


City of London Academies Trust

Policy for Supporting Pupils with Medical Conditions

	Approval Date:	Monitored By:	Full Review Due:	Review By:
	19 April 2018	Trustees	April 2020	Trustees, Local Governing Bodies, employees, pupils, parents/carers

Aims

The Children and Families Act 2014 places a duty on the proprietors of academies to make arrangements for supporting pupils with medical conditions. This policy describes the essential criteria for how the Trust can meet the needs of children and young people with long-term medical conditions.

The City of London Academies Trust welcomes and supports pupils with medical conditions and seeks to provide all pupils with any medical condition the same opportunities as others at school. The Trust will help to ensure they can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic wellbeing once they leave school.

Targets/Outcomes

- All staff understand their duty of care to children and young people in the event of an emergency.
- All staff feel confident in knowing what to do in an emergency.
- All staff understand the medical conditions that affect pupils at their Academy. Staff receive training on the impact medical conditions can have on pupils.
- All staff, pupils and parents/carers understand that certain medical conditions are debilitating and potentially life threatening, particularly if poorly managed or misunderstood.
- All staff, pupils and parents/carers understand the importance of medication and care being taken as directed by healthcare professionals and parents/carers.
- Pupils and parents/carers feel confident in the care they receive from this Trust and the level of that care meets their needs.

Roles and Responsibilities

Trustees will:

- Ensure that arrangements are made to support pupils with medical conditions in line with their duty as 'proprietors' under the Children and Families Act 2014.
- Ensure that there is the appropriate level of insurance and liability cover in place for all Academies.

Governors at each Academy will:

- Make sure all Academy staff understand their duty of care to children and young people in the event of an emergency.
- Ensure the Academy is welcoming and supportive of pupils with medical conditions and provides children with medical conditions with the same opportunities and access to activities as other pupils.
- Ensure no child will be denied admission or prevented from taking up a place in the Academy because arrangements for their medical condition have not been made.
- Ensure that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities and out-of-school activities
- Listen to the views of pupils and parents/carers.

The Senior Leadership Team in each Academy will:

- Ensure all staff understand their duty of care to children and young people in the event of an emergency
- Ensure staff are trained in the Academy's general emergency procedures, and receive timely training updates
- Ensure staff receive training on the impact medical conditions can have on pupils and are trained in what to do in an emergency for children with medical conditions at the Academy.
- Ensure this medical conditions policy is supported by a clear communication plan for staff, parents/carers and other key stakeholders to ensure its full implementation in the Academy
- Ensure pupils, parents/carers, relevant local healthcare staff, and other external stakeholders are informed of and reminded about the medical conditions policy through clear communication channels.
- Work in partnership with and seek feedback from key stakeholders including pupils, parents/carers, school healthcare professionals, specialist nurses and other relevant healthcare professionals, Academy staff, and local emergency care services.
- Where a child is returning to school following a period of hospital education or alternative provision (including home tuition), work with the local authority and education provider to ensure that the child receives the support they need to reintegrate effectively.
- Keep in touch with a child when they are unable to attend school because of their condition.
- Not penalise pupils for their attendance if their absences relate to their medical condition.
- Review all medical emergencies and incidents to see how they could have been avoided and change Academy procedures according to these reviews.
- Ensure that pupils' confidentiality is protected.
- Nominate a named member of staff responsible for the implementation of this medical conditions policy in the Academy

The named member of staff in each Academy will:

- Work in partnership with and seek feedback from key stakeholders including pupils, parents/carers, school healthcare professionals, specialist nurses and other relevant healthcare professionals, Academy staff, and local emergency care services.
- Ensure all children with a medical condition have an individual healthcare plan (IHP) which should be drawn up with input from the child (if appropriate) their parent/carer, relevant Academy staff and healthcare professionals
- Ensure IHPs are regularly reviewed, at least every year or whenever the pupil's needs change.
- Ensure the Academy has clear guidance about record keeping including IHP records and accurate records of all medication administered, including the dose, time, date and supervising staff.
- Ensure the Academy has clear guidance on the storage of medication and equipment on site and on trips.
- Ensure the Academy has clear guidance on providing care and support and administering medication at school.
- Ensure that there is more than one member of staff who have been trained to administer the medication and meet the care needs of an individual child and ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies.
- Ensure procedures are in place so medication (prescription or non-prescription) is not given to a child under 16 without a parent's written consent except in exceptional circumstances.
- Ensure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit, including overnight stays.
- Where a child is returning to school following a period of hospital education or alternative provision (including home tuition), work with the local authority and education provider to ensure that the child receives the support they need to reintegrate effectively.
- Refer pupils with medical conditions who are finding it difficult to keep up educationally to the SENCO/ALNCO/Special Educational Needs Advisor who will liaise with the pupil (where appropriate), parent and the pupil's healthcare professional.

All staff in each Academy will:

- Read, understand and support the medical conditions policy.
- Attend relevant training as directed.
- Ensure they understand their duty of care to children and young people and know what to do in the event of an emergency.
- Ensure they understand that certain medical conditions are debilitating and potentially life threatening, particularly if poorly managed or misunderstood.
- Ensure they understand the medical conditions that affect pupils at the Academy and understand that all children with the same medical condition will not have the same needs.
- Ensure they understand the importance of medication and care being taken as directed by healthcare professionals and parents/carers.
- Ensure they understand what to do in an emergency for children with medical conditions at the Academy.
- Ensure they understand the Academy's general emergency procedures, and receive timely training updates
- Be aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside the Academy's bullying policy, to help prevent and deal with any problems.

Pupils will:

- Ensure they understand what to do in an emergency.
- Not misuse their medication, or anyone else's.

Parents/carers will:

- Provide the Academy with all required information about any medical conditions their child may have and let the Academy know immediately if their child's needs change.
- Work in partnership with all relevant parties including the Trust, the Local Governing Body, Academy staff and healthcare professionals to help implement this policy
- Work with the Academy and healthcare professionals in drawing up an IHP if required.
- Keep in touch with the Academy when their child is unable to attend school because of their condition.

Related documents and information

Children and Families Act (England only), the Equality Act (England, Wales and Scotland) and the Disability Discrimination Act (Northern Ireland only)

Individual Academy Procedures for e.g. administering and storing medicines, educational visits, risk assessments

Academy anti-bullying policy

Trust Data Protection Policy