



## Supporting Pupils with Medical Needs Policy

<b>Date Published</b>	<b>January 2025</b>
<b>Version</b>	<b>1</b>
<b>Approved Date</b>	<b>January 2025</b>
<b>Review Cycle</b>	<b>Annual</b>
<b>Review Date</b>	<b>January 2026</b>

An academy within:



“Learning together, to be the best we can be”

# 1. Context

- 1.1. Section 100 of the Children & Families Act places a duty on all schools to make arrangements for supporting children with medical conditions, and to have regard for the Department for Education's (DfE) Supporting Children at School with Medical Conditions (DfE 2015). This policy outlines how Beech Academy will ensure that all children with medical conditions will be supported to ensure they can play a full and active role in school life, remain healthy and achieve their academic potential.

# 2. Principles

- 2.1. We have adopted the key drivers of the 'Supporting pupils at school with Medical Conditions' by the DfE as our aims and objectives. Wherever possible we will endeavour:
  - To ensure students with medical conditions are properly supported so that they have full access to education, including school trips and physical education.
  - To ensure arrangements are in place to support pupils at school with medical conditions, including the use of risk assessment and health care plans.
  - To work with health and social care professionals, students and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported.

# 3. Recognition

- 3.1. Application to the school has request for parents to provide the school with useful information regarding the pupil's needs.
- 3.2. The primary liaison member of staff will visit schools before admission date to liaise with staff, parents and pupils to highlight areas of need
- 3.3. Any EHCPs in place will be reviewed to monitor how school supports the pupils.
- 3.4. Medical needs are on recorded on school MIS. Issues of a sensitive nature are 'flagged up' on a need to know basis.
- 3.5. Meetings to highlight to all staff of emergent or developing medical needs and measures put in place to meet them.
- 3.6. All trips beyond routine request that parents inform school of any specific medical needs that may be relevant for that particular occasion.
- 3.7. When Beech Academy becomes aware that a child with medical needs will begin attending or that a child already attending the school has medical needs the Pastoral Support Team will be informed. The Pastoral Support Team then ensures

that all of the relevant staff are notified and begins the process of planning for the child's safe admission to school. Arrangements to support students are ideally in place before they start, or no later than two weeks after their admission.

- 3.8. When a formal diagnosis has not yet been made, or where there is a difference of opinion, the school makes a judgement about what support to provide based on the available evidence- usually some form of medical evidence and consultation with parents/carers.

## 4. Individual Healthcare Plans

- 4.1. Students with medical needs attending the school have an individual healthcare plan where this is required, the plan outlines what needs to be done, when and by whom. Their delegated person will work with parents/carers and healthcare professional to develop healthcare plans.
- 4.2. Not all children with medical needs require a plan. Decisions to not make a healthcare plan are recorded appropriately on the child's file. Healthcare plans are reviewed annually or sooner if the child's medical needs have changed.
- 4.3. Common medical needs are:
- Asthma: pupils are not required to carry their own e.g. salbutamol, but it will be available to them either in the classroom or in the main school office.
  - EpiPens are kept in a secure but available cupboard in the medical room. Staff receive training.
  - Insulin will be kept in secure but available cupboard, in pupil-specific boxes in school reception
  - Children with injuries e.g. broken legs
  - School will try to relocate teaching locations to suit, where possible
  - Release from lessons to avoid crush and allow time
  - Access to e.g. chair lift
  - Where an illness keeps the child off school, work will be arranged to be sent to them, if this is reasonable. Longer term illness may invoke referral to medical access school.

## 5. Roles and Responsibilities

- 5.1. Any member of school staff may be asked to provide support to children with medical conditions, including the administering of medicines, although they cannot be required to do so. Any member of staff must know what to do and respond accordingly when they become aware that a student with a medical condition needs help.
- 5.2. Parents/Carers are responsible for:

- Providing the school with sufficient and up-to-date information about their child's medical needs
- Participating in the development and review of their child's individual healthcare plan
- Carrying out any actions they have agreed to as part of the plan's implementation (e.g. provide medicines)
- Ensuring that written records are kept of all medicines administered to children
- Ensuring they or another nominated adult is contactable at all times and contact information is kept up-to-date.

