



**The Lowry Academy**

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# Medical Policy

<b>Medical Policy</b>			
<b>Approved / Accepted by</b>	The Lowry Academy (UL Academy School)  The Local Governing Board		
<b>Author</b>	Vice Principal		
<b>Policy owner</b>			
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This policy sets out the procedures in place at The Lowry Academy to meet the needs of students who have a medical or physical condition. This policy has been written in line with the following reports and legislation;

This policy was developed in consultation with parents/carers, staff and students and has regard to:

- Statutory Guidance: Supporting students at school with medical conditions – DfE – December 2015
- Section 100 of the Children and Families Act 2014 and associated regulations
- The Equality Act 2010
- The SEND Code of Practice (updated 2020)

## **Aims and Objectives**

### **Aim**

To ensure that all students with medical conditions, in terms of both their physical and mental health, are properly supported in school so that they can play a full and active role in academy life, remain healthy and achieve their academic potential.

### **Objectives**

- To establish a positive relationship with parents and carers, so that the needs of the student can be fully met.
- To work in close partnership with health care professionals, staff, parents and students to meet the needs of each student.
- To ensure any social and emotional needs are met for students with medical conditions.
- To minimise the impact of any medical condition on a student's educational achievement.
- To ensure that a Health Care Plan is in place for each child with a medical condition or allergy and for some students who may be disabled or have special educational needs, that their Education, Health and Care Plan is managed effectively.
- To ensure as little disruption to our students' education as possible.
- To develop staff knowledge and training in all areas necessary for our students.
- To ensure safe storage and administration of agreed medication.
- To provide a fully inclusive academy.

## **Roles and Responsibilities**

### **The Governing Body**

- The overall implementation of the Supporting Students with Medical Conditions Policy and procedures of The Lowry Academy.
- Ensuring that the Supporting Students with Medical Conditions Policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the academy's Complaints Policy.

- Ensuring that all students with medical conditions are able to participate fully in all aspects of academy life.
- Ensuring that relevant training provided by specialists is delivered to staff members who take on responsibility to support students with medical conditions.
- Guaranteeing that information and teaching support materials regarding supporting students with medical conditions are available to members of staff with responsibilities under this policy.
- Monitoring written records of any and all medicines administered to individual students and across the school population.
- Ensuring the level of insurance in place reflects the level of risk.

## **The Headteacher**

- The day-to-day implementation and management of the Supporting Students with Medical Conditions Policy and procedures of The Lowry Academy.
- Ensuring the policy is developed effectively with partner agencies.
- Making staff aware of this policy.
- Ensure that all supply staff are aware of the policy and are briefed on individual student needs where appropriate.
- Liaising with healthcare professionals regarding the training required for staff.
- Making staff who need to know aware of a student's medical condition.
- Developing Individual Healthcare Plans (IHCPs).
- Ensuring that there are sufficient staff who have agreed to have supporting medical conditions as part of their job description and contract.
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the standards set by this policy.
- Ensuring the correct level of insurance is in place for teachers who support students in line with this policy.
- Contacting the school nursing service in the case of any student who has a medical condition.

## **Staff Members**

- Taking appropriate steps to support students with medical conditions.
- Where necessary, making reasonable adjustments to include students with medical conditions into lessons.
- Administering medication, if they have agreed to undertake that responsibility.
- Undertaking training to achieve the necessary competency for supporting students with medical conditions, if they have agreed to undertake that responsibility.
- Familiarising themselves with procedures detailing how to respond when they become aware that a student with a medical condition needs help.
- Fully aware of who is a named staff member responsible for administering injections.

**There is no legal duty which requires staff members to administer medication; this is a voluntary role.**

## **Parents/Carers/Guardians**

- Parents have prime responsibility for their child's health and should provide the academy with up to date information about their child's medical conditions, allergies, treatment and/or any special care needed.
- Providing the academy with the medication their child requires and keeping it up to date.
- Collecting any leftover medicine at the end of the course or year.
- Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- If their child has a more complex medical condition, they should work with the key staff member to develop an individual healthcare plan, which will include an agreement on the role of the academy in managing any medical needs and potential emergencies.

## **The Student**

- Students are often best placed to provide information about how their condition affects them.
- Students should be fully involved in discussions about their medical needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan.
- Students who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- If appropriate, students will be allowed to carry their own medicines and devices. Where this is not possible, their medicines will be located in the medical room.
- If students refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- Where appropriate, students will be encouraged to take their own medication under the supervision of a teacher.

## **Individual Health Care Plans**

- An Individual Healthcare Plan is a document that sets out the medical needs of a student, what support is needed within the school day, and details actions that need to be taken in an emergency situation. They provide clarity about what needs to be done, when and by who. The level of detail within the plans will depend on the complexity of the student's condition, and the degree of support needed. This is important because different students with the same health condition may require different support.
- Individual healthcare plans may be initiated by a member of school staff, the school nurse or another healthcare professional involved in providing care to the child. Plans must be drawn up with input from such professionals (e.g. a specialist nurse), who will be able to determine the level of detail needed in consultation with the academy, the student and their parents.
- Plans should be reviewed at least annually or earlier if the student's needs change. They should be developed in the context of assessing and managing risks to the student's education, health and social well-being and to minimise disruption. Where the student has a special educational need, the individual healthcare plan should be linked to the student's EHCP where they have one.
- Parents will receive a copy of the Health Care Plan with the originals kept by the academy. There will be a copy on CPOMs for staff to access.

## **Long term absence due to ongoing medical conditions:**

Students with long term medical or mental health conditions which require regular GP or hospital appointments can be extremely vulnerable, which can impact on their emotional and social wellbeing. Students who have long term absence from the academy because of a medical condition will have work provided for them to complete at home for a short period of time (less than 15 days), to make efforts to ensure they do not fall behind in their studies. To support reintegration after long absences, students are offered time in Alternative Provision, bespoke timetables, time-out cards and the opportunity to attend extra revision or catch up classes.

Should it not be possible for the academy to provide work for a student, due to the length of time a student is absent from the academy, the academy will seek support from the Local Authority.

When a student is absent for longer than 15 days, the academy will notify the local authority, so they can initiate further support and, if needed, alternative provision for a student with ongoing medical conditions.

## **Exam access for students with ongoing medical needs:**

In specific circumstances, the Exams Officer will apply to the Exam Boards for access arrangements for students with long term or ongoing medical conditions. This could result in a student being allowed to sit their exams in a separate room from peers, or at home.

## **Medicines**

- Where possible, it is preferable for medicines to be prescribed in frequencies that allow the student to take them outside of school hours.
- If this is not possible, prior to staff members administering any medication, the parents/carers of the student must complete and sign a 'parental agreement for a school to administer medicine' form.
- No student will be given any prescription or non-prescription medicines without written parental consent, except in exceptional circumstances.
- Where a student is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage the student to involve their parents, while respecting their right to confidentiality.
- No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- Medicines must be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- A maximum of four weeks supply of the medication can be provided to the school at one time.

- Medications will be stored in the Medical Room. All medicines must be stored safely. Students should know where their medicines are at all times, and be able to access them immediately. Where relevant, they should know who holds the key to the storage facility. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenalin pens should be always readily available to students and not locked away.
- Any medications left over at the end of the course will be returned to the student's parents.
- Students with asthma are encouraged to carry their inhalers with them. However, a spare inhaler should also be kept in the school office or classroom. Students with diabetes are encouraged to keep medication close to hand. They are able to take high energy snacks when needed and at any point in the day.
- Students will never be prevented from accessing their medication.
- The academy has two Defibrillators. Both can be found in the main office at the front of school.. The Defibrillators are user-friendly with clear voice prompts and instructions and therefore can be used by anybody in an emergency, this does not have to be a member of the first aid team.
- The Lowry Academy cannot be held responsible for side effects that occur when medication is taken correctly.

## **Educational Visits**

- We actively support students with medical conditions to participate in school trips and visits, or in sporting activities, but are mindful of how a student's medical condition will impact on their participation. Arrangements will always be made to ensure students with medical needs are included in such activities unless evidence from a clinician such as a GP or consultant states that this is not possible.

## **Procedures for sharing medical information about new students:**

### **Transition**

The Transition and Communities Lead liaises with the primary school staff, school nurse and other professionals to gather information on medical conditions to plan for the Year 6 transition to The Lowry Academy. Key staff and mentors are informed of any students with medical conditions prior to the students starting at the academy, and training is provided from healthcare professionals for specific medical needs. Medical data is made accessible to all staff on the student's individual Arbor profile.

### **Mid-term admissions**

In the case of mid-term admissions, the Office Manager will liaise with the parent/carer, the student's previous school, the school nurse and any other relevant professionals in order to update the health care plan appropriately, and ensure the student's individual needs are met. Parents/carers are key stakeholders in their child's medical health, and their opinions and views are always sought and valued. It is the responsibility of the parent/carer to notify the academy of any changes in either their child's condition or medication. This is made clear on all medical permission forms distributed to parents.

- **Relevant Documents**

- Supporting students with medical conditions – DfE – December 2015
- <https://www.gov.uk/government/publications/supporting-students-at-school-with-medical-conditions--3>
- Section 100 – Children and Families Act 2014
- <http://www.legislation.gov.uk/ukpga/2014/6/section/100/enacted>
- The Equality Act 2010
- <https://www.gov.uk/guidance/equality-act-2010-guidance>
- The SEND Code of Practice – 2015 (updated 2020)
- <https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>
- Health Conditions in Schools Alliance – this site has Individual Healthcare Plan information for specific conditions
- <http://medicalconditionsatschool.org.uk/>