



# The Bourne Academy

## Supporting Students with Medical Conditions Policy

### VISION

Our vision is to develop literate, numerate, global citizens who ASPIRE, i.e. they are: Ambitious, Self-Confident, Physically Literate, Independent Learners, Resilient, Emotionally Literate.

### PURPOSE

To set out the Governing Body's policy regarding Supporting Students with Medical Conditions in the Academy.

### BACKGROUND

The Bourne Academy is an inclusive community, which aims to support and welcome students with medical conditions. The Bourne Academy understands that it has a responsibility to make the Academy welcoming and supportive to students with medical conditions who currently attend and those who may enroll in the future. This includes:

- Accessibility of the physical environment
- Involvement in social activities such as break, lunchtime, after school clubs, Academy productions and residential visits
- Appropriate reasonable adjustment to sports, games and other activities to make physical activity accessible to all students
- Appropriate reasonable adjustments and extra support so that all students can participate fully in all aspects of the curriculum.
- Ensuring that students with medical needs experience the best possible care whilst at the Academy.

Students with medical conditions are encouraged to independently manage their condition. Parents/Carers of students with medical conditions need to feel secure in the care their children receive at this Academy. We aim to include all students with medical conditions in all Academy activities. The Academy understands that certain medical conditions are more serious and can be potentially life-threatening, particularly if ill-managed or misunderstood. All staff understand the importance of medication being taken as prescribed and understand some of the common medical conditions that affect children at this school. Staff receive training on the impact that medical conditions can have on students.

# 1. Objectives

This policy aims to ensure that:

- Students, staff and parents understand how our school will support students with medical conditions
- Students with medical conditions are properly supported to allow them to access the same education as other students, including school trips and sporting activities
- The governing board will implement this policy by:
  - Making sure sufficient staff are suitably trained
  - Making staff aware of students' conditions, where appropriate
  - Making sure there are cover arrangements to ensure someone is always available to support students with medical conditions
  - Providing supply teachers with appropriate information about the policy and relevant students
  - Developing and monitoring individual Healthcare Plans (IHPs)

## 2. Legislation and statutory responsibilities

This policy meets the requirements under [Section 100 of the Children and Families Act 2014](#), which places a duty on governing boards to make arrangements for supporting students at their school with medical conditions.

It is also based on the Department for Education (DfE)'s statutory guidance on [supporting pupils with medical conditions at school](#).

This policy also complies with our funding agreement and articles of association.

## 3. Roles and responsibilities

### 3.1 The Governing Board

The Governing Board has ultimate responsibility to make arrangements to support students with medical conditions. The Governing Board will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

### 3.2 The Principal

The Principal will:

- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure that 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 that all staff who need to know are aware of a child's condition

- Take overall responsibility for the development of IHPs
- Make sure that Academy staff are appropriately insured and aware that they are insured to support students in this way
- Contact the relevant nurse specialist/healthcare professional if guidance is needed in the case of any student who has a medical condition that may require support at the Academy
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

### **3.3 Staff**

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

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

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

### **3.4 Parents**

Parents will:

- 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

### **3.5 Students**

Students with medical conditions will often be best placed to provide information about how their condition affects them. Students 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 with their IHPs.

### **3.6 Healthcare professionals**

It is the parent/carer's responsibility to inform the Academy of any health conditions and medication requirements. However, Nurse Specialists will normally complete an individual Healthcare Plan in partnership with the parent/carer and this is then shared with the Academy. The Academy may refer to these healthcare professionals when reviewing the individual Healthcare Plan or seeking clarification. If any training needs are identified, the Academy will liaise with the relevant Nurse Specialist to organise this.

The Dorset School Nursing Team now have a public health role in working with school aged children and their families, aiming to promote health and wellbeing. They encourage healthier lifestyles and provide information, advice and support to children and their families.

## **4. Equal opportunities**

The Academy is clear about the need to actively support students with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

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

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

## **5. Being notified that a child has a medical condition**

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

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 students who are new to The Bourne Academy.

## **6. Individual Healthcare Plans (IHPs)**

The Principal has overall responsibility for the development of IHPs for students with medical conditions. This has been delegated to First Aid Lead and SENCO.

Plans will be reviewed at least annually, or earlier if there is evidence that the student's needs have changed.

Plans will be developed with the student's best interests in mind and will set out:

- What needs to be done
- By when
- By whom

Not all students with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents 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.

Plans will be drawn up in partnership with the Academy, parents and a relevant healthcare professional, such as GP, Nurse Specialist or paediatrician, who can best advise on the student's specific needs. The student will be involved wherever appropriate.

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

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The Governing Board and the Principal/First Aid Lead/SENCO, will consider the following when deciding what information to record on IHPs:

- The medical condition, its triggers, signs, symptoms and treatments
- The student'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 student'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 student 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 student'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 student's condition and the support required
- Arrangements for written permission from parents and the headteacher for medication to be administered by a member of staff, or self-administered by the student during Academy hours
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the student can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parent/student, the designated individuals to be entrusted with information about the student's condition
- What to do in an emergency, including who to contact, and contingency arrangements

## 7. Managing medicines

Students taking prescribed medication must be well enough to attend the Academy.

Prescription medicines will only be administered in the Academy:

- When it would be detrimental to the student's health or Academy attendance not to do so
- Where we have parents' written consent (see Appendix 1)

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

**The Academy will only administer prescribed medication that requires more than 3 doses per day or where the prescribing labels dictates a specific time during the Academy day (medication requiring 3 doses per day should be taken at home, e.g. before and after school and again in the evening).**

Students are **not allowed** to carry any medication, prescribed or non-prescribed, unless cleared by the Lead First Aider, eg inhalers. If a student requires medication during the Academy day a medical form should be fully completed and handed in with the medication to First Aid/Reception, to be kept secure. On joining the Academy we request consent to give over the counter pain relief or antihistamine for minor ailments; this is provided by the Academy should your child require this.

