



## Supporting students with Medical Conditions Policy

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GOAL: Empower students with medical conditions to fully participate in all aspects of school life and achieve their full academic, social, and emotional potential.

## **1. Introduction**

ARTS Education is committed to ensuring all students, including those with medical conditions, can fully participate in all aspects of school life and achieve their full potential. This policy outlines our procedures for supporting students with medical conditions in a safe, inclusive, and respectful manner.

This policy aims to ensure that:

- students, staff and parents understand how our school will support students with medical conditions
- students with medical conditions are properly supported to allow them to access the same education as other students, including school trips and sporting activities

The governing body will implement this policy by:

- Making sure sufficient staff are suitably trained
- Making staff aware of students' conditions, where appropriate
- Making sure there are cover arrangements to ensure someone is always available to support students with medical conditions
- Providing supply teachers with appropriate information about the policy and relevant students

**The named person within ARTS Education for the responsibility for implementing this policy is Annmarie Read.**

## **2. Legislation and Statutory Responsibilities**

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 students at their school with medical conditions.

It is also based on the Department for Education (DfE)'s statutory guidance on supporting students with medical conditions at school.

### **3. Roles and Responsibilities**

#### The Governing Body

The governing body has ultimate responsibility to make arrangements to support students with medical conditions. The governing body will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

#### The Headteacher

The headteacher will:

- Make sure all staff are aware of this policy and understand their role in its implementation.
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all EHCP's, including in contingency and emergency situations.
- Ensure that all staff who need to know are aware of a child's condition.
- Make sure that school staff are appropriately insured and aware that they are insured to support students in this way.
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date.

#### Staff

Recognising the diverse needs of our student body, ARTS Education acknowledges that supporting students with medical conditions extends beyond a single individual's responsibility. While staff are not obligated to participate, they may be called upon to offer assistance, including potentially administering medication in accordance with established procedures.

To ensure competence and confidence in such situations, staff will receive training and achieve the necessary skill level before assuming any supportive role, such as training courses for Administering Medications to those students that require it.

Furthermore, ensuring inclusive learning environments, teachers will consider the specific needs of students with medical conditions within their classrooms.

Most importantly, all staff will be equipped with the knowledge and understanding necessary to effectively respond when a student with a medical condition requires assistance, safeguarding their well-being within our school community.

This collaborative approach ensures the comprehensive and responsive support each student deserves.

## Parents

Parents will:

- Provide the school with sufficient and up-to-date information about their child's medical needs.

## Students

Students with medical conditions will often be best placed to provide information about how their condition affects them. Students should be fully involved in discussions about their medical support needs.

## **4. Equal Opportunities**

ARTS Education firmly promotes the active participation of students with medical conditions in school trips, visits, and sporting activities. We are committed to providing the necessary support and making reasonable adjustments to ensure their safe and full inclusion in these experiences.

To achieve this goal, comprehensive risk assessments will be conducted for all planned activities. These assessments will identify any potential risks and determine necessary adjustments to ensure the safety and inclusion of students with medical conditions. This process will involve close collaboration with the students themselves, their parents/carers, and any relevant healthcare professionals.

(See our Equality Policy for more information.)

## **5. Being notified that a child has a medical condition**

When the school is notified that a student has a medical condition. 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 students who are new to our school.

## 6. Implementation

All staff should have a general understanding of:

- The medical condition, its triggers, signs, symptoms and treatments.
- The student'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
- Specific support for the student'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.
- The level of support needed, including in emergencies. If a student is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring and storage whilst in school.
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the student's medical condition from a healthcare professional, and cover arrangements for when they are unavailable
- Who in the school needs to be aware of the student's condition and the support required.
- Arrangements for written permission from parents and the headteacher for medication to be administered by a member of staff, or self-administered by the student during school hours.
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the student can participate, e.g. risk assessments.
- Where confidentiality issues are raised by the parent/student, the designated individuals to be entrusted with information about the student's condition.
- What to do in an emergency, including who to contact, and contingency arrangements.

## 7. Managing Medicines

All Medicines are stored in a locked lock box in a locked cabinet in the school's reception, the key for the cabinet is securely locked in a key safe.

Administering of the medication is done so at the students request, this can either be taken in the schools reception or if they would prefer they can locate to the school's medical room to administer the medication.

Prescription medicines will only be administered at school:

- When it would be detrimental to the student's health or school attendance not to do so and;

- Where we have parents' written consent via email or text.
  - The only exception to this is where the medicine has been prescribed to the student without the knowledge of the parents.

