



# SUPPORTING STUDENTS WITH MEDICAL CONDITIONS POLICY

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<b>Approved by:</b>	Andrea Bell (Headteacher)	<b>Date approved:</b>	July 2024

The “Supporting students at school with medical conditions” (Statutory guidance for governing bodies of maintained schools and proprietors of academies in England) document contains both statutory guidance and non-statutory guidance and non-statutory advice.

The statutory guidance applies to any ‘appropriate authority’ as defined in section 100 of the Children and Families Act 2014. That means governing bodies in the case of maintained schools, proprietors in the case of academies and management committees in the case of student referral units (PRUs).

‘Appropriate authorities’ must have regard to this guidance when carrying out their statutory duty to make arrangements to support students at school with medical conditions. The guidance also applies to activities taking place off-site as part of normal educational activities. In this document, references to schools are taken to include academies and PRUs and references to governing bodies include proprietors in academies and management committees in PRUs.

- All students are entitled to a relevant and worthwhile education designed to enable individual students to participate in and contribute to their community and society.
- Students who have medical needs should be supported whenever necessary to gain access to the whole school curriculum.
- Students should benefit from support programmes designed to aid their own independent learning in preparation for life outside the school environment.

### **Responsibility for the co-ordination of medical provision**

Administration Medical Lead, Business Manager and SEND Co-ordinator

The SENCO ensures that all SEND students with medical issues have access to a suitable curriculum which enables them to make at least expected levels of progress.

Where a student’s medical needs are included within an EHCP, these will be met through the SEND Policy. The SENCO attends all annual reviews for EHCP students and shares responsibility for the everyday implementation of our SEND Policy.

First Aiders have responsibility for the day-to-day operation of the First Aid Policy, supported by the Administration Medical Lead, Business Manager and SENCO.

### **Implementation of the First Aid Policy**

The Business Manager will ensure relevant staff have the necessary qualifications, skills and expertise to take responsibility for the implementation and day to day management of students’ medical needs.

The school will ensure:

- A Health Care Plan for the student is created and monitored in liaison with the student, parents and health care professionals, when required.
- Undertake risk assessments for the school day/visits/holidays and any other school activities outside the normal timetable.
- Liaise with all relevant staff to ensure students’ medical needs are met throughout the curriculum and they are fully supported.

- In conjunction with the school’s professional development programme deliver in-service training to meet the needs of the school and individual staff
- Oversee the running of and deliver the provision of support for students with medical needs.
- Keep detailed records of individual students with medical needs and ensure their progress is regularly monitored and reviewed.
- Liaise with teachers, parents and external agencies where appropriate.
- Regularly review and monitor SEND provision within the school.
- Convene and participate in formal meetings with external agencies regarding individual students.

### **Provision**

The arrangements above will, barring exceptional circumstances, be in place prior to the student’s transfer to NEW ROAD ACADEMY. Where deemed necessary, a Health Care Plan will be in place within two weeks.

The Health Care Plan will provide clarity about what needs to be done, when and by whom. In cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed or where medical condition are long-term and complex.

However, not all children will require a Health Care Plan. The school, healthcare professional and parent should agree, based on evidence, when a Health Care Plan would be inappropriate or disproportionate. If consensus cannot be reached, the Headteacher is best placed to take a final view. Identifying and agreeing the support a child needs and developing an Individual Healthcare Plan will be implemented. (appendix A). Students on crutches must adhere to the Crutches Protocol (appendix B) and corresponding Emergency Evacuation Questionnaire/Plan/Risk Assessment (appendix C). Students with prescribed or other medication should adhere to the Medication within School Protocol (appendix D) and complete a “Parental Request for Student to Self-Administer Medication” forms (appendix E(i) and E(ii)).

### **Monitoring of Provision**

Parents will contact the school and provide updates on medical conditions. The school’s MIS and student’s Care Plan are updated as medical conditions change.

### **Admission Arrangements**

New Road Academy follows the Learning Community Trust admissions policy.

Following statutory guidance: “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 will be denied admission or prevented from taking up a place at New Road Academy because arrangements for their medical condition have not been made. However, in line with safeguarding duties, the governing body will ensure that students; health is not put at unnecessary risk from, for example, infectious diseases. We may, therefore, not accept a child in school at times where it would be detrimental to the health of that child or others to do so”.

### **Access**

New Road Academy is accessible for students with physical disabilities.

### **Identification and review of student needs**

Information is gathered in order to assess and make appropriate provision to meet individual student’s medical needs. Information may be gathered from the following:

- Primary school liaison

- Open Evening
- Parental Concern
- Data
- Subject teachers and Form tutors
- External Agencies (e.g. NHