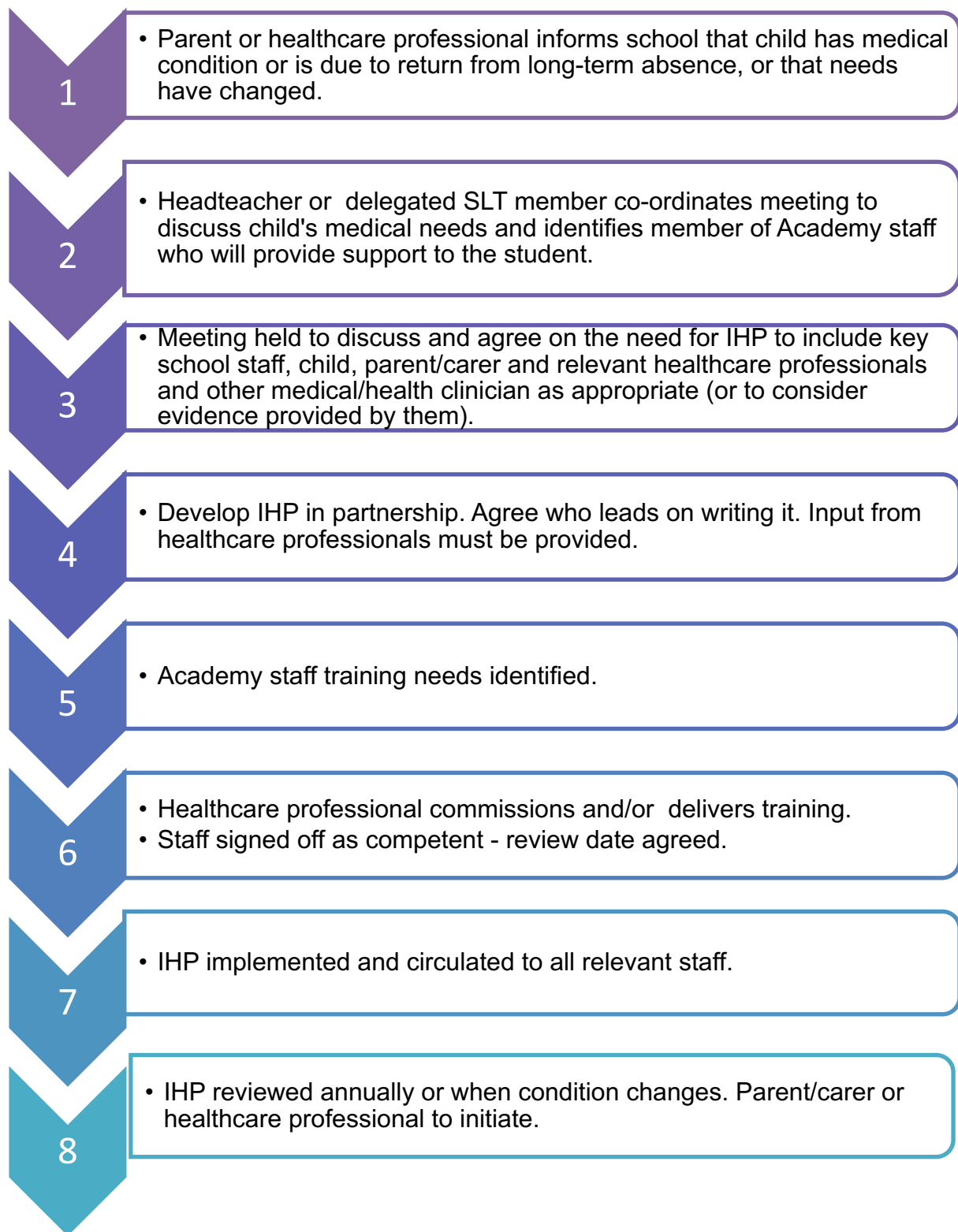
'Medical condition' for these purposes is either a physical or mental health medical condition as diagnosed by a healthcare professional which results in the child or young person requiring special adjustments for the school day, either on-going or intermittently. This includes a chronic or short-term condition, a long-term health need or disability, an illness, injury or recovery from treatment or surgery. Being 'unwell' and common childhood diseases are not covered.

