Supporting Learners with Medical Conditions Policy

This policy is effective in Lancaster Academy part of the Learning without Limits Academy Trust

Associated Trust and Academy Policies:	
Allergy Policy *(Academy specific)*	Food Safety Policy
Children Unable to Attend School Due to Health Conditions Policy *(Academy specific)*	First Aid Policy *(Academy specific)*
Child Protection and Safeguarding Policy *(Academy specific)*	Health and Safety Policy
Complaints Policy	SEND Policy *(Academy specific)*
Data Protection Policy	

Version: V1.2a	**Status: Final**
Date: August 2024	**Next Review: August 2026**

Version	Date	Author	Changes
V1.0	March 2021	KK	New Trust policy created
V1.1	August 2023	KK	Policy review. Contents added and policy format updated. LwLAT Wellbeing Statement added. Named person information moved to front sheet. Trust Board delegation of responsibility to Academies added, Section 1. Links for guidance specific to our Academies added, Section 3. Section 5 added; Definition of 'medical condition' 8.3 added regarding confidentiality of a condition. Section 9 Pupils with health needs who cannot attend school, added. Appendix 3 updated with more information and contact details.
V1.2	August 2024	AE	Policy Review. Template text added. List of associated policies updated. References to "child", "children", "student" or "pupil" updated to "learner(s)", where appropriate. 1.1 wording added to reference the Trust's legal duty. 5.3 added, in relation to allergies and allergic reactions.

			8.2 and 8.3 added to include circumstances when the Academy may be notified of a medical condition. Paragraph 9 Procedure Following Notification that a Learner has a Medical Condition added, for clarity. 10.2 reduced and 10.3 added with reference to updated DfE guidance (Dec 2023). 10.2 added to include the aim of IHPs. 11.9 to 11.12 added for further clarity around IHPs. Information about IHP reviews removed from paragraph 11 and paragraph 12. Reviewing Individual Healthcare Plans (IHPs) added instead. Paragraph 13 title changed from Managing Medicines to Administering Medicines. Policy approval at Trust Board Meeting 26th September 2024.
V1.2a	January 2026	DA/AP	Policy localised for Lancaster Academy

This document is a Trust created template policy for use in all Trust Academies. It is the responsibility of individual Academies to insert information in to the document where indicated so that it is relevant to local circumstances and practice, whilst not removing any content contained within it, prior to the policy being noted by Local Governing Bodies.

The named person with responsibility for implementing this policy at Lancaster Academy is Debbie Abraham

Contents

Commented [AE1]: When policy review is complete, click on the 'References' tab, click on 'Update Table' and chose the second option: Update entire table.

1. Introduction 3

2. Aims of this Policy 3

3. Legislation and Statutory Guidance 4

3.1. This policy 4

3.2. Useful Resources 4

4. Scope 4

5. Definition of 'Medical Condition' 4

5.3. Allergies and allergic reactions 5

6. Who is Responsible for Carrying out this Policy? 5

6.4. The Trust 5

6.5. The Principal 5

6.6. Named Member of Staff 6

6.7. Staff 6

6.8. Parents and carers 6

6.9. Learners 7

6.10. School nurses and other healthcare professionals 7

7. Equal Opportunities **7**
8. Being Notified that a Learner has a Medical Condition **7**
9. Procedure Following Notification that a Learner has a Medical Condition **8**
10. Learners with Health Needs who Cannot Attend School **8**
11. Individual Healthcare Plans (IHP) **9**
12. Reviewing Individual Healthcare Plans (IHP) **11**
13. Administering Medicines **11**
13.9. Controlled drugs 12
13.10. Learners managing their own needs 12
14. Ensuring Good Practice **12**
15. Emergency Procedures **13**
16. Training **13**
17. Record keeping **14**
18. Liability and indemnity **14**
19. Complaints **14**
20. LwLAT Wellbeing Statement **14**
21. Review of this policy **14**
Appendix 1: Being notified a learner has a medical condition **1**
Appendix 2: Procedures **2**
Appendix 3: School Nurses and Useful Contacts for Parents/Carers **16**

1. Introduction

1.1. Learning without Limits Academy Trust (LwLAT) recognises that medical conditions, in terms of both physical and mental health, should not be a barrier to aspiration and success. All children with medical conditions are entitled to a full education. The Trust has a legal duty to ensure all learners with short term and long term medical needs receive appropriate care and support.

1.2. Lancaster Academy is committed to ensuring learners with medical conditions are properly supported in school so that can play a full and active role in school life, remain healthy and achieve their academic potential.

1.3. Lancaster Academy has adopted this policy and set out the arrangements it has put in place for its pupils with medical conditions.

2. Aims of this Policy

2.1. This aim of this policy is to policy ensure that:

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

- All LwLAT Academies have a named person who is responsible for implementing this policy.

3. Legislation and Statutory Guidance

3.1. This policy

- Meets the requirements under Section 100 of the Children and Families Act 2014, which places a duty on the Trust to make arrangements for supporting pupils at their Academies with medical conditions
- Is based on the Department for Education's statutory guidance Arranging education for children who cannot attend school because of health needs (December 2023)
- Will have regard to the SEND Code of Practice

3.2. Useful Resources

3.1.1. Guidance from the Department for Education:

- Supporting pupils at school with medical conditions- links to useful resources
- Supporting pupils with medical conditions at school - templates
- Mental health issues affecting a pupil's attendance: guidance for schools
- Promoting and supporting mental health and wellbeing in schools and colleges

3.1.2. Guidance specific to the Academy:

- Leicester City Council; Supporting the education of children with medical needs
- Leicestershire County Council; Education for children with medical needs
- Healthy Schools - Pregnant Pupils Guidance for schools

3.1.3. Consideration should be given to the NICE guidelines (National Institute for Health and Care Excellence), alongside the relevant professionals.

3.3. This policy also complies with the Trust's funding agreement and articles of association.

4. Scope

4.1. This policy applies to trustees, governors, staff, and volunteers who work within the Learning without Limits Academy Trust.