#### 5.3. The Trust are responsible for:

- Making arrangements to support children with medical conditions in school, including making sure that this policy is in place;
- Ensuring that the school's procedures are explicit about what practice is not acceptable;
- Making sure it is clear how complaints may be made and will be handled concerning the support provided to children with medical conditions;
- Ensuring the school's policy clearly identifies the roles and responsibilities of those involved in the arrangements they make to support children at school with medical conditions.

#### 5.4. The Headteacher is responsible for:

- Promoting this policy with the whole staff team, parents/carers, students and agency Partners;
- Ensuring sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions;
- Ensuring the training needs of all staff are met, including the whole school staff regarding this policy. First Aiders trained by the school as well as individual members of staff with responsibility for individual children;
- Cover arrangements to ensure availability of staff to meet individual children's needs;
- Monitoring the provision of individual healthcare plans for those children who require one and undertaking healthcare plan reviews;
- Ensuring all children with medical needs have a healthcare plan where appropriate, that it is kept up-to-date and is shared with all the individuals who need to know about it and reviewed at least annually;
- Providing adequate PPE for all staff.

#### 5.5. Teachers and Support Staff are responsible for:

- Supporting the child as much as possible in self-managing their own condition;
- Risk assessment for school visits, school journey and other school activities outside of the normal timetable;
- Implementing their actions identified in individual healthcare plans.

## 6. Links to Achievement and Social and Emotional Wellbeing

- 6.1. There are often social and emotional implications associated with medical conditions. Children may be self-conscious about their condition and some may become anxious or depressed. Long-term absences due to health problems may affect attainment, impact on a student's ability to sustain friendships and affect their wellbeing and emotional health. At Beech Academy we work closely with the child, their parent/carer and other practitioners to ensure that the impact of their medical needs on their achievement and social and emotional wellbeing is minimised.
- 6.2. Beech Academy staff are highly skilled in providing excellent social and emotional support. Our team will develop bespoke programmes to support transition following a period of absence working with outside agencies where appropriate.

## 7. Procedures for Managing Medicines

- 7.1. Please see the medicines in school policy

## 8. Emergency Procedures

- 8.1. Where a child has an individual healthcare plan, this defines what constitutes an emergency and explains what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other pupils in the school know that they should inform a teacher immediately if they think help is needed. If a student needs to be taken to hospital, staff stay with the child until the parent/carer arrives, or accompanies a child taken to hospital by ambulance.

## 9. Extra-Curricular Activities

- 9.1. Beech Academy staff are fully committed to actively supporting students with medical needs to participate in the full life of the school including trips and visits. Healthcare plans clearly outline how a child's medical condition will impact on their participation, but there is flexibility for all students to participate according to their own abilities and with reasonable adjustments (unless evidence from a clinician state that this is not possible).
- 9.2. Risk assessments are carried out so that planning arrangements take account of any steps needed to ensure that students with medical conditions are included. This includes consultation with the student, the parents/carer and any relevant external agency involved in the care of the child.

## 10. Unacceptable Practice

- 10.1. In order to keep all students safe and well we are very clear that the whole team know what is not acceptable practice.
- 10.2. It is not acceptable practice (unless there is evidence included in the child's individual healthcare plan from a medical professional) to:
  - Prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
  - Assume that every child with the same condition requires the same treatment;
  - Ignore the views of the child or their parents; or ignore medical evidence or opinion;
  - Send students with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
  - If the student becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable;
  - Penalise children for their attendance record if their absences are related to their medical condition;
  - Prevent children from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition;
  - Require parents/carers, or make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues;
  - Prevent students from participating, or create unnecessary barriers to children participating in any aspect of school.

