LYKOS

WHERE EVERY CHILD MATTERS

Multi Academy Trust

Supporting Students with Medical Conditions

Lykos Multi Academy Trust
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Overview
This policy sets out the trust's approach to supporting students/pupils and students with medical conditions across Lykos Multi Academy Trust.

The policy aims to ensure that:

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

Legislation
This policy meets the requirements under Section 100 of the Children and Families Act 2014, which places a duty on Trust Boards to make arrangements for supporting students/pupils at their schools with medical conditions.

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

This policy also complies with our funding agreement and Articles of Association.

Roles and Responsibilities
Trust Board
Trust Board has ultimate responsibility to make sure there are arrangements to support students/pupils with medical conditions across the trust. Although the trust delegates certain duties to different levels as outlined below, the board is still accountable for making sure the trust is compliant with the requirements in the above legislation and guidance.

The board will also determine and approve this policy.

Chief Executive Officer (CEO)
The Chief Executive Officer will oversee and support Headteachers and Local Governing Boards across the trust in carrying out their duties. The CEO will highlight any issues of concern to the Trust Board.

Local Governing Board
The Local Governing Board (LGB) of each school will:

- Develop and monitor what information should be recorded on individual healthcare plans (IHPs)
- Monitor that there is a sufficient number of trained staff available in their school.
- Monitor that records of children's medical needs and medicines that have been administered are kept up-to-date.
- Review how well this policy is locally applied and make recommendations to the Trust Board as necessary.
- Support and challenge the Headteacher to make sure that all children with medical conditions are supported to ensure their fullest participation in all aspects of school life.

Headteacher
The Headteacher of each school 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 IHPs, including in contingency and emergency situations.
- Assess training needs and commission necessary training in line with trust procedures.
- Co-ordinate and attend meetings to discuss and agree on the need for IHPs.

- Take overall responsibility for the development of IHPs.
- Contact the school nursing service in the case of any student/pupil who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse.
- Make sure systems are in place for obtaining information about a child's medical needs and that this information is kept up to date.
- Make sure cover arrangements are made in the case of staff absence, and that supply teachers are briefed.

Staff

Supporting students/pupils with medical conditions during school hours is not the sole responsibility of any one individual person. Any member of staff at the school may be asked to provide support to students/pupils with medical conditions, although they will not be required to do so. This includes the administration of medicines.

Those staff who take on the responsibility to support students/pupils with medical conditions will receive sufficient and suitable training and will achieve the necessary level of competency before doing so.

Teachers will take into account the needs of students/pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a student/pupil with a medical condition needs help.

Parents/Carers

Parents/carers will:

- Provide the school with sufficient and up-to-date information about their child's medical needs.
- Be involved in the development and review of their child's IHP and may be involved in its drafting.
- Carry out any action they have agreed to as part of the implementation of the IHP, e.g. provide medicines and equipment, and ensure they or another nominated adult are contactable at all times.

Students/Pupils

Students/pupils with medical conditions will often be best placed to provide information about how their condition affects them.

Students/pupils should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs. They are also expected to comply with their IHPs.

School nurses and other healthcare professionals

Our school nursing services will notify the relevant school when a student/pupil has been identified as having a medical condition that will require support in school. This will be before the student/pupil starts school, wherever possible. They may also support staff to implement a child's IHP.

Healthcare professionals, such as GPs and paediatricians, will liaise with school nurses and notify them of any students/pupils identified as having a medical condition. They may also provide advice on developing IHPs.

Equal opportunities

Our trust is clear about the need to actively support students/pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The trust will require its schools to consider what reasonable adjustments need to be made to enable these students/pupils to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that students/pupils with medical conditions are included. In doing so, students/pupils, their parents/carers and any relevant healthcare professionals will be consulted.

Being Notified that a child has a medical condition
Parents/carers are asked if their child has any medical conditions on admission to the school and permission is sought to share any relevant medical information in school. Some children with a medical condition will have an Individual Healthcare Plan (IHP) which has been drawn up in consultation with the student/pupil, parents/carers, relevant school staff and healthcare professionals. The decision to produce an IHP is made in consultation with students/pupils, parents/carers and healthcare professionals.

The IHP details exactly what care a child needs in school, when they need it and who is going to give it. It also includes information on the impact on the student/pupil's learning, behaviour or classroom performance.

When the school is notified that a student/pupil has a medical condition, the process outlined below will be followed to decide whether the student/pupil requires an IHP. This process will be followed by all schools in the trust.

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/pupils who are new to the school.

Individual Healthcare Plans
The SENDCO in each school has overall responsibility for the development of IHPs for students/pupils with medical conditions.

Plans will be reviewed at least annually, or earlier if there is evidence that needs have changed. Plans will be developed with the student/pupil's best interest in mind and will set out:

- What needs to be done
- By when
- By whom

Not all students/pupils with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the headteacher will make the final decision.

Plans will be drawn up in partnership with the school, parents and a relevant healthcare professional, such as the school nurse, specialist or paediatrician, who can best advise on the student/pupil's specific needs. The pupil will be involved wherever appropriate.