4.2. Allergen management is not covered in this policy. Please refer to each Academy's Allergy Policy for full details on Academy processes and procedures in relation to allergies.

5. Definition of 'Medical Condition'

5.1. For the purposes of this policy, a medical condition is any illness or disability which a learner has. It can be:

- physical or mental
- a single episode or recurrent
- short-term or long-term

- relatively straightforward (e.g. the learner can manage the condition themselves without support or monitoring) or complex (requiring on-going support, medicines or care whilst at school to help the learner manage their condition and keep them well)
- involving medication or medical equipment
- affecting participation in school activities or limiting access to education

5.2. Medical conditions may change over time, in ways that cannot always be predicted and therefore should be reviewed periodically.

5.3. Allergies and allergic reactions

5.3.1. Allergies and allergic reactions are not covered in the policy. Please refer to the Academy Allergy Policy for full details on Academy processes and procedures in relation to allergies.

6. Who is Responsible for Carrying out this Policy?

6.1. The CEO and the Principal of each Academy have overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework.

6.2. All members of Academy staff are responsible for the success of this policy and must ensure that they familiarise themselves with it and act in accordance with its aims and objectives.

6.3. The implementation of this policy will be monitored by the Principal of each Academy and will remain under constant review by the Learning without Limits Academy Trust.

6.4. The Trust

6.4.1. The Trust will ensure that:

- Arrangements are in place to support learners at school with medical conditions
- Sufficient staff have received suitable training and are competent before they are responsible for supporting learners with medical conditions
- Staff consult health and social care professionals, learners and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported
- Staff are appropriately insured and aware that they are insured to support learners in this way

6.5. The Principal

6.5.1. The Principal has the overall responsibility to:

- Ensure all staff are aware of this policy and understand their role in its implementation
- Ensure there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations
- Ensure all staff who need to know are aware of a learner's condition
- Take overall responsibility for the overseeing the development of IHPs

- Ensure contact is made with the school nursing service, in the case of any learner who has a medical condition that may require support at school, but who has not yet been brought to the attention of the service
- Ensure that systems are in place for obtaining information about a learner's medical needs and that this information is kept up to date and recorded appropriately
- Ensure risk assessments for school visits, holidays and other school activities outside of the normal timetable are completed

6.6. Named Member of Staff

6.6.1. The named member of staff at Lancaster Academy will:

- Work closely with the Principal as above
- Liaise with relevant health professionals including school nurses
- Ensure that individual Healthcare Plans are in place and regularly reviewed and updated
- Ensure staff are aware of learners with medical needs as appropriate
- Work closely with the SENCO where a learner has an Educational Health Care Plan (EHCP)
- Ensure that staff receive relevant and up to date training
- Ensure that learners with medical conditions are able to access the curriculum including trips and visits and physical education
- Meet regularly with parents or carers to review the arrangements in place, the learner's wellbeing and progress and agree future actions and support

6.7. Staff

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

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

6.7.3. Teachers will take into account the needs of learners with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a learner with a medical condition needs help.

6.7.4. Teachers and teaching assistants will work closely with the SENCO where a learner has an EHCP.

6.8. Parents and carers

6.8.1. Parents and carers will:

6.8.2. Provide the Academy 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

6.9. Learners

6.9.1. Learners with medical conditions will often be best placed to provide information about how their condition affects them. Where possible learners 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

6.10. School nurses and other healthcare professionals

6.10.1. The Academy will work closely with school nurses (see Appendix 3 for more information) and other medical professionals where a learner requires support for a medical condition. Healthcare professionals, such as GPs and paediatricians, will liaise with school nurses and notify them of any learners identified as having a medical condition. They may also provide advice on developing IHPs.

7. Equal Opportunities

7.1. The Academy recognises the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

7.2. The Academy will consider what reasonable adjustments need to be made to enable these learners to participate fully and safely on school trips, visits and sporting activities.

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

7.4. All Academies will consider access arrangements and/or reasonable adjustments for learners taking examinations in line with JCQ Guidelines

8. Being Notified that a Learner has a Medical Condition

8.1. When the Academy is notified that a learner has a medical condition, the process outlined below will be followed to decide whether the pupil requires an IHP.

8.2. Ordinarily, the learner's parent/carer will notify the Academy that their child has a medical condition. Parents/carers should ideally provide this information in writing addressed to the Principal. However, they may pass this information on to a class teacher or another member of staff or the learner themselves may disclose that they have a medical condition. Any staff member receiving notification that a learner has a medical condition should notify the Principal or the person named as being responsible for the implementation of this policy as soon as practicable.

8.3. Notification may also be received direct from the learner's healthcare provider or from a school from which a learner may be joining the Academy. The Academy may also instigate

the procedure themselves where the learner is returning to the Academy after a long-term absence.

8.4. The Academy will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for learners who are new to the Academy. See Appendix 1.

9. Procedure Following Notification that a Learner has a Medical Condition

9.1. Except in exceptional circumstances where the learner does not wish their parent/carer to know about their medical condition, the learner's parents/carers will be contacted by the Principal or Vice Principal (DSL) as soon as practicable to discuss what, if any, arrangements need to be put into place to support the learner. Every effort will be made to encourage the learner to involve their parents while respecting their right to confidentiality.

9.2. Unless the medical condition is short-term and relatively straightforward (e.g. the learner can manage the condition themselves without any support or monitoring), a meeting will normally be held to:

- discuss the learner's medical support needs
- identify a member of school staff who will provide support to the learner where appropriate
- determine whether an individual healthcare plan (IHP) is needed and, if so, what information it should contain

9.3. Where possible, the learner will be enabled and encouraged to attend the meeting and speak on their own behalf, taking into account the learner's age and understanding. Where this is not appropriate, the learner will be given the opportunity to feed in their views by other means, such as setting their views out in writing.

9.4. The healthcare professional(s) with responsibility for the learner may be invited to the meeting or be asked to prepare written evidence about the learner's medical condition for consideration. Where possible, their advice will be sought on the need for, and the contents of, an IHP.

9.5. In cases where a pupil's medical condition is unclear, or where there is a difference of opinion, the Principal or Vice Principal (DSL) will exercise their professional judgement based on the available evidence to determine whether an IHP is needed and/or what support to provide.

9.6. For learners joining the Academy at the start of the school year any support arrangements will be made in time for the start of the school term where possible. In other cases, such as a new diagnosis or a learner moving to the Academy mid-term, every effort will be made to ensure that any support arrangements are put in place within two weeks.

9.7. In line with our safeguarding duties, the Academy will ensure that learner's health is not put at unnecessary risk from, for example, infectious diseases. The Academy will not accept a learner into the school at times where it will be detrimental to the health of that learner or others.

10. Learners with Health Needs who Cannot Attend School

10.1. Where a learner cannot attend school because of health needs, unless it is evident at the outset that the learner will be absent for 15 or more days, the Academy will initially follow the usual process around attendance and mark the learner as ill for the purposes of the register.

10.2. The Academy will provide support to learners who are absent from school because of illness for a period shorter than 15 days. This may include providing learners with relevant information, curriculum materials and resources.

10.3. In accordance with the Department for Education's statutory guidance, as soon as it is clear that a learner will be away from school for 15 days or more (either consecutive or over the course of a school year) because of their health needs, the local authority should:

10.3.1. be ready to take responsibility for arranging suitable full-time education for that learner; and

10.3.2. arrange for this provision to be in place as soon as it is clear that the absence will last for more than 15 days.

10.4. The Academy will work collaboratively with the local authority (LA), relevant medical professionals, relevant education provider, parents and, where appropriate, the learner, to identify and meet the learner's educational needs and to remain in touch with the learner throughout.

10.5. The Trust will provide support through its Education Welfare Team who will agree, with the LA, a plan for the learner which will allow the Academy, the LA and the provider of the learner's education to work together, and may involve the Trust Academic Outreach Tutor.

10.6. For detailed information to how the Academy will support learners with health needs who cannot attend school, please refer to the Trust's Children with Health Needs who cannot Attend School Policy on the policy section of the Trust's website.

11. Individual Healthcare Plans (IHP)

11.1. The Principal has overall responsibility for the development of IHPs for learners with medical conditions. At Lancaster Academy this has been delegated to the Exams Officer responsible for First Aid and the Student Wellbeing Officer.

11.2. The aim of the IHP is to capture the steps which the Academy needs to take to help the learner manage their condition and overcome any potential barriers to getting the most from their education. In preparing the IHP the Academy will need to assess and manage the risk to the learner's education, health and social well-being and minimise disruption.

11.3. IHPs will be developed with the learner's best interests in mind and will set out:

- What needs to be done
- When
- By whom
- Review date

11.4. Not all learners with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents or carers when an IHP would be inappropriate or

disproportionate. This will be based on evidence. If there is no consensus, the Principal will make the final decision.

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

11.6. Individual healthcare plans (IHPs) will be linked to, or become part of, any education, health and care (EHC) plan. If a learner has SEN but does not have an EHC plan, the SEN will be mentioned in the IHP.

11.7. The level of detail in the plan will depend on the complexity of the learner's condition and how much support is needed. The Principal, Student Wellbeing Officer and Debbie Abraham (with responsibility for developing IHPs), will consider the following when deciding what information to record on IHPs:

- The medical condition, its triggers, signs, symptoms and treatments
- The learner'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 learner'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 learner 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 learner's medical condition from a healthcare professional, and cover arrangements for when they are unavailable
- Who in the Academy needs to be aware of the learner's condition and the support required
- Arrangements for written permission from parents and the Principal for medication to be administered by a member of staff, or self-administered by the learner 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 learner can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parent/pupil, the designated individuals to be entrusted with information about the learner's condition
- What to do in an emergency, including who to contact, and contingency arrangements

11.8. The IHP will also clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other learners in the Academy should know what to do in general terms, such as informing a teacher immediately if they think help is needed. If a learner (regardless of whether they have an IHP) needs to be taken to hospital, staff will stay with the learner until the parent/carer arrives, or accompany a learner taken to hospital by ambulance.

11.9. Except in exceptional circumstances, or where the healthcare provider deems that they are better placed to do so, the Academy will take the lead in writing the IHP and ensuring that it is finalised and implemented.

11.10. Where a learner is returning to the Academy following a period of hospital education or alternative provision (including home tuition), the Academy will work with the local authority and the Trust to ensure that the IHP identifies the support the pupil will need to reintegrate effectively.

11.11. Where the pupil has a special educational need identified in an Education Health and Care Plan (EHCP), the IHP will be linked to or become part of that EHCP.

12. Reviewing Individual Healthcare Plans (IHP)

12.1. Every IHP shall be reviewed at least annually. The Principal, Student Wellbeing Officer and Debbie Abraham will, as soon as practicable, contact the learner's parents/carers and the relevant healthcare provider to ascertain whether the current IHP is still needed or needs to be changed. If the Academy receives notification that the learner's needs have changed, a review of the IHP will be undertaken as soon as practicable.

12.2. Where practicable, staff who provide support to the learner with the medical condition shall be included in any meetings where the learner's condition is discussed.

13. Administering Medicines

13.1. Prescription and non-prescription medicines will only be administered at the Academy:

- When it would be detrimental to the learner's health or school attendance not to do so **and,**
- Where we have parents or carers written consent

13.2. The only exception to this is where the medicine has been prescribed to the learners without the knowledge **of the parents.**

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

13.4. Giving a learner any medication (for example, for pain relief): Prior to medication being administered, written consent must be obtained and a care plan written and signed by the Principal.

- first check maximum dosages and when the previous dosage was taken
- record date and time medication was taken
- Inform parents or carers

13.5. The Academy 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

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

13.7. All medicines will be stored safely. Learners 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 pupils and not locked away.

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

13.9. Controlled drugs

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

13.9.2. The management of controlled drugs will be discussed with parents, carers and health professionals as part of the learner's Individual Healthcare Plan. Controlled drugs will be kept securely in a locked non-portable container in an agreed location within the Academy. Only named staff have access.

13.9.3. Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

13.10. Learners managing their own needs

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

13.10.2. Learners will be allowed to carry their own medicines and relevant devices wherever possible. Staff will not force a learner 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.

14. Ensuring Good Practice

14.1. All staff will use their discretion when working with learners with medical conditions and review each case individually with reference to the learner's IHP.

14.2. The Academy will not:

- Prevent learners from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every learner with the same condition requires the same treatment
- Ignore the views of the learner or their parents
- Ignore medical evidence or opinion (although this may be challenged)
- Send learners 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 learner becomes ill, send them to the main office or medical room unaccompanied or with someone unsuitable

- Penalise learners for their attendance record if their absences are related to their medical condition, e.g. hospital appointments
- Prevent learners 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, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs
- Prevent learners from participating, or create unnecessary barriers to learners participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany their child
- Administer, or ask learners to administer, medicine in Academy toilets

15. Emergency Procedures

15.1. Staff will follow the Academy's normal emergency procedures (for example, calling 999). All learners' IHPs will clearly set out what constitutes an emergency and will explain what to do.

15.2. If a learner needs to be taken to hospital, staff will stay with the learner until the parent or carer arrives, or accompany the learner to hospital by ambulance.

16. Training

16.1. Staff who are responsible for supporting learners with medical needs will receive suitable and sufficient training to do so. Advice will be sought from health professionals and relevant agencies.

16.2. The training will be identified during the development or review of IHPs. Staff who provide support to learners with medical conditions will be included in meetings where this is discussed.

16.3. The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the Principal, the Academy Operations Manager and Debbie Abraham. Training will be kept up to date.

16.4. Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the learners
- 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

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

16.6. 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.

17. Record keeping

17.1. The Trust will ensure that written records are kept of all medicine administered to learners for as long as these learners are at the school. Parents will be informed if their child has been unwell at school.

17.2. IHPs are kept in a readily accessible place which all staff are aware of.

17.3. The Principal and Academy Operations Manager will ensure the records are up to date.

18. Liability and indemnity

18.1. The Trust will ensure that the appropriate level of insurance is in place and appropriately reflects the Academy's level of risk.

18.2. The Academy is a member the Department for Education's risk protection arrangement (RPA). DfE Risk Protection Arrangement

19. Complaints

19.1. Parents with a complaint about their child's medical condition should discuss these directly with the Student Wellbeing Officer, the Exam Officer (with responsibility for first aid) or the Principal in the first instance. If they cannot resolve the matter, they will direct parents to the Trust's Complaints Policy.

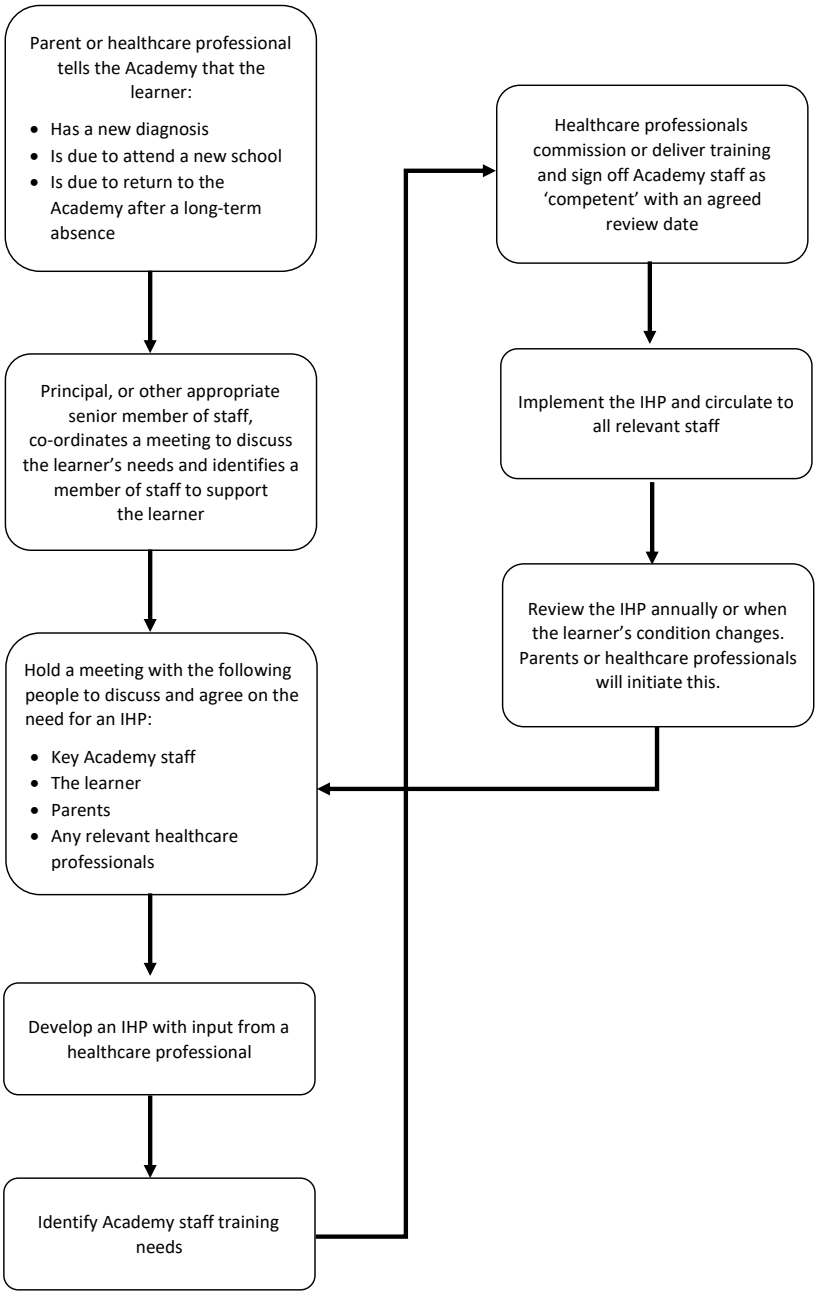
20. LwLAT Wellbeing Statement

20.1. The Trust will always put the effective education of our learners at the heart of any decision that we make. In doing so, we recognise that the requirement to adhere to policies and procedures may be time consuming and can impact on workload. For this reason the Trust and its Academies will always endeavour to support staff when policies and procedures are being actioned.

21. Review of this policy

21.1. The LwLAT Trust Board has overall responsibility for the adoption, review and amendments of this policy. The Trust Board will review this policy yearly, or earlier if necessary, to comply with statutory DfE updates and amendments.

Appendix 1: Being notified a learner has a medical condition



Appendix 2: Lancaster Procedures

Lancaster Academy is an inclusive school and we recognise that medical conditions should not be a barrier to aspiration and success. We are fully aware that we have a general duty of care to all, and that students with short term and long term medical needs should receive appropriate care and support. We will ensure that all staff understand their duty of care to children and young people in the event of an emergency and feel confident in knowing what to do in an emergency.

Students with medical conditions are encouraged to take control of their condition and the school will make every effort to ensure that they are confident in the support they receive to help them do this. We aim to include all students with medical conditions in all activities and there will be an expectation that medical intervention be appropriate but minimised to ensure full access to the curriculum. We understand that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood. Therefore, we will ensure that all staff understand the common medical conditions that affect students at this school and receive training on the impact this can have on students.

Regular Academy attendance is vital for every student and Lancaster Academy does all that it can to maintain high attendance figures. Most students will at some time have short term medical needs, perhaps entailing finishing a course of medicine such as antibiotics. Some students however have long term medical needs and may require medicines on a long term basis to keep them well, for example students with epilepsy, diabetes or ADHD.

1. Purpose of this procedure is to:

1.1 establish a framework for the safe administration of medicines

1.2 ensure that all stakeholders are contacted where a child has a medical condition so that their needs are understood and they are properly supported both within school and for additional activities including trips and visits

2. Scope

This procedure applies to all staff at the school in conjunction with parents and carers and relevant outside agencies

This policy is written in conjunction with Leicester City Council's guidance on the 'Administration of Medicines and Healthcare Needs in Schools, Academies, Early Years and Youth Settings' 2015 (updated June 2016 and 'Supporting Pupils at school with Medical Conditions' December 2015

3. Key Points

3.1 The administration of medicine is the responsibility of parent or carers

3.2 With permission from parents the school will act in 'loco-parentis'

3.3 This procedure should be read in conjunction with the Trust Health & safety Policy, Safeguarding Policy, Trips and Visits Policy and the SEND Policy

4. Legal Aspects

4.1 There is no legal duty on non-medical staff to administer medicines or to supervise a child taking it. *This a purely a voluntary role*. Staff should be particularly cautious agreeing to administer medicines where:

- The timing is crucial to the health of the child;
- Where there are potentially serious consequences if medication or treatment is missed;
- Or where a degree of technical or medical knowledge is needed.

Staff who volunteer to administer medicines should not agree to do so without first receiving appropriate information and / or training specific to the child's medical needs.

5. Responsibility

5.1 Overall responsibility for this policy lies with the Governors

5.2 It is the responsibility of the Principal to ensure that procedures are understood and followed

5.3 Overall responsibility for supporting students with medical conditions and managing medicines lies with the Vice Principal Designated Safeguarding Lead (DSL)

5.4 Day to day responsibility lies with the Academy Exams & Assessment Officer and the Student Wellbeing Officer. The Academy will allow students to self-administer non- emergency medication under the supervision of the Student Wellbeing Officer. The Academy will ensure that all appropriate paperwork has been completed a general care plan is written.

5.5 It is the responsibility of all staff to follow and implement this policy.

5.6 Parents/Carers have the prime responsibility for their child's health and should provide Lancaster with information about their child's medical condition. This should be done upon admission or when their child first develops a medical need.

5.7 The administration of medicine is the responsibility of parents and carers. In cases where this is routine and straightforward and where the parent/carer asks the school to act in loco parentis the following preconditions will apply:

- The school will encourage students to take responsibility for their own medical care under the supervision of the Academy's Student Wellbeing Officer or trained member of staff. This may cover self-administration of medicines, using an inhaler or giving their own injection.
- Staff without first aid training or specific training will not generally be required to administer medicines except in emergencies.

6. Prescribed Drugs

6.1 Medicines should only be taken to the Academy where it would be detrimental to a child's health if the medicine were not administered during the Academy Day. Lancaster can only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.

6.2 Medicines will be stored in a locked cabinet during the day or a fridge where necessary.

6.3 A record will be made of when the medicine is dispensed.

6.4 Parents must complete a "Request for Administration of Medicines" form (available from Student Reception or download from the Academy's website)

7. Non-Prescribed Drugs

7.1 We will only administer non-prescribed drugs (e.g. Paracetamol) where parents have completed a "Request for Administration of Medicines" form.

7.2 Medicines should always be provided in the original container and include the manufacturers' instructions for administration.

7.3 The Academy is unable to administer any medicines that contain Ibuprofen or Aspirin.

Under no circumstances will medication, even non-prescription drugs such as Paracetamol, be administered without written parental permission.

8. Refusal of Medicine

8.1 If a student refuses to take medicine, we will not force them to do so, but will note this in the records and contact the named contact on the medicine record form.

8.2 If a refusal to take medicines results in an emergency then our emergency procedures will be followed.

9. Instruction and Training

9.1 The Principal is responsible for ensuring that sufficient staff are suitably trained.

9.2 All relevant staff will be made aware of a students' condition through SIMS, confidential medical list, lesson contextual data sheets and annual awareness training.

9.3 All staff will receive a yearly update

9.4 The school first aider – Exams & Assessment Officer with responsibility for first aid and medical needs is full time and will undertake all necessary training associated with the role

9.5 Training for specific medical conditions such as Diabetes, Asthma or Anaphylaxis for example, will be undertaken according to need

9.6 First aiders attending trips or visits will receive training and guidance for specific medical conditions

9.7 Staff within P.E. are first aid trained.

9.8 TAs working with students who have a specific medical need will undergo training as required

9.9 There is a list of first aid trained staff around the Academy.

9.10 A First Aid Course is available for all staff as required

9.11 Information from the DfE is regularly researched by the DSL and changes and updates made to policies and procedures as required.