The school will only accept prescribed medicines that are:

- In-date
- Labelled with the student's name and date of birth
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage.

Students under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely. Students 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 metres and adrenaline pens will always be readily available to students and not locked away.

Medicines will be returned to parents to arrange for safe disposal when no longer required.

Anyone giving a student any medication (for example, for pain relief) will first check and confirm with parents that they are happy for their child to receive pain medication, this will include:

- Asking a person with parental responsibility to provide written consent for pain relief to be administered.
  - This can be through a text or email.
- maximum dosages.
- when the previous dosage was taken.
- Confirming Pain relief to be administered
  - E.G. Paracetamol

### Controlled drugs

Controlled drugs are prescription medicines that are controlled under the Misuse of Drugs Regulations 2001 and subsequent amendments, such as morphine or methadone.

A student who has been prescribed a controlled drug may have it in their possession when bringing it into school, taking home from school and when due to take it, if they are competent to do so, but they must not pass it to another student to use. When not being used or transported, all controlled drugs are kept in a secure cupboard in the school office and only named staff have access. (Unless the student is assessed as requiring immediate access to it at all times- eg with an epipen)

Controlled drugs will be easily accessible in an emergency and the following information will be recorded in the controlled medicine record book:

- Date and time administered.
- How much medication is held before administration.
- The dosage of medication that is administered.
- The amount of medication left after administration.
- Any side effects noted.
- Signature and name of the staff member who has supported administration of the drug.

### Unacceptable practice

School staff should use their discretion and judge each case individually but it is generally not acceptable to:

- Prevent students from easily accessing their inhalers and medication, and administering their medication when and where necessary.
- Assume that every student with the same condition requires the same treatment.
- Ignore the views of the student or their parents.
- Ignore medical evidence or opinion (although this may be challenged).
- If the student becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable.
- Penalise students for their attendance record if their absences are related to their medical condition, e.g. hospital appointments.
- Prevent students from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively.
- Require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child.
- Prevent students from participating, or create unnecessary barriers to students participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany their child.
- Administer, or ask students to administer, medicine in school toilets.

## **8. Emergency procedures**

Staff will follow the school's normal emergency procedures (for example, calling 999).

If a student needs to be taken to hospital, staff will stay with the student until the parent arrives, or accompany the student to hospital by ambulance. Parents will be informed as soon as possible and details provided on where to attend.

## **9. Training**

Staff who are responsible for supporting students with medical needs will receive suitable and sufficient training to do so.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the Head Teacher. Training will be kept up to date.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the students.
- Fulfil the requirements of the medical need.
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures.

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

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.

## **10. Record keeping**

The governing board will ensure that written records are kept of all medicine administered to students for as long as these students are at the school, the Administering of Medicine log book is located with medication in a locked lock box in a locked cabinet in the school's reception, the key for the cabinet is securely locked in a key safe.

Parents will be informed if their student has been unwell at school by:

- Telephone.
- Text.
- Email.
- Studybugs.

## **11. Liability and indemnity**

The proprietors will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

A copy of the schools liability insurance can be located in the schools reception.

## **12. Complaints**

Parents with a complaint about the school's actions in regard to their child's medical condition should discuss these directly with the Head teacher in the first instance. If the SENCO cannot resolve the matter, they will direct parents to the school's complaints procedure.

## **13. Monitoring and Evaluation**

We review the effectiveness of our policy and practices yearly through student feedback, parent feedback and staff reflection.

## **14. Conclusion**

ARTS Education views its commitment to supporting students with medical conditions not as a mere policy, but as a fundamental responsibility woven into the fabric of our inclusive learning environment. This policy serves as a roadmap, guiding our journey to empower these students, fostering collaboration among staff, parents, and healthcare professionals, and upholding the highest standards of training and competency. We strive to cultivate a climate of understanding and respect, where inclusivity and empathy blossom for all. Recognising that our journey requires continuous learning and improvement, we embrace feedback and regularly evolve our practices. Ultimately, we envision a school where every student, regardless of their medical condition, thrives in a safe, supportive space, empowered to reach their full potential. This unwavering commitment fuels our ongoing efforts to create a truly inclusive haven, where individual needs are embraced and celebrated.

## **15. Additional information**

[NASUWT Administration of medication in schools guidance](#)

[Links to other DfE recommended information](#)

## **16. Links to Other Policies**

- Accessibility plan
- Autism Policy
- Complaints
- Equality Policy
- First aid
- Health and safety
- Safeguarding and Child Protection Policy
- Special educational needs policy