## 11. Support for Children with Allergies and Medical Conditions

- 11.1. On receiving information regarding allergies or medical conditions all staff are made aware of the allergy or medical need immediately. The Pastoral Support will then liaise with families and professionals to develop a healthcare plan and deliver any necessary staff training. Where appropriate they will then develop an allergy student profile which includes a picture of the student, a description of the allergy and allergic reaction symptoms. Profiles will be shared with all staff and held in the student file.
- 11.2. Parents/carers must provide two Epi-Pens where applicable, one of these should be kept in the students' classroom and the other held centrally. The admin team will check Epi-Pens routinely to ensure they are 'in date'. Epi-Pens must be taken on school trips and visits and held by an adult who is trained to administer it.
- 11.3. Teachers and support staff will be trained on how to use an Epi-Pen. The admin keeps a list of the staff trained and their training.

## 12. Training

- 12.1. Training to support the school in meeting the needs of children with medical conditions is provided on a regular basis, and from a range of practitioners. Beech Academy undertakes whole school awareness training, induction training for new members of staff and training for individually identified members of staff.
- 12.2. We work in partnership with the school nurse to determine what training is required to meet the medical needs of the Beech Academy cohort. We regularly review our training programme in response to changes in staffing, changes in student population and reviews of healthcare plans.

## 13. Other Professionals

- 13.1. Beech Academy works closely with a range of other professionals when supporting a child with medical needs including GPs, school nurses, psychologists and specialist provision in hospitals etc

## 14. Complaints

- 14.1. Parents/carers with a complaint about the school's actions in regard to their child's medical condition should discuss these directly with the Headteacher in the first instance. If the headteacher cannot resolve the matter, they will direct parents/carers to the school's complaints procedure.



Appendix A  
BEECH ACADEMY SCHOOL - PARENTAL AGREEMENT FOR  
TO ADMINISTER MEDICATION



The Beech Academy			
Care plan for pupil with an ongoing condition requiring medication			
Name			
Date of Birth			
Medical Condition			
Review Date of Medical Plan			
Contact Details for emergencies			
Contact Name			
Work Phone Number			
Home Phone Number			
Mobile Phone Number			
Relationship			
Contact Name			
Work Phone Number			
Home Phone Number			
Mobile Phone Number			
Relationship			
Doctor and Hospital Details			
GP Name			
GP Phone Number			
Hospital Consultant Name			
Hospital Consultant Phone Number			
Medical condition details			
Any known allergies			
Medication			
	Name of medication	Dosage	Time given
Medication given at home			
Medication given at school			
I/We approve this Medical Plan and give permission for medical intervention at The Beech Academy, in the event of an emergency situation.			
Signed Parent/Carer:		Date:	







*Will parents please note that The Beech Academy will only hold and administer drugs for students where 3 or more doses of medication will be required to taken in one day – 2 doses a day can be taken without school intervention.*

If your child requires the school to hold and administer medicines, (other than those with Special Needs Requirements), please complete and return this Consent Form.

My Child \_\_\_\_\_ requires the following dose(s) of medication to be administered within school.

Times of Day to be given or circumstances	Dosage	Name of medicine / drug	Method of drug administration
<b>*Students will be required to administer eye drops themselves</b>			

I give consent for a member of staff to administer the above medicine/drug. I understand that the same member of staff may not be available at all times and the medicine/drug may be administered by a different member of staff.

I undertake to deliver the correct weekly medication to the main office, in a child proof container/bottle which will be administered according to my instructions above. The weekly supply of medication must be kept in a locked cabinet at all times.

I acknowledge that any staff involved in the administering of anything medical in school are not qualified medical practitioners nor are they holding themselves out be qualified medical practitioners.

I understand that the staff in the school will take reasonable care in the administration of medicines in school and will endeavour to respond appropriately in all circumstances should emergency treatment be required.

I understand that my child will make him/herself available as required for the medicine to be administered.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent/Carer

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