9.12 Supply teachers and visiting activity leaders will be informed as required.

9.13 All staff are advised to refer students are unwell or who are injured to the Student Reception, where the Student Wellbeing Officer is the main first aider

9.14 Specific instructions and training should be given to staff before they are required to assist with or administer medicines or medical procedures. This must include the identification of tasks that should not be undertaken.

9.15 Such safeguards are necessary both for the staff involved and to ensure the wellbeing of the child.

9.16 Even administering common medicines can sometimes be dangerous if children are suffering from non-related illnesses or conditions.

9.17 Defibrillators are available in the Sports Hall, Foyer, First Floor, Second Floor and External PE store that gives instruction

9.18 Specialist training will be sought for more complex conditions e.g. diabetes, nut allergies, and asthma

9.19 School nurse visits the School weekly

10. Record Keeping

10.1 The Governors will ensure that written records are kept of all medicines administered to students

10.2 The Principal and DSL will ensure the records are up to date

10.3 Where medication is provided by the parent, a Health Care plan will be written. This will detail the number of/amount of medication received, expiry date and dosage instructions. The MOS writes the care plan and the Principal will sign it. Parental consent will be attached. This will then be monitored.

10.4 When the medication is administered, this will be recorded and a copy sent parents once the course of medication is completed or at regular intervals where medication is given daily.

10.5 Where parents' consent to "over the counter" medicine on a residential trip, records will be kept and details supplied to parents upon return.

10.6 Risk assessments for trips and visits and activities and all activities outside the classroom will be in place.

10.7 The following forms will be used to support the management of medicines at the school:

- Contacting Emergency Services
- Parental Agreement for school to administer medicine
- Principals agreement to administer medicine
- Request for a student to carry his/her own medicine
- Staff training record – administration of medicines

Authorisation for the administration of rectal diazepam requires a separate form. These forms are held in Student Reception, Medical Room.

11. Educational Visits

11.1 In line with Lancaster's SEN and DDA policies, we will make reasonable adjustments to enable students with medical needs to participate in safely managed visits.

11.2 Any risk assessments undertaken will allow for such students

11.3 Staff supervising excursions will be aware of any medical needs, and relevant emergency procedures.

11.4 If a child has a medical condition that requires daily medication, and provision for administering the medication is already in place, the member of staff responsible for first aid on the trip will take charge of the medication and administer accordingly.

11.5 The Academy recognises that from time to time, students do become ill, and as we retain duty of care through visits, particularly residential visits, we would not wish to see a student suffer as a result of minor, but sometimes distressing ailments such as headaches etc. Therefore we

will be offering specific “over the counter” medicines such as paracetamol as long as parents have given written consent.

11.6 Where any other medication, prescribed or otherwise is required, the standard procedures will apply.

11.7 In all instances the medication will be administered by the MOS responsible for first aid.

11.8 All trips and visits have a first aider in place - certificates are available on Evolve

11.9 Professional medical advice will be sought if appropriate.

11.10 Trip leaders and first aiders are aware of new guidance concerning the Storage and administration of medicines.

12. Sporting Activities

12.1 Most students with medical conditions can participate in physical activities and extra-curricular sport. There should be sufficient flexibility for all students to follow in ways appropriate to their own abilities. For many, physical activity can benefit their overall social, mental and physical health and well-being.

12.2 Parents should notify the Academy of restrictions on their child’s ability to participate in P.E.

12.3 The Academy is aware of issues of privacy and dignity for students with particular needs.

12.4 Some students may need to take precautionary measures before or during exercise, and may also need to be allowed immediate access to their medicines such as asthma inhalers.

13. Emergency Medication

13.1 Inhalers and emergency treatment medication must follow the student to the sports field, swimming pool etc.

13.2 Students may carry their own emergency treatment, but if this is not appropriate, the medication should be kept by the teacher in charge in a box on the touchline or at the side of the pool.

13.3 The Academy may hold spare medication if it is provided by the parents or guardians in the event that the student loses their medication.

13.4 When it is known that an individual student is hypersensitive to a specific allergen e.g. wasp stings, peanuts etc. A supply of antihistamines or adrenaline injections, (when specifically prescribed) should always be made available. **Immediate treatment needs to be given** before going to the nearest emergency hospital/or calling an ambulance.

13.5 It is the parents’ responsibility to ensure that medicines are in date and replaced as appropriate.

13.6 Administration of Pre-Prepared Adrenaline care plans are available from Students Reception.

14. Safe Storage and Disposal of Medicines

14.1 Medicine should be administered from the original container or by a monitored dosage system such as a blister pack.

14.2 When medicines are used, staff will need to ensure that they fully understand how each medicine or drug should be stored.

14.3 Storage details can be obtained either from the written instructions of the medication, the GP/Pharmacist or from parents.

14.4 All medicines should be stored in the original container, be properly labelled, and kept in the Medical Room in a secure place.

14.5 Arrangements may be needed for any medicines that require refrigeration. These should be clearly labelled and kept separated from any foodstuff, stored in the medical room fridge.

14.6 Medicines should only be kept while the student is in attendance.
14.7 Where medicines are used, a sharps container and adequate arrangements for collection and incineration is in place.
14.8 Such arrangements are necessary for any equipment used which may be contaminated with body fluids, such as blood etc.
14.9 Any unused or outdated medication will be returned to the parent for safe disposal.
14.10 Controlled medication must be kept in a locked, non-portable, metal container.

15. Accidental failure of the agreed procedure

15.1 Should a member of staff fail to administer any medication as required, they will inform the parent as soon as possible. However the position should not normally arise as any student requiring vital medication or treatment should not be attending the Academy.

16. Monitoring and Evaluation

16.1 Monitoring and Evaluation is carried out by SLT. Outside agency monitoring is carried out by Worknest and NHS.
16.2 Governors will ensure that the school's policy is explicit about what practice is not acceptable.

