



# The Athelstan Trust

## Medical Conditions Policy

Date of Review	Approved by	Date of Approval	Next Review Date	Website
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### 1. Rationale

The children and Families Act 2014, from September 2014, places a duty on schools to make arrangements for children with medical conditions. The Athelstan Trust supports schools in fulfilling this duty. Students with special medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone. However, teachers and other school staff in charge of students 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 staff leading activities taking place off the school site. This could extend to a need to administer medicine.

The prime responsibility for a child's health lies with the parent / carer who is responsible for the child's needs and medication and should supply the school with information. The school takes advice and guidance from the School Nursing Service. This policy aims to enable regular attendance at school, and access to the full curriculum, including trips out and PE, for all students, regardless of their medical needs.

The Athelstan Trust is an inclusive community that aims to support and welcome students with medical conditions. We aim to provide all students with all medical needs and conditions the same opportunities as others at the school.

The Trust adopts the following principles:

- The Trust ensures all staff understand their duty of care to children and young people in the event of an emergency.
- The Trust understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.
- The Trust understands the importance of medication being taken as prescribed.
- All staff at each individual school within the Trust understand the common medical conditions that affect children at their school. The Trust allows adequate time for staff to receive training on the impact medical conditions can have on students.
- The Trust believes Staff should receive additional training about any children they may be working with who have complex health needs supported by an Individual Health Plan



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(IHP).

- The Trust requires that appropriate measures are in place to provide adequate First Aid.
- The Trust strives to ensure the needs of Children with health needs who cannot attend school are addressed.

## 2. Roles and Responsibilities

### 2.1 Parents / Carers:-

- Parents / carers have the prime responsibility for their child's health and should provide full information about their child's needs.
- Parents / carers of students with long term medical needs are required to support their child's school and healthcare professionals in agreeing a suitable individual healthcare plan (IHCP)
- Parents / carers are required to provide contact details so that they can be contacted if required for medical circumstances.
- When their child is unwell parents / carers should collect their child promptly when requested to do so by their child's school or make arrangements for their child to go home independently if they are well enough to.
- Parents / carers should seek medical advice if recommended and keep the school informed of their child's condition.
- Parents / carers have a responsibility to ensure their child is in school unless they are medically unfit.
- Where possible parents / carers should try to arrange medical appointments outside of the school day. If the appointment is during school time, the expectation is that the appointment will be made either at the start or the end of the school day to enable the child to attend for most of the day and thereby minimising disruption to their education
- To promote independence where possible parents / carers should co-operate in training children to self-administer medication.

### 2.2 Schools within the Trust:-

- Each school within the Trust has a named person with responsibility for policy implementation and who oversees the provision and training of first aiders and ensures medical procedures are followed.
- Each school has a responsibility to make arrangements to support students with medical conditions in school; this may involve co-operation with other appropriate persons e.g. parents / carers and medical professionals.
- All staff have a duty of care to ensure the health and wellbeing of all students.
- Each school has a responsibility to regularly review their requirement for trained First Aiders.
- Each school will provide training for First Aiders and appropriate First Aid Procedures.
- Each school will liaise with appropriate Health services and arrange for key staff to be trained to support students with medical needs.
- Each school will assess students who become unwell and will contact parents / carers promptly if the student is considered to be too unwell to be in school.
- Staff will follow recommended good practice when providing first aid and will act in accordance with the individual healthcare plan (where applicable).
- Actions in an emergency will be those of a reasonable, prudent parent / carer.
- Each school will keep records of medical care/ information, first aid provided and medicines administered.
- Each school will communicate effectively with parents / carers to ensure they are kept up to



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date with their child's medical information.

- Where children with medical needs cannot attend school, appropriate arrangements will be made according to local authority requirements and guidance.

### 3. Student Medical Absence

- Each school will work with parents / carers to ensure maximum school attendance. The decision to send a student home will only be made when the student is considered to be medically unfit to be in school or when there is a possible risk of infection to others.
- Where a student is unwell their condition will be assessed by a First Aider. In all cases where there is a risk of contagious infection the student will be removed from the class to the medical room where a member of staff will oversee their care. Once the decision has been made to send the child home the parents/carers will be contacted immediately.
- For medical conditions that require a child to be absent from school the school follows the advice and guidance of the Health Protection Agency:  
(<http://www.hpa.org.uk/webc/hpawebfile/hpawebc/1194947358347>)
- In line with HPA guidance, students with diarrhoea or sickness will normally be required to remain away from school for 48 hours from the last episode of sickness/ diarrhoea. Exceptions to this are when the symptoms are caused by an ongoing medical condition which is not contagious.
- Students in school are expected to fully participate in all education activities. Only in very exceptional circumstances will the Headteacher agree that a student may be excluded or withdrawn from an activity, including PE and visits, because of a medical condition.

### 4. Administration of Medicines

Each school will establish their own written procedure for the administration of medications. This procedure will establish safe and appropriate methods for storing medication and recording their administration. Where appropriate, reference will be made in Individual Health Care Plans (IHCP).

### 5. Individual Healthcare Plans (IHCP)

An Individual Health Care plan (IHCP) will be prepared by the school for each student who has a medical condition. This includes asthma, epilepsy, diabetes and severe allergic reaction (anaphylaxis). The Plan will detail the student's condition, special requirements (diet, regular medication), what constitutes an emergency and what to do or not to do if an emergency occurs. IHCPs are agreed and reviewed at least annually. They will also be reviewed following any changes in the medical condition or medication. Parents/ Carers and Health Care Professionals will contribute to the IHCP.

### 6. Children with health needs who cannot attend school

The Trust recognises that in some cases, a pupil may be unable to attend school for a period of time due to their health needs. If this is the case, initially the school will attempt to make arrangements to deliver suitable education. If the school can't make suitable arrangements, the local authority will become responsible for arranging suitable education. The School will continue to work with the local authority throughout this process. The Trust will support Schools to ensure that the provision offered to the pupil is as effective as possible and that the pupil can be reintegrated back into school successfully.



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### 7. School Trips

Schools are required to document arrangements for medical needs during school trips. A suitably trained and experienced member of staff will be appointed to have responsibility for providing medical care during the trip.

Each school has a nominated Educational Visits Co-ordinator (EVC) responsible for the approval of all school trips. Before agreeing the trip can go ahead the EVC liaises with the Class Staff and Leadership Team to ensure that the medical needs of students have been fully addressed as part of the risk assessment for the trip.

### 8. First Aid

Each school ensures that there are adequately trained First Aiders on site and that classroom staff have sufficient knowledge and training to support students with medical needs.

### 9. Duty Of Care

The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of students with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all students at the school. This may mean making special arrangements for particular students 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, if necessary, trained to provide any additional support these students may need.

### 10. Sharing Of Information & Data Protection

The Trust takes its responsibilities around data protection and confidentiality of student information very seriously. The Individual Health Care Plan states who this information can be shared with. In relation to safeguarding issues these take precedence over any issues around confidentiality. When a student has medical needs and where appropriate, this information will be shared with all staff responsible for that child's welfare and education. The Administration Officer will provide details of emergency procedures with all relevant personnel and the Leadership Team will ensure that all staff are suitably trained.