



## **MEDICAL NEEDS POLICY**

**This policy applies to all the academies in  
Lionheart Academies Trust**

Adopted by Lionheart Academies Trust Board: 2016

To be reviewed by Lionheart Academies Trust Board: 2018

Signed: Chair of Board:

Date:

## Principles

Most pupils will, at some time, have a medical condition which may affect their participation in school activities. For many this will be short-term: perhaps finishing a course of medication. Other pupils have medical conditions that, if not properly managed, could limit their access to education. Such pupils are regarded as having medical needs. Most pupils with medical needs are able to attend school regularly and, with some support from the school, can take part in most normal school activities. However, school staff may need to take extra care in supervising some activities to make sure that these pupils, and others, are not put at risk.

This policy defines the ways in which the academies within Lionhear Academies Trust ('LAT') support the needs of students with medical conditions (temporary or long-term), whilst safeguarding staff by providing clear guidelines and parameters for the support they offer.

## Aims

1. To ensure that students with medical needs receive proper care and support in school.
2. To provide guidance to staff, teaching and non-teaching, on the parameters within which they should operate when supporting students with medical needs.
3. To define the areas of responsibility of all parties involved: pupil, parents, staff, headteacher / head of school or college, Governing Body, LAT Executive Board, etc.

## Practice

1. Parents/carers are responsible for ensuring that their child is well enough to attend school.
2. Parents/carers must provide the headteacher / head of school or college with sufficient information about their child's medical condition and support and care required at school.
3. Parents/carers and the headteacher / head of school or college must reach an agreement on the school's role and responsibility for support for the child.
4. The need for accurate records in such cases is crucial. Therefore thorough and accurate record-keeping systems have been drawn up, to be maintained by staff involved in supporting pupils with medical needs.
5. The headteacher / head of school or college will ensure that staff who are willing or for whom care of pupils with medical needs falls within their job role should receive appropriate training to assist them with the role of supporting pupils with medical needs, for instance first aid and Epi-pen training.
6. The headteacher / head of school or college ensures that all parents are informed of the school's policy and procedures for medical needs.
7. The Governing Body ensures that the school has clear systems in place, in relation to this area of school life.
8. School staff are naturally concerned about their ability to support students with a medical condition particularly if it is potentially life threatening. They need to understand:
  - a. The nature of the condition
  - b. When the students may need extra attention
  - c. Where the students may need extra attention  
(This information is to be provided by the student's parents)
  - d. The likelihood of an emergency
  - e. The action to take in the event of an emergency
9. There is no legal duty which requires school staff to administer medication. Any member of staff who chooses to administer medication does so as a volunteer. It is made clear to staff that any training provided is optional rather than compulsory.
10. It is the parents' responsibility to ensure that accurate and reliable contact details are available at school, to ensure a swift response to any illness or injury notified to them
11. Parents will take responsibility for their child's medical needs at this point, by coming to collect

deeming that the child may remain un-medicated in school until the end of the school day. The school will, if in any doubt about a student's condition, contact the emergency services, with or without a parent's request/consent.

### **SEN and Medical needs**

Where a student's medical needs have led to a statement of SEN or an EHC Plan, the SENCO will liaise with medical and teaching staff to ensure that needs are met. This may include liaising with local bodies such as MENPHYS and social care services. Where a SEN student's medical needs mean that personal care is required, LSAs volunteer and are trained to deliver such care.

### **Epipens**

There is an annual training session for staff to administer Epi pens, on a voluntary basis. Information about the pupils affected is circulated to all departments within the college to aid identification of these pupils, should an emergency arise.

### **Mental Health provision**

Where there is a concern about a pupil's mental health, this will be raised and a referral made to appropriate support services either internal or external to the school.. There are also a team of NHS school nurses responsible for students in this locality. Where appropriate, pupils can also be referred to the Educational Psychology Service and/or Social Services if necessary.

### **Confidentiality – for LAT academies with pupils younger than 14**

Parents and pupils requiring support for medical conditions are entitled to confidentiality and records and personal information will be stored safely.

### **Confidentiality – for LAT academies for pupils aged 14+**

Pupils accessing any medical advice or treatment, including accessing any sexual health services are entitled to confidentiality. School staff or staff from external agencies will always ask and encourage pupils to share information with others as appropriate, e.g. parents/carers. However if they do not wish to do so, information will only be passed on, if it is deemed that the pupil is at risk of suffering serious harm, if information is not shared. This would always be explained to the pupil prior to sharing any information.

### **School Trips**

The school will make every effort to ensure that students with medical needs have the opportunity to participate in school trips, as long as the safety of the pupil concerned and that of other pupils is not compromised by their inclusion. The party leader will take additional measures as necessary, and/or request additional accompanying adults, to accommodate the inclusion of the pupil concerned. Parents must ensure that the party leader has full information on medical needs and any relevant emergency procedures. Where a pupil requires an epi-pen, a trained member of staff will accompany the trip.

Other bodies which may be accessed or contacted in relation to the support of pupils with medical needs are:

The Local Authority

The Health Authority, through NHS Trusts

The School Health Service (usually through the School Nurse)

The child's General Practitioner

The Community Paediatrician

The Community Service Pharmacist

### **Appendices**

1 Dept of Education Statutory Guidance. Supporting Pupils at School with medical conditions