17. Liability & Indemnity

The Governors will ensure that the appropriate level of insurance is in place.

18. General Principles

18.1 Students suffering from serious short-term ailments, who are clearly unwell, should not be in school and we reserve the right to ask parents to keep them at home, in their own best interests and that of other students and staff, if in our opinion, it is necessary.
18.2 Should a student fall ill whilst at school, parents or carers will be contacted and asked to take them home.
18.3 Students with chronic illness or disability, who need to take prescribed medicines during school hours, will be supported in this and helped to participate fully in school life.

19. Procedure for when notification is received that a student has a medical condition Transition and mid-term transfers

19.1 Medical conditions and arrangements to meet medical needs will be discussed at transition meetings between the school and primary schools.
19.2 Information for students with SEND including an EHCP will be discussed at the Annual Review prior to admission.
19.3 For mid-term transfers medical conditions will be discussed with the Admissions Tutor. Parents will complete the medical conditions section of the transfer form.
19.4 Information and advice will be sought when we are informed that a student has a medical condition.
19.5 A Healthcare Plan will be completed by the Wellbeing Officer. These will be regularly updated and reviewed annually.

Guidance for Healthcare plans can be found on Page 11 of Supporting Pupils at School with Medical Conditions December 2015.

20. Procedures for Managing Medicines

Specific guidance can be found in the **above mentioned document** which **must** be used in conjunction with this policy. This guidance includes further advice on the following:

- Day to day prescription medicines
- Use of controlled drugs (Misuse of Drugs Act)
- Non-prescription medicines
- Short term medical needs
- Long term medical needs
- Administering medicines including access, storage, disposal, infection control and hygiene
- Self-management
- Refusing medicines
- Educational Visits
- Sporting activities
- Home School transport
- Where possible children will manage their own health needs and medicines. This will include carrying their own medicines and relevant devices.
- If a child refuses to take medicine or carry out a necessary procedure they will not be forced to do so.
- The procedure outlined in the Individual Health Care Plan will be followed and parents will be informed.

21. Emergency Procedures

- Emergency procedures are in place for emergency situations
- All staff will be made aware of emergency procedures
- All students must be aware of what to do in the event of an emergency
- Staff must be able to call for emergency services
- If in doubt about any emergency an ambulance must be called
- Staff must accompany a student who is taken to hospital and should stay until a parent/carer arrives.
- If a student has to go to hospital an ambulance must be called
- All staff should be aware of health care plans for specific students in he event of an emergency

22. Complaints

In the event of a complaint, parents or carers should contact the Principal in the first instan

Advice for Staff

1. **Asthma Awareness** - **What to do in an asthma attack**
    - Keep calm
    - Encourage the student to sit up and slightly forward
    - Make sure the student takes two puffs of reliever inhaler (usually blue) immediately – preferably through a spacer
    - Ensure tight clothing is loosened.
    - Reassure
    - Ring student reception and ask for the first aider

If there is no immediate improvement

- Continue to make sure the student takes one puff of reliever inhaler every minute for five minutes or until their symptoms improve

Call 999 or a doctor urgently if:

- The student's symptoms do not improve in 5–10 minutes
- If the student is too breathless or exhausted to talk
- The young student's lips are blue
- You are in doubt.

Ensure the student takes one puff of their reliever inhaler every minute until the ambulance or doctor arrives.

It is essential for people who work with students with asthma to know how to recognise the signs of an asthma attack and what to do if they have an asthma attack.

Common signs of an asthma attack are:

- Coughing
- shortness of breath
- wheezing
- tightness in the chest
- being unusually quiet
- difficulty speaking in full sentences

After a minor asthma attack

- Minor attacks should not interrupt the involvement of a student with asthma in school.
- When the student feels better they can return to normal school activities
- Parents/carers must always be told if their child has had an asthma attack

Important things to remember in an asthma attack

- Never leave a student having an asthma attack
- If the student does not have their inhaler and/or spacer with them, send another teacher or student to their classroom or assigned room to get their spare inhaler and/or spacer
- In an emergency situation school staff are required under common law, duty of care, to act like any reasonably prudent parent
- Reliever medicine is very safe. During an asthma attack do not worry about a student overdosing.
- Contact the student's parents or carers immediately after calling the ambulance/doctor.
- A member of staff should always accompany a student taken to hospital by ambulance and stay with them until their parent or carer arrives

2. **Diabetes Awareness**
    - Abnormal fluctuations in blood sugar can lead to someone with diabetes becoming unwell and, if untreated, losing consciousness.
    - There are two conditions associated with diabetes - hyperglycaemia (high blood sugar) and hypoglycaemia (low blood sugar).
    - Hypoglycaemia is the more common emergency which affects brain function and can lead to unconsciousness if untreated.

Signs and symptoms:
Hypoglycaemia (low blood sugars):

- Hunger
- Pale and weak
- Shaking
- Headache or blurred vision
- Irritable
- Poor co-ordination
- Shallow breathing

Hyperglycaemia (high blood sugars):

- Thirst
- Nauseous or vomiting
- Fruity/sweet breath
- Grumpy or aggressive
- Urinating more frequently

Action
Contact Student Reception or the exams office and request that someone trained in Diabetes attends the student / patient.
Hypoglycaemia - BLOOD GLUCOSE 3.9 mmols OR BELOW – to treat:

- Sit the student down
- Ask the student to test their blood glucose level and if below 3.9 mmols
- Oversee the student administering their own hypo treatment of 3 glucose tablets OR 60 mls of Lucozade, Juice or Coke OR 1 tube of Glucogel
- Wait 20 mins repeat blood test, if blood glucose is now 4 follow care plan
- If blood glucose is still below 4 mmols repeat hypo treatment
- If the student loses consciousness an ambulance must be sent for immediately and
- Open airway and check breathing
- Place in recovery position if possible

Hyperglycaemia: IF STUDENT HAS BLOOD GLUCOSE 14.0 mmols OR ABOVE

- Sit the student down
- Ask the student to test their blood glucose level and if above 14.0 and it has been over two hours since last dose of insulin.
- Student must check keytones – follow care plan

3. Epilepsy Awareness

Complex partial seizures

Common symptoms

- The student is not aware of their surroundings or of what they are doing
- Plucking at their clothes
- Smacking their lips
- Swallowing repeatedly
- Wandering around

Ring student reception and ask for a first aider to come to the student

Call 999 for an ambulance if...