'Medication' is defined as any prescribed or over the counter treatment.

A 'staff member' is defined as any member of staff employed by the North East Learning Trust.

## Appendix A

### Supporting Students with Medical Conditions Flowchart



## Appendix B Individual Healthcare Plan (IHP)

<b>Name of school</b>	
<b>Child's name</b>	
<b>Date of birth</b>	
<b>Tutor group</b>	
<b>Child's address</b>	
<b>Medical diagnosis or condition</b>	
<b>Date</b>	
<b>Review date</b>	

### Family contact information

<b>Name</b>	
<b>Relationship to child</b>	
<b>Phone number (home)</b>	
<b>Phone number (work)</b>	
<b>Phone number (mobile)</b>	
<b>Name</b>	
<b>Relationship to child</b>	
<b>Phone number (home)</b>	
<b>Phone number (work)</b>	
<b>Phone number (mobile)</b>	

**Clinic/hospital contact**

<b>Name</b>	
<b>Phone number</b>	

**G.P.**

<b>Name</b>	
<b>Phone number</b>	

**Who is responsible for providing support in school?**

<b>Name</b>	
<b>Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.</b>	
<b>Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision</b>	

**Daily care requirements**

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Specific support for the student's educational, social, and emotional needs

Arrangements for school visits/trips etc.

Other information

Described what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (state if different for off-site activities?)

Plan developed with



Staff training needed/undertaken – who, what, when

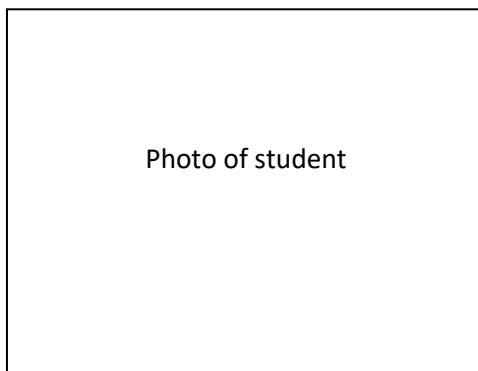
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## Appendix C

### Student Health Needs Summary – Information for all staff



<b>Student Name</b>	
<b>Date of Birth</b>	
<b>Tutor Group/Sept/Class</b>	
<b>Medical Condition</b>	
<b>Medication details and location</b>	
<b>Key symptoms</b>	
<b>Identified triggers include</b>	
<b>Actions in case of an emergency</b>	

The complete medical care plan is available on SIMS and staff who teach this student **MUST** read the plan.

## Appendix D

### Student Needs Medical Form (including special diet requests)

<b>Name of Student</b>	
<b>Date of Birth</b>	
<b>Medical Conditions (Please ensure that you give as much information as possible)</b>	
<b>Prescribed medication to be taken in school:</b>	
<b>Type of inhaler used</b>	
<b>Non-prescribed medication to be taken in school:</b>	
<b>Allergies</b>	
<b>Prescribed medication taken (including adrenaline pen)</b>	
<b>If your child requires a special diet due to a medical need or an allergy you must provide evidence from a GP and/or a dietician</b>	
<b>Signed</b>	
<b>Date</b>	

## Appendix E

### Model letter inviting parents to contribute to IHP development

Dear Parent/carer

Developing an individual Healthcare Plan for your child

Thank you for informing us of your child's medical condition. I enclose a copy of the North East Learning Trust's policy for Support Pupils/Students with Medical Conditions for your information.

A central requirement of the policy is for an Individual Healthcare Plan to be prepared, setting out the support your child needs and how this will be provided. Individual Healthcare Plans are developed in partnership between the Academy, parents, students, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although Individual Healthcare Plans are likely to be helpful in most cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts on their ability to participate fully in school life, and the level of details within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's Individual Healthcare Plan has been scheduled for (DATE). I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will involve (the following people). Please let us know if you would like to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached Individual Healthcare Plan template and return it, together with any relevant evidence, for consideration at the meeting. I (or another member of staff involved in plan development or student support) would be happy for you to contact me (them) by email or to speak by phone if this would be helpful.