If your child needs to have any type of prescribed medication kept in school, (please note all medicines must be kept locked away and not kept in student's bag,) please complete a medical form which can be downloaded [here](#), alternatively a form can be obtained from reception.

The First Aid room is open at **break and lunchtime only**. Students are not allowed out of lessons unless it is an emergency illness or injury. A headache, stomach-ache, *feeling* sick or minor injuries

such as papercuts, do not require emergency first aid and students will be returned to lessons until First Aid is open.

Please remember, for safeguarding reasons it is Academy policy that students are not allowed to use their mobile phones in the Academy. Therefore, in the event of illness or injury, parents and carers will be contacted, in the first instance, by the First Aider. Students who use their phone to contact parent/carer may be subject to a strike on their first impressions card.

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

Anyone giving a student any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents will always be informed.

The school 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
- Prescribed for the current condition

### **Emergency Medication**

All students with medical conditions such as asthma, diabetes, epilepsy and allergies keep their medication/testing kits on their person. They understand the arrangements for a member of staff to assist in helping them to take their medication safely and will hold a medical pass to alert staff to their condition.

**Pain Relief** – ‘Over the counter’ style paracetamol and ibuprofen can be provided by the Academy but the parent/carer must have given written permission. Verbal consent may be accepted with written permission to follow as soon as possible. Parents will be contacted where a student presents at the First Aid Room before 12.30pm for pain relief, to ascertain the time of last dose, if any. The Academy does not stock liquid pain relief but parent/carers are welcome to provide this if their child cannot swallow tablets. Contact with the First Aid Lead should be made to arrange this.

**Hayfever/Minor Common Allergy Relief** – ‘Over the counter’ style medication (cetirizine hydrochloride and chlorphenamine) can be provided by the Academy but the parent/carer must give written permission. Verbal consent may be accepted with written permission to follow as soon as possible. Parents will be contacted each time a student presents at the First Aid room for minor common allergy relief unless we hold specific permission for allergy medicine provided by the parent/carer.

All staff are aware that there is no legal or contractual duty for them to administer medication or to supervise a student taking medication, unless they have been specifically contracted to do so. Most members of staff are happy to take on the voluntary role of administering medication. For medication where no specific training is necessary, any member of staff may administer

prescribed medication to students under the age of 16, but only with the written consent of the student's parent/carer. Verbal consent over the phone may be accepted followed by completed permission form as soon as possible.

Parents/carers understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the Academy immediately.

If a student refuses their medication, staff will record this. Parents/carers are informed as soon as possible. All medicines will be stored safely.

Expired medicines will be disposed of appropriately by the Academy.

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

Staff will not force a student 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.

**Years 7-11:** The First Aid Lead should be informed of any medication brought into the Academy at any time. Students taking any prescribed medication should bring it to the First Aid room to be held by the Appointed First Aider (as outlined above).

**Years 12-13 (6<sup>th</sup> Form):** Taking into account the Gillick competence and Fraser guidelines, students may self-administer Paracetamol or Ibuprofen provided by staff. This is part of UK Medical law which allows a young person with sufficient maturity to consent to his or her medical treatment without parental permission or knowledge being required.

If a student misuses medication, either their own or another student's, their parents/carers are informed as soon as possible. These students are subject to disciplinary procedures.

## 8. Emergency procedures

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

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

## 9. Training

Staff who are responsible for supporting students with medical needs will receive suitable and sufficient training to do so.

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

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the Principal / First Aid Lead/SENCO. Training will be kept up to date.

Training will:

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

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

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.

## **10. Record keeping**

The Governing Board will ensure that written records are kept of all medicine administered to students for as long as these students are at the Academy. Parents will be informed if the student has been unwell at the Academy.

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

## **11. Monitoring and Review**

The Principal will be responsible for monitoring the implementation and effectiveness of this policy. The policy will be reviewed by the Governing Body every two years.

## **12. Relevant Forms**

Appendix 1: Request for Academy to Administer Medication – Parent/Carer Consent Form

Appendix 2: Student Medical Information Form (Includes over the counter medication consent)

*Reviewed and updated by Senior Leaders in July 2023*

*Approved by Governing Body in November 2023*

*Due for review September 2025*



# APPENDIX 1

## REQUEST FOR ACADEMY TO ADMINISTER MEDICATION – Parent/Carer Consent Form

*The Academy will not give your child medicine unless you complete and sign this form and it has been agreed by the Lead First Aider. The Academy is not obliged to administer medication.*

Student Name.....

House..... Date of Birth.....

**Condition or Illness**.....

**Medication** (Name & Type).....  
*(Please ensure medication is in its original packaging displaying student name and prescribing doctor)*

Dosage/Timings/Method.....

Date Dispensed.....How long will your child need to take this medication?.....

Self-Administered? YES/NO (please delete as appropriate)

Procedures/who to contact in an emergency.....

.....

Special precautions/any other information.....

.....

Signed (Parent/Carer)..... Name.....

Relationship to student.....Date.....

*All medication along with this consent form must be handed over to Reception staff on arrival at the Academy.*

*Please be aware it is the Parents/Carer's responsibility to inform the Academy of any illness/condition/medical update and to provide medication, ensuring it is in date. It is not the Academy's responsibility*