- You know it is the student's first seizure
- The seizure continues for more than five minutes
- The student is injured during the seizure
- You believe the student needs urgent medical attention

Do...

- Guide the student from danger
- Stay with the student until recovery is complete
- Be calmly reassuring

Don't...

- Restrain the student
- Act in a way that could frighten them, such as making abrupt movements or shouting at them
- Assume the student is aware of what is happening, or what has happened
- Give the student anything to eat or drink until they are fully recovered
- Attempt to bring them round
- Explain anything that they may have missed

Tonic - Clonic Seizures

- Common symptoms:
- the student goes stiff
- loss of consciousness
- falls to the floor

Do...

- Protect the student from injury (remove harmful objects from nearby)
- Cushion their head
- Look for an epilepsy identity card/identity jewellery
- Aid breathing by gently placing the student in the recovery position when the seizure has finished
- Stay with them until recovery is complete
- Be calmly reassuring

Don't…

- Restrain the student's movements
- Put anything in their mouth
- Try to move them unless they are in danger
- Give them anything to eat or drink until they are fully recovered
- Attempt to bring them round

Call 999 for an ambulance if...

- You know it is the student's first seizure
- The seizure continues for more than five minutes
- One seizure follows another without the student regaining consciousness between seizures
- The student is injured
- You believe the student needs urgent medical treatment

4. Allergic reactions / Anaphylaxis

Symptoms of allergic reactions:

Ear/Nose/Throat - Symptoms:

- Runny or blocked nose, itchy nose, sneezing, painful sinuses, headaches, post nasal drip, loss of sense of smell/taste, sore throat/swollen larynx (voice box), itchy mouth and/or throat and blocked ears.

Eye - Symptoms:

- Watery, itchy, prickly, red, swollen eyes. Allergic 'shiners' (dark areas under the eyes due to blocked sinuses).

Airway - Symptoms:

- Wheezy breathing, difficulty in breathing and or coughing (especially at night time).

Digestion:

- Swollen lips, tongue, itchy tongue, stomach ache, feeling sick, vomiting, constipation and or diarrhoea.

Skin:

- Urticaria - wheals or hives-bumpy, itchy raised areas and or rashes. Eczema -cracked, dry, weepy or broken skin. Red cheeks.

- Angiodema - painful swelling of the deep layers of the skin.

Symptoms of Severe Reaction/ Anaphylaxis:
These could include any of the above together with:

- Difficulty in swallowing or speaking.
- Difficulty in breathing -severe asthma
- Swelling of the throat and mouth
- Hives anywhere on the body or generalized flushing of the skin
- Abdominal cramps, nausea and vomiting
- Sudden feeling of weakness (drop in blood pressure)
- Alterations in heart rate (fast pulse)
- Sense of Impending doom (anxiety/panic)
- Collapse and unconsciousness
- Stop Breathing
- Cardiac Arrest

Action

- Call 999 immediately if anaphylaxis stating anaphylaxis
- If the student is conscious keep them in an upright position to aid breathing.
- If unconscious then place in recovery position.
- Start CPR if they stop breathing.
- Call for the first aider who will assess if the student is conscious and alert. If so the student may be able to self-administer their auto injector. If the student is unconscious, a trained member of staff must administer auto injector as per training. Record time of giving.
- If no improvement within 5 minutes then 2nd auto injector to be administered. Keep used auto injectors and give to paramedics when they arrive.

Reviewed January 2025
Debbie Abraham

Appendix 3: School Nurses and Useful Contacts for Parents/Carers

School nurses

School nurses are responsible for looking after the health of your child whilst they are in school, from 5-19 years of age. For more information, visit Transition to School Advice

School nurses work with Leicester City primary and secondary schools and are commissioned by Leicester City Council.

In Leicestershire County, school nurses are employed by Leicestershire Partnership NHS Trust to work with primary school learners up until year 6.

The 0-19 Healthy Together Service has been split into two services:

- 0-11 (up until year 6 of primary school): Healthy Together – delivered by Leicestershire Partnership NHS Trust
- 11+: Teen Health 11-19 Service – delivered by Leicestershire County Council

The Teen Health 11-19 Service is for learners who attend secondary schools in Leicestershire County, delivered as part of the Council's Children and Wellbeing Service.

For general enquiries, email teenhealth@leics.gov.uk or phone 0116 305 8727.

ChatHealth

ChatHealth is a confidential text messaging service runs by Leicestershire Partnership NHS Trust that enables parents of children aged 0-19 and children and young people (aged 11-19) to contact their local public health nursing (health visiting/school nursing) team.

All parents and young people aged 11 to 19 in Leicestershire can access ChatHealth, a dedicated confidential, secure text messaging service which provides confidential, professional health advice and support on a range of areas.

- In Leicester City parents/carers can text: 07520 615381
- In Leicester City young people can text: 07520 615386
- In Leicestershire and Rutland parents/carers can text: 07520 615382
- In Leicestershire and Rutland young people can text: 07520 615387

The service operates Monday to Friday between 9am and 5pm, excluding bank holidays. All texts will be responded to by a public health nurse (school nurse) within 24 hours. Outside of the service working hours, you'll receive a message back to inform you that your text will be responded to once the line reopens.

Education Psychology Services

The Leicester City Council Psychology Service can be contacted via phone on 0116 454 5470 or email psychology@leicester.gov.uk Office hours are 8.30am to 5pm Monday to Thursday (4.30pm on Friday). For more information visit the website here.

The Leicestershire Educational Psychology Service helpline runs every Wednesday from 9am to 11.30am. Phone 0116 305 5100 or visit the website for more information here.