Yours sincerely







## Appendix H

### Parental Agreement for the Administration of Medication (supplied by the parent/carer)

Academy		
Name of Student		
Date of birth		
Medical condition		
Name/type of medication		
Expiry date		
Dosage and method		
Timing		
Special precautions/instructions		
Side effects that the Academy should be aware of		
Self-administration (please tick where applicable)	YES	
	NO	
Procedures in case of emergency		
<b>Please note: Medicines must be in the original container as dispensed by the pharmacy and must include dosage instructions on or in the packaging.</b>		
Name of parent/carer		
Emergency contact number	Home	
	Mobile	
	Work	
I understand that the medication must be delivered to:		
<b>I confirm that the information I have included on this form is to the best of my knowledge accurate at the time of completion and I give consent to Academy staff to administer medication to my child in accordance with the Trust's</b>		



**Managing Medication Policy. I will inform the Academy immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is no longer required.**

**I accept that it is my responsibility to ensure that the Academy has sufficient medication and that the expiry date has not been reached. At the end of each term I will collect any unused medication from the Academy.**

Signed	
Print Name	
Date	
Member of Academy staff receiving the medication	

## Appendix I

### Staff trained in the administration of prescription and non-prescription medicines in school

..... Academy

Name	Training received	Name of medical condition (if applicable)	Date training completed	Training provided by	Date of refresher training	Refresher training completed	Date of refresher training	Refresher training completed	Date of refresher training	Refresher training completed
<i>Example Jo Bloggs</i>	<i>administration of medicines</i>	<i>N/A</i>	<i>23/02/20</i>	<i>DCC</i>	<i>23/02/23</i>					
<i>Jo Bloggs</i>	<i>Administering of adrenaline pen</i>	<i>Anaphylaxis</i>	<i>21/02/2020</i>	<i>School Nurse</i>	<i>21/02/25</i>					

*Copies of training certificates should be kept with this training record.*

# Appendix J

## Consent form to administer school held medication

<b>Name of student</b>	
<b>Date of Birth</b>	

**I understand that:**

- The Trust has agreed that ..... Academy can hold over the counter medicines that are purchased from a community pharmacy and used for the short-term management of minor, self-limiting conditions.
- The Academy may keep paracetamol for mild pain, headache, toothache, or raised temperature, a cream for insect bites, stings, and nettle rashes; and an antiseptic cream to clean minor wounds and prevent infection.
- The Academy will only issue paracetamol to students in accordance with the 'list of indications' on the product packaging and/or patient information leaflet. The dose and maximum period of use will only be administered in accordance with the manufacturer's directions.

**Therefore, in accordance with the Trust's Managing Medications Policy: (please tick where applicable):**

I am happy for the Academy to administer paracetamol to my child in accordance with the "list of indications' and/or patient information leaflet	
I am happy for the Academy to give my child cream for insect bites and/or antiseptic cream. I understand that the cream will be self-administered.	
I am NOT happy for the Academy to give my child paracetamol, insect bite cream and/or antiseptic cream under any circumstances.	

<b>Signed</b>	
<b>Relationship to student</b>	
<b>Date</b>	

**I am aware that this consent will be reviewed on an annual basis and to withdraw consent I must contact the Academy directly.**

## Appendix K

### Retrospective consent for the administering of school held medication

<b>Name of Student</b>	
<b>Date of Birth</b>	
<b>Name of staff member making the telephone call</b>	
<b>Date &amp; time of telephone call</b>	
<b>Name of parent/carer giving verbal consent to administer school held medication</b>	
<b>Date &amp; time medication administered</b>	
<b>Dosage</b>	
<b>Any side effects noted</b>	
<b>Administered by</b>	

**I confirm that I received a telephone call and gave verbal consent to the Academy to administer school held medication in accordance with the information on the packaging and/or the patient information leaflet to my child.**

<b>Signed</b>	
<b>Print Name</b>	
<b>Relationship to student</b>	
<b>Date</b>	