IHPs will be linked to, or become part of, any education, health and care (EHC) plan. If a student/pupil has special educational needs (SEN) but does not have an EHC Plan, the SEN will be mentioned in the IHP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The Local Governing Board and the SENDCO, will consider the following when deciding what information to record on IHPs:

- The medical condition, its triggers, signs, symptoms and treatments.
- The student/pupil'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 students/pupil'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/pupil is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring.
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the student/pupil'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/pupil's condition and the support required.
- Arrangements for written permission from parents/carers and the headteacher for medication to be administered by a member of staff or self-administered by the student/pupil 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 pupil can participate, e.g. risk assessments.
- Where confidentiality issues are raised by the parent/student/pupil, the designated individuals to be entrusted with information about the student/pupil's condition.
- What to do in an emergency, including who to contact, and contingency arrangements

Schools will maintain a centralised register of IHPs and an identified member of staff for each school will have responsibility for this register. The student/pupil, parents/carers, school nurse and specialist (where applicable) will also hold a copy of the IHP. Other school staff will be made aware of it and will have access when meeting the needs of the student.

Prior to any overnight or extended day visit, there will be a meeting with the student, parents/carers, school nurse and relevant healthcare services to discuss and make a plan for any extra care requirements that may be needed. This is recorded on the student's IHP which accompanies them on the visit.

Training and Emergency Procedures

All school staff, including temporary or supply staff, will be aware of the medical conditions and understand their duty of care to students/pupils in an emergency. They receive training in what to do in an emergency and this is refreshed regularly.

Staff receive suitable training and support to make sure they have the confidence to provide the necessary support to individual students/pupils and fulfil the requirements set out in the IHP. This will be carried out by the specialist nurse/school nurse/other suitably qualified healthcare professional or the parent/carer.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the SENDCO. 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/pupils.
- Fulfil the requirements in the IHPs.
- 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 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.

Emergency Procedures
The student/pupil's IHP details and explains what to do in an emergency. A copy of the IHP will accompany the student to hospital, should they need to attend one. Parental permission will be sought and recorded on the IHP for sharing in emergency care settings.

The Headteacher will review any medical emergencies and incidents to see how they could have been avoided. These reviews will be recorded on the risk assessments and the student's IHP.

Provision of Care and Support – administering medication at school
Medication needs to be taken and care given as detailed in the student/pupil's IHP. There will always be more than one member of staff who can administer medication and meet the care needs of students/pupils. One of these trained members of staff will accompany the student on any school visit – including any overnight stays.

Prescription and non-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/carers' written consent

The only exception to this is where the medicine has been prescribed to the student without the knowledge of the parents.
Students/pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor.
Anyone giving a student any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents/carers will always be informed.

The school will only accept prescribed medicines that are:

- In-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

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/pupils 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 meters 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.

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 if they are competent to do so, but they must not pass it to another student to use. All other controlled drugs are kept in a secure identified location to which only named staff have access.

Students/Pupils managing their own needs

Students/pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents/carers and it will be reflected in their IHPs.

Students/Pupils will be allowed to carry their own medicines and relevant devices wherever possible. Staff will not force a pupil to take a medicine or carry out a necessary procedure if they refuse, but will follow the procedure agreed in the IHP and inform parents so that an alternative option can be considered, if necessary.

Storage of medication and equipment at school

Emergency medication/equipment is readily available, whenever the child is in school or on off-site activities and is not locked away. Medication that is in date and labelled in its original container, where possible, is stored in accordance with its instructions. The exception to this is insulin which will generally be supplied in an insulin injector, pen or pump. Epi-pens must be stored in a clear plastic box marked with the student's name.

Parents/carers will be asked to collect medication at the end of a school year and to provide new medication at the beginning of the next school year.

Students may carry their emergency medication with them if it is appropriate or it can be accessed in Reception**.** Students may carry controlled drugs if they are competent, otherwise it will be kept securely by the school. Staff at Highfields will only administer a controlled drug once they have had specialist training.

Each school will dispose of all needles and other sharps in line with local policies. Sharp boxes are kept securely at school and are disposed of by the relevant Site Manager or Facilities Management Company. Schools will keep an accurate record of all medication administered including the dose, time given, date and supervising staff. This is recorded in the communication log in each Information Management System.

Unacceptable practice

School staff should use their discretion and judge each case individually with reference to the student/pupil's IHP, but it is generally not acceptable to:

- Prevent students/pupils from easily accessing their inhalers and medication and administering their medication when and where necessary.
- Assume that every student/pupil 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).
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHPs.
- If the student/pupil becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable.
- Penalise students/pupils for their attendance record if their absences are related to their medical condition, e.g. hospital appointments.
- Prevent students/pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively.

- Require parents/carers, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent/carer should have to give up working because the school is failing to support their child's medical needs.
- Prevent students/pupils from participating or create unnecessary barriers to participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany their child.
- Administer, or ask students/pupils to administer, medicine in school toilets.

Return to school
Where a student is returning to school following a period of hospitalisation or alternative provision school will work with the local authority and education provider to ensure that the student receives the support they need to reintegrate effectively. If a student is unable to attend school because of their condition, we will endeavour to keep in regular contact to review their progress.

This policy has been drawn up in consultation with parents/carers, staff, school nursing and Governors and will be evaluated and reviewed annually with feedback from all stakeholders involved.

Complaints
Parents/carers with a complaint about the school's actions regarding their child's medical condition should discuss these directly with the SENDCO in the first instance. If the SENDCO cannot resolve the matter, they will direct the matter to the Headteacher and thereafter utilise the Formal Complaints process.

Liability and Indemnity
Trust Board will ensure that the appropriate level of insurance is in place and appropriately reflects the trust's level of risk.

Details of the trust's insurers are:
Risk Protection Arrangement with the Department for Education.

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