



# Supporting students with medical needs Policy

Committee/Person(s) Responsibility: **Wrenn Academy AAB**

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## Document Reviews

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1.1	AAB	10.05.16	Ratified 10.05.16	BM
1.2	AAB	September 2017	Ratified 12.09.17	BM
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# Supporting students with medical needs Policy

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## Purpose

- 1.1 The policy is part of the Academy's overall strategy to safeguard and promote the welfare of all students.
- 1.2 The Academy recognises that students with medical conditions need to be properly supported so that they have full access to education, including physical activities and out of Academy visits.
- 1.3 This purpose of this policy is to ensure that the Academy takes positive action to support the health needs of all students, and that no student suffers unnecessarily because of a health-related condition. It should be considered alongside other student welfare policies, including health and safety, safeguarding, school visits and Special Educational Needs and Disabilities.

## Roles and Responsibilities

- 2.1 The Principal will:
  - 2.1.1 put in place arrangements that provide effective support for students' medical conditions within the academy;
  - 2.1.2 ensure that these arrangements demonstrate an understanding of how medical conditions can affect a student's ability to learn, and that they are clear and unambiguous about the need to support actively students with medical conditions to participate in academy trips and visits, or in sporting activities, and do not prevent them from doing so;
  - 2.1.3 ensure that the academy consults with and is advised by healthcare professionals when considering how to support students with medical conditions, and listens to and values the views of students and parents so as to secure their confidence in the procedures;
  - 2.1.4 assume overall responsibility for implementation of the relevant policies and procedures, or appoint another senior staff member to do so;
  - 2.1.5 ensure that the care of students with medical conditions who also have special educational needs or disabilities comply also with the academy's policies for supporting such students;

- 2.1.6 arrange for sufficient staff to be properly trained to provide the support needed by students with medical conditions;
  - 2.1.7 put in place arrangements so that someone with the requisite skills is always available to provide cover in the absence the regular teacher of any student with a medical condition;
  - 2.1.8 ensure that all staff who need to know are aware of relevant students' medical conditions;
  - 2.1.9 establish procedures to be followed when the academy is notified that a student has a medical condition, including:
    - 2.1.9.1 any transitional arrangements,
    - 2.1.9.2 the process to be followed when a student's needs change, and
    - 2.1.9.3 staff training and support;
  - 2.1.10 determine who is responsible for liaising with healthcare professionals and parents when it is thought that healthcare plans may be necessary, and subsequently for developing the plans, for reviewing them at least annually and for ensuring that they comply in detail with the requirements of the document *Supporting Students at School with Medical Conditions: Statutory guidance for governing bodies of maintained schools and proprietors of academies in England*;
  - 2.1.11 arrange for contact to be made with the school nursing service in the case of any student who has a medical condition that may require support at the academy, but who has not yet been brought to the attention of the school nurse;
  - 2.1.12 arrange for academy staff to be appropriately insured for supporting students with medical conditions and for them to be made aware that these arrangements are in place; and
  - 2.1.13 ensure that the procedures for supporting students with medical conditions are developed and effectively implemented with partners.
- 2.2 The Principal will have overall responsibility for the development of individual healthcare plans.
- 2.3 Staff will:
- 2.3.1 put the welfare and well-being of students first at all times;
  - 2.3.2 be aware of the policy for supporting students with medical conditions and understand their role in its implementation;

- 2.3.3 take into account the needs of students with medical conditions that they teach or otherwise work with;
  - 2.3.4 be aware of how a student's medical condition will impact on their participation in out of school and sporting activities;
  - 2.3.5 undertake suitable training and achieve the necessary level of competency before they take on responsibility to support students with medical conditions;
  - 2.3.6 understand that they must not give prescription medicines or undertake healthcare procedures without appropriate training; and
  - 2.3.7 make sure that they know what to do and how to respond accordingly when they become aware that a student with a medical condition needs help.
- 2.4 Nurses working within the academy
- 2.4.1 will be responsible for notifying the academy when a student has been identified as having a medical condition that will require support in the academy;
  - 2.4.2 may support staff in implementing a student's individual healthcare plan and provide advice and liaison with on relevant matters such as training.
- 2.5 The governing body will ensure that:
- 2.5.1 the arrangements the academy puts in place for supporting students with medical conditions are sufficient to meet its statutory responsibilities in accordance with the document *Supporting Students at School with Medical Conditions: Statutory guidance for governing bodies of maintained schools and proprietors of academies in England*;
  - 2.5.2 the arrangements focus on the individual needs of each student and how their medical condition affects their participation in academy life;
  - 2.5.3 policies, plans, procedures and systems are properly and effectively implemented, including the designation of a named person with overall responsibility for them, and are accessible to staff and parents;
  - 2.5.4 such policies, plans, procedures or systems clearly identify the roles and responsibilities of all those involved in the arrangements to support students at school with medical conditions, how staff will be supported in carrying out their role, and how this will be reviewed;

- 2.5.5 such policies, plans, procedures or systems do not contain or permit any activities by the school that are unacceptable according to *Supporting Students at School with Medical Conditions: Statutory guidance for governing bodies of maintained schools and proprietors of academies in England*;
- 2.5.6 the Principal and/or other school leaders consult health and social care professionals, students and parents to ensure that the needs of students with medical conditions are effectively supported;
- 2.5.7 arrangements are in place for students who are competent to manage their own health needs and medicines;
- 2.5.8 the academy keeps written records of all medicines administered to students;
- 2.5.9 the academy's policy or procedures set out what should happen in an emergency situation;
- 2.5.10 the academy's policy or procedures set out how complaints may be made about the support provided to students with medical conditions, and how these complaints will be handled;
- 2.5.11 that either:
  - 2.5.11.1 an appropriate level of insurance, reflecting the level of risk, is in place covering staff supporting students with medical conditions, or
  - 2.5.11.2 the academy is a member of the Department for Education's Risk Protection Arrangements (RPA).

2.6 Parents of students with medical conditions will:

- 2.6.1 provide the academy with sufficient and up-to-date information about their children's medical needs;
- 2.6.2 participate in the development and review of their student's individual healthcare plan, if a plan is agreed to be appropriate; and
- 2.6.3 carry out any action they have agreed to as part of the implementation of an individual health care plan.

## Arrangements for monitoring and evaluation

- 3.1 The governing body will receive annual reports from the Principal on:
  - 3.1.1 the number of students with permanent or long-term medical conditions;
  - 3.1.2 the number of students with individual healthcare plans;
  - 3.1.3 how training needs are being assessed;
  - 3.1.4 the training undertaken by staff to support them, including who provided it; and
  - 3.1.5 the number of students unable to participate in school trips or physical exercises because of their medical condition.
- 3.2 The governor(s) with responsibility for this policy will monitor documentation at termly intervals to ensure that all necessary procedures are being implemented.
- 3.3 The Principal will report to the next appropriate meeting of the governing body (or relevant committee) the number of any complaints received and the number of any health incidents caused through students not taking medicines or their not being correctly administered, together with an outline account of the action taken.