**Wise Owl Trust**

**Medical Conditions Policy**

**Supporting Pupils with Special Medical Needs**

**Version 2**

Approved by Wise Owl Trust: 7th March 2017

Due for review: September 2019

**Medical Conditions Policy**

**Supporting Pupils with Special Medical Needs**

**Definition:**

Pupils’ medical needs may be summarised as being of two types:

1. Short Term – affecting their participation in academy activities and for which they are on a course of medication.
2. Long Term – potentially limiting their access to education and requiring extra care and support (deemed **special medical needs**)

**Rationale:**

On 1st September 2014 a new duty came into force for governing bodies to make arrangements to support pupils at schools and academies with medical conditions. The aim is to ensure all children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can plan a full and active role in school life, remain healthy and achieve their academic potential.

Some children with medical conditions may be disabled. Where this is the case, governing bodies must comply with their duties under the Equality Act of 2010. Some may also have special educational needs (SEN) and have a statement, or Education Health Care (EHC) Plan which brings together health and social care needs, as well as their special educational provision.

The Children and Families Act of 2014, from September 2014, also states that **pupils with special medical needs have the same right of admission to academy as other children and cannot be refused admission or excluded from academy on medical grounds alone.** However, teachers and other staff in charge of pupils have a common law duty to act in *loco parentis* and may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off the academy site. This could extend to a need to administer medicine.

Local Authorities, academies and schools have a responsibility for the health and safety of pupils in their care. The Health and Safety at Work Act of 1974 makes employers responsible for the health and safety of employees and anyone on the premises. In the case of pupils with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all pupils at the academy. This may mean making special arrangements for particular pupils who may be more at risk than their classmates. Individual procedures may be required. The employer is responsible for making sure that relevant staff know about and are trained to provide any additional support that these pupils may need.

The prime responsibility for a child’s health lies with the parent or carer who is responsible for the child’s medication and should supply the academy with information.

**Aims:**

The academy aims to:

* Assist parents in providing medical care for their children
* Educate staff and children in respect of special medical needs
* Adopt and implement the Local Authority policy of Medication in Schools
* Arrange regular, up to date training for staff to support individual pupils
* Liaise as necessary with medical services and our School Nurse in support of the individual pupil
* Ensure access to full education wherever possible
* Monitor and keep appropriate records

**Entitlement:**

The academy accepts that pupils with medical needs should be assisted if at all possible and that they have a right to the full education available to other pupils.

The academy believes that pupils with medical needs should be enabled to have full attendance and receive necessary, proper care and support.

The academy accepts that all employees have rights in relation to supporting pupils with medical needs as follows:

* Choose whether or not they are prepared to be involved
* Receive appropriate training
* Work to clear guidelines
* Have concerns about legal liability
* Bring to the attention of management any concern or matter relating to supporting pupils with medical needs

**The Role of the Governing Body:**

The governing body remains legally responsible and accountable for fulfilling their statutory duty. The governing body has delegated the operational fulfilment of these duties to the principal. The governing body of Old Hall Drive Academy/Seymour Road Academy/Briscoe Lane Academy recognises that it must ensure that arrangements are in place to support pupils with medical conditions. We recognise the need to ensure that such children can access and enjoy the same opportunities at school as any other child**.** Old Hall Drive Academy/Seymour Road Academy/Briscoe Lane Academy recognises that schools, local authorities, health professionals and other support services should work together to ensure that children with medical conditions receive a full education. In some cases this will require flexibility and involve, for example, programmes of study that rely on part time attendance at school in combination with alternative provision arranged by the local authority. Consideration may also be given to how children will be reintegrated back into school after periods of absence.

In making their arrangements, the governing body of Old Hall Drive Academy/Seymour Road Academy/Briscoe Lane Academy takes into account that many of the medical conditions that require support at school will affect quality of life and may be life-threatening. Some will be more obvious than others. The governing body of Old Hall Drive Academy/Seymour Road Academy/Briscoe Lane Academy understands its responsibility to ensure that the focus is on the needs of each individual child and how their medical condition impacts on their school life.

The governing body of Old Hall Drive Academy/Seymour Road Academy/Briscoe Lane Academy seeks to ensure that their arrangements give parents and pupils confidence in the academy’s ability to provide effective support for medical conditions in school. The arrangements should show an understanding of how medical conditions impact on a child’s ability to learn, as well as increase their confidence and promote self-care. They should ensure that staff are properly trained to provide the support that pupils need.

Children and young people with medical conditions are entitled to a full education and have the same rights of admission to school as other children. This means that no child with a medical condition should be denied admission or prevented from taking up a place in school because arrangements for their medical condition have not been made.

However, in line with their safeguarding duties, Old Hall Drive Academy’s/Seymour Road Academy’s/Briscoe Lane Academy’s governing body will ensure that pupils’ health is not put at unnecessary risk from, for example infectious diseases. Old Hall Drive Academy/Seymour Road Academy/Briscoe Lane Academy therefore does not have to accept a child in school at times where it would be detrimental to the health of that child or others to do so.

Old Hall Drive Academy/Seymour Road Academy/Briscoe Lane Academy recognises that the governing body must ensure that the arrangements put in place are sufficient to meet their statutory responsibilities and should ensure that policies, plans, procedures and systems are properly and effectively implemented. We understand that this aligns with our wider safeguarding duties.

**Developing the Academy’s Policy:**

The governing body of Old Hall Drive Academy/Seymour Road Academy/Briscoe Lane Academy seeks to ensure that that the academy develops a policy for supporting pupils with medical conditions that is reviewed regularly and is readily accessible to parents and staff. In developing our policy, we recognise that we may wish to seek advice from any relevant healthcare professionals.

**Policy Implementation:**

The governing body of Old Hall Drive Academy/Seymour Road Academy/Briscoe Lane Academy oversees the effective implementation of this policy by ensuring that:

• The Principal, SENCO and School Nurse have overall responsibility for the implementation of this policy and are responsible for ensuring that sufficient staff are suitably trained

• All relevant staff will be made aware of a child’s condition

• The academy will make cover arrangements in case of staff absence or staff turnover to ensure someone is always available

• Supply teachers are appropriately briefed

• The academy carries out risk assessments for school visits, holidays, and other school activities outside of the normal timetable mindful of pupils with medical conditions

Evacuation procedures will also be adapted for particular pupils

• Monitoring of Individual Healthcare Plans takes place as needs change and routinely on an annual basis

• The school uses the templates recommended by the Department for Education in their document *Templates: Supporting Pupils with Medical Conditions* for management and record keeping:

* Individual Health Care Plan
* Parental Agreement for School to Administer Medicine
* Record of Medicine Administered to an Individual Child
* Record of Medicine Administered to All Children
* Staff Training Record – Administration of Medicines
* Contacting Emergency Services
* Model Letter Inviting Parents to Contribute to Individual Healthcare Plan Development

**Procedure to be Followed when Notification is Received that a Pupil has a Medical Condition:**

Old Hall Drive Academy/Seymour Road Academy/Briscoe Lane Academy has procedures in place to cover any transitional arrangements between schools, the process to be followed upon reintegration or when pupil’s needs change, and arrangements for any staff training or support. For children starting at a new school, we aim to have arrangements in place in time for the start of the relevant school term. In other cases, such as a new diagnosis or children moving to a new school mid-term, we make every effort to ensure that arrangements are put in place within two weeks.

Old Hall Drive Academy/Seymour Road Academy/Briscoe Lane Academy understands that schools do not have to wait for a formal diagnosis before providing support to pupils. In cases where a pupil’s medical condition is unclear, or where there is a difference of opinion, judgements will be needed about what support to provide based on the available evidence. This would normally involve some form of medical evidence and consultation with parents. Where evidence conflicts, some degree of challenge may be necessary to ensure that the right support can be put in place.

**Individual Health Care Plans:**

Old Hall Drive Academy/Seymour Road Academy/Briscoe Lane Academy recognises that Individual Healthcare Plans can help to ensure that schools effectively support pupils with medical conditions. They provide clarity about what needs to be done, when and by whom. They will often be essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed, and are likely to be helpful in the majority of other cases, especially where medical conditions are long-term and complex. However, not all children will require one. The school, healthcare professional, School Nurse and parent should agree, based on evidence, when a healthcare plan would be inappropriate or disproportionate. If consensus cannot be reached, the principal is best placed to take a final view. A template for individual healthcare plans provided by the Department for Education (May 2014) has been adapted, for this purpose.

The format of Individual Health Care Plans may vary to enable schools to choose whichever is the most effective for the specific needs of each pupil. They should be easily accessible to all who need to refer to them, while preserving confidentiality. Plans should not be a burden on a school, but should capture the key information and actions that are required to support the child effectively. The level of detail within plans will depend on the complexity of the child’s condition and the degree of support needed. This is important because different children with the same health condition may require very different support. Where a child has SEN but does not have EHC plan, their special educational needs should be mentioned in their Individual Health Care Plan.

Individual healthcare plans, (and their review), may be initiated, in consultation with the parent, by a member of school staff or a healthcare professional involved in providing care to the child. Plans should be drawn up in partnership between the school, parents, and a relevant healthcare professional, for example: school, specialist or children’s community nurse, who can best advise on the particular needs of the child. Pupils should also be involved whenever appropriate. The aim should be to capture the steps which a school should take to help the child manage their condition and overcome any potential barriers to getting the most from their education. Partners should agree who will take the lead in writing the plan, but responsibility for ensuring it is finalised and implemented rests with school name.

Plans should be reviewed at least annually or earlier if evidence is presented that the child’s needs have changed. They should be developed with the child’s best interests in mind and ensure that the academy assesses and manages risks to the child’s education, health and social well-being and minimises disruption. Where the child has a special educational need identified in a EHC plan, the individual healthcare plan should be linked to or become part of that EHC plan.

Where a child is returning to school following a period of hospital education or alternative provision (including home tuition), Old Hall Drive Academy/Seymour Road Academy/Briscoe Lane Academy will work with the local authority and education provider to ensure that the Individual Health Care Plan identifies the support the child will need to reintegrate effectively. Where necessary, a Risk Assessment will also be completed.

When deciding what information should be recorded on individual healthcare plans, Old Hall Drive Academy/Seymour Road Academy/Briscoe Lane Academy, in partnership with parents, and relevant healthcare professionals will consider the following:

• The medical condition, its triggers, signs, symptoms and treatments;

• The 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 for example: crowded corridors, travel time between lessons;

• Specific support for the 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, (some children will be able to take responsibility for their own health needs), including in emergencies. If a child is self-managing their medication, this should 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 child’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 child’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 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 child can participate, for example: risk assessments;

• Where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child’s condition; and

• What to do in an emergency, including whom to contact, and contingency arrangements. Some children may have an emergency Health Care Plan prepared by their lead clinician that could be used to inform development of their Individual Health Care Plan.

**Roles and Responsibilities**

Supporting a child with a medical condition during school hours is not the sole responsibility of one person. A school’s ability to provide effective support will depend to an appreciable extent on working cooperatively with other agencies. Partnership working between academy staff, healthcare professionals (and where appropriate, social care professionals), local authorities, and parents and pupils will be critical. Old Hall Drive Academy/Seymour Road Academy/Briscoe Lane Academy will therefore identify collaborative working arrangements between all those involved, showing how they will work in partnership to ensure that the needs of pupils with medical conditions are met effectively.

* The Governing Body - must make arrangements to support pupils with medical conditions in school, including making sure that a policy for supporting pupils with medical conditions in school is developed and implemented. They should ensure that a pupil with medical conditions is supported to enable the fullest participation possible in all aspects of school life. Governing bodies should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions. They should also ensure that any members of school staff who provide support to pupils with medical conditions are able to access information and other teaching support materials as needed.
* The Principal – should ensure that their school’s policy is developed and effectively implemented with partners. This includes ensuring that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation. The Principal should ensure that all staff who need to know are aware of the child’s condition. They should also ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations. This may involve recruiting a member of staff for this purpose. The Principal has overall responsibility for the development of Individual Health Care Plans. They should also make sure that academy staff are appropriately insured and are aware that they are insured to support pupils in this way. They should contact the school nursing service in the case of any child 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.
* Academy staff - any member of the academy staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers’ professional duties, they should take into account the needs of pupils with medical conditions that they teach. Academy staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions. Any member of the academy staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.
* School Health Nurses and Advisors - every school and academy has access to school nursing services. At Wise Owl Trust, we have our own School Nurse. She is responsible for notifying the school when a child has been identified as having a medical condition which will require support in school. Wherever possible, the School Nurse will do this before the child starts at the school. The School Nurse would not usually have an extensive role in ensuring that schools are taking appropriate steps to support children with medical conditions, but will support staff on implementing a child’s individual healthcare plan and provide advice and liaison, for example on training. School nurses can liaise with lead clinicians locally on appropriate support for the child and associated staff training needs – for example there are good models of local specialist nursing teams offering training to local school staff, hosted by a local school. Community nursing teams will also be a valuable potential resource for Wise Owl Trust, seeking advice and support in relation to children with a medical condition.
* Other Healthcare Professionals, including GPs and Paediatricians - should notify the school nurse when a child has been identified as having a medical condition that will require support at school. They may provide advice on developing Health Care Plans. Specialist local health teams may be able to provide support in schools for children with particular conditions (eg asthma, epilepsy, diabetes).
* Pupils – with medical conditions will often be best placed to provide information about how their condition affects them. They should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their Individual Health Care Plans. Other pupils will often be sensitive to the needs of those with medical conditions.
* Parents – should provide the school with sufficient and up-to-date information about their child’s medical needs. They may in some cases be the first to notify the school that their child has a medical condition. Parents are key partners and should be involved in the development and review of their child’s Individual Health Care Plan, and will be involved in its drafting. They should carry out any action they have agreed to as part of its implementation, for example providing medicines and equipment and ensuring they or another nominated adult are contactable at all times.
* Local authorities – are commissioners of school nurses for maintained schools and academies. Under Section 10 of the Children Act 2004, they have a duty to promote cooperation between relevant partners such as governing bodies of maintained schools, proprietors of academies, clinical commissioning groups and NHS England, with a view to improving the well-being of children so far as relating to their physical and mental health, and their education, training and recreation. Local authorities should provide support, advice and guidance, including suitable training for school staff, to ensure that the support specified within individual healthcare plans can be delivered effectively. Local authorities should work with schools to support pupils with medical conditions to attend full time. Where pupils would not receive a suitable education in a mainstream school because of their health needs, the local authority has a duty to make other arrangements. Statutory guidance for local authorities sets out that they should be ready to make arrangements under this duty when it is clear that a child will be away from schools for 15 days or more because of health needs (whether consecutive or cumulative across the school year).
* Providers of health services - should co-operate with schools that are supporting children with a medical condition, including appropriate communication, liaison with school nurses and other healthcare professionals such as specialist and children’s community nurses, as well as participation in locally developed outreach and training. Health services can provide valuable support, information, advice and guidance to schools, and their staff, to support children with medical conditions at school.
* Clinical commissioning groups (CCGs) – commission other healthcare professionals such as specialist nurses. They should ensure that commissioning is responsive to children’s needs, and that health services are able to co-operate with schools supporting children with medical conditions. They have a reciprocal duty to cooperate under Section 10 of the Children Act 2004 (as described above for local authorities). Clinical commissioning groups should be responsive to local authorities and schools seeking to strengthen links between health services and schools, and consider how to encourage health services in providing support and advice, (and can help with any potential issues or obstacles in relation to this). The local Health and Wellbeing Board will also provide a forum for local authorities and CCGs to consider with other partners, including locally elected representatives, how to strengthen links between education, health and care settings.
* Ofsted - their inspection framework places a clear emphasis on meeting the needs of disabled children and pupils with SEN, and considering the quality of teaching and the progress made by these pupils. Inspectors are already briefed to consider the needs of pupils with chronic or long-term medical conditions alongside these groups and to report on how well their needs are being met. Schools are expected to have a policy dealing with medical needs and to be able to demonstrate that this is implemented effectively.

**Staff Training and Support**

Old Hall Drive Academy/Seymour Road Academy/Briscoe Lane Academy will ensure that any member of school staff providing support to a pupil with medical needs should have received suitable training. All staff will receive annual training in supporting and caring for pupils with asthma, epilepsy and anaphylaxis. Training Logs will be kept at each academy. This will have been identified during the development or review of individual healthcare plans. Some staff may already have some knowledge of the specific support needed by a child with a medical condition and so extensive training may not be required. Staff who provide support to pupils with medical conditions should be included in meetings where this is discussed.

The relevant healthcare professional should normally lead on identifying and agreeing with the school, the type and level of training required, and how this can be obtained. The academy may choose to arrange training themselves and should ensure this remains up-to-date.

Training should be sufficient to ensure that staff are competent and have confidence in their ability to support pupils with medical conditions, and to fulfil the requirements as set out in individual healthcare plans. They will need an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures.

Staff must not give prescription medicines or undertake health care procedures without appropriate training (updated to reflect any individual healthcare plans). A first-aid certificate does not constitute appropriate training in supporting children with medical conditions.

Healthcare professionals, including the school nurse, can provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

Old Hall Drive Academy/Seymour Road Academy/Briscoe Lane Academy has arrangements for whole school awareness training so that all staff are aware of the school’s policy for supporting pupils with medical conditions and their role in implementing that policy. Induction arrangements for new staff are included.

The relevant healthcare professional should be able to advise on training that will help ensure that all medical conditions affecting pupils in the school are understood fully. This includes preventative and emergency measures so that staff can recognise and act quickly when a problem occurs.

Old Hall Drive Academy/Seymour Road Academy/Briscoe Lane Academy recognises that the family of a child will often be key in providing relevant information to academy staff about how their child’s needs can be met, and parents will be asked for their views. They should provide specific advice, but should not be the sole trainer.

Old Hall Drive Academy/Seymour Road Academy/Briscoe Lane Academy provides details of continuing professional development provision opportunities and discusses such needs with staff as needed and as part of appraisal.

**The Child’s Role in Managing their own Medical Needs**

Children who are able will be encouraged to manage their own medicines. This will generally apply to relief treatments for asthma. Other medicines should be kept in secure storage so access will only be through the school office. If it is not appropriate for a child to self- manage, then relevant staff will help to administer medicines and manage procedures for them.

If a child refuses to take medicine or carry out a necessary procedure, staff should not force them to do so, but follow the procedure agreed in the individual healthcare plan. Parents will be informed so that alternative options can be considered.

**Managing Medicines on School Premises**

Most medicines should be stored away from children, be in their original containers and refrigerated where necessary. This will be the responsibility of the school office. Children should know where their medicines are kept and who is responsible. **This should be an exceptional duty and be only used when medical advice dictates that no other course of action is possible.** It should be clearly identified in the Medical Health Care Plan.

Emergency medicines such as asthma inhalers and adrenaline pens should not be kept locked away, but always in the vicinity of the relevant pupils.

Administering Medicines

No children under 16 should be given medicines without written parent consent. The Administration of Medicines in School Form must be completed by the parent giving permission for medicine to be administered by staff.

Members of staff giving medicines should check:

 The child’s name

 Prescribed dose and date when the medication was prescribed

 Written instructions on the packaging

Members of staff giving medicines may not be teaching staff and may be support staff, admin staff or lunchtime organisers who are:

 Willing to perform such tasks

 Trained where necessary for the task

If in doubt then do not administer medicines without checking with the school office staff who will then contact parents, the SEND Coordinator or the medical practitioner.

***A record is kept in a written form each time medicines are given.***

Expectations:

It is expected that:

* Where parents / carers have asked the academy to administer medication for their child, the prescription and dosage regime should be typed or printed clearly on the outside of the medication. The academy will only administer medicines in which the dosage is required 4 times a day. The name of the pharmacist should be visible. Any medications not presented properly will not be accepted by academy staff. Pupils should not bring in their own medicine. This should be brought into the academy by the parent or carer.
* Employees will consider carefully their response to requests to assist with the giving of medication or supervision of self-medication and that they will consider each request separately.
* The academy will liaise with the School Health Service and specialist consultants, nurses, paediatricians etc for advice about a pupil’s special medical needs and will seek support from the relevant practitioners where necessary in the interests of the pupil.
* Any medicines brought into the academy by staff, will be stored in an appropriate place and kept out of the reach of pupils. Any staff medication is the responsibility of the individual concerned and not the academy.

Disposal of Medicines and Medical Equipment:

When no longer required, medicines should be returned to the parent to arrange for safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps.

**Record Keeping:**

Old Hall Drive Academy/Seymour Road Academy/Briscoe Lane Academy requires staff to ensure that written records are kept of all medicines administered to children. Records offer protection to staff and children and provide evidence that agreed procedures have been followed. Parents should be informed if their child has been unwell at school. The Department for Education provided a set of templates (May 2014) for use in record keeping which have been adopted, these are stored in the school office.

**Complaints Procedure:**

It is important that parents contact school, the class teacher or the SEND coordinator as soon as possible if they have even the slightest concern regarding their child’s well-being. We will listen and take your concerns seriously and endeavour to remedy the situation appropriately. If a parent feels that the issue is still not resolved then they must contact the Principal and follow the school’s complaints procedure which is available on the school website.

**Educational Visits:**

All medicines required by children on such undertakings will be part of the overall risk assessment for the visit. Where necessary Individual Pupil Risk Assessments will be completed. Medicines not self-managed by pupils will be in the safe care of a nominated member of staff. This colleague should be one who is willing and trained to carry this responsibility competently. Complex medical needs for a specific pupil may necessitate a medical health plan for the visit. If any member of staff is concerned they should seek advice from the Principal or SENCO.

**Sporting Activities:**

All children must be included in sporting activities with activities adapted where necessary. Inhalers should be accessibly stored. Children with asthma or any medical condition should not be sent into school to get their medication, but must remain with the adult or be accompanied by the adult.

**Emergency Procedures:**

A child’s individual healthcare plan will clearly define what constitutes an emergency and the action to be taken, including ensuring that all relevant staff are aware of emergency symptoms and procedures. It may be necessary to inform other pupils in general terms so that they can inform a member of staff immediately if they think help is needed.

If a child is taken to hospital, staff should stay with the child until the parent arrives, or accompany a child taken to hospital by ambulance. Accurate information about the child will be provided to the emergency services at the call out stage, during any first response stage, or subsequent moving on to hospital.

Where relevant, emergency procedures will be written into the Individual Healthcare Plan.

Manchester’s Emergency Protocols are already in place for dealing with accidents and medical emergencies and for severe asthma attacks in school. Staff are to be reminded of these annually and new staff informed as part of the Heath and Safety Induction. These protocols are also displayed in relevant spaces around school.

Emergency evacuation procedures will also be written for children whose medical condition may impede their evacuation of the building.

**Unacceptable Practice:**

Although academy staff should use their discretion and judge each case on its merits with reference to the child’s individual healthcare plan, it is not generally acceptable practice to:

* Prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
* Assume that every child with the same condition requires the same treatment;
* Ignore the views of the child or their parents; or ignore medical evidence or opinion, (although this may be challenged);
* Send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
* If the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable;
* Penalise children for their attendance record if their absences are related to their medical condition for example: hospital appointments;
* Prevent pupils 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; or
* Prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including educational visits, for example by requiring parents to accompany the child.

**Liability and Indemnity**:

The Governing Body at Old Hall Drive Academy/Seymour Road Academy/Briscoe Lane Academy ensures that appropriate insurance is in place and that it reflects the level of risk. The insurance covers staff providing support to pupils with medical conditions. From time to time, the school may need to review the level of cover for health care procedures and any associated related training requirements.

**Policy into Practice:**

The named people, who has overall responsibility for the policy implementations are:

**Old Hall Drive Academy**

Hayley Brooker – Principal of the Academy and Val Byrne – the SENCO.

**Seymour Road Academy**

Jane Dennis – Principal of the Academy and Caroline Ross – the SENCO.

**Briscoe Lane Academy**

Claire Hall – Principal of the Academy and Caroline Ross – the SENCO.

They will be responsible for:

* Organising relevant training for all staff who work with children who have medical conditions
* Ensuring that all staff receive annual asthma, epilepsy and anaphylaxis training
* Checking that all children with asthma have the necessary medication in school and that there is a list on each classroom door of children who have asthma and other medical conditions or allergies that staff need to be aware of
* Ensuring that all children with asthma have a ‘School Asthma Card’ which is copied so that the teacher has the original but there is also a record in the main office.
* That diabetes training is refreshed annually for those who specifically work with children with this condition
* Ensuring that all children with medical conditions have an Individual Health Care Plan. This will be written together with parents and health professionals. These plans will be updated annually or as the need arises or the condition changes.
* Ensuring Risk Assessments are completed for children with medical conditions, when they go on outings, visits or residential trips.
* Completing Evacuation Plans for children with mobility difficulties, relating to their medical condition.
* Ensuring that children with medical conditions receive the appropriate resources, differentiation and provision to enable them to meet their potential. This will be identified through monitoring, observations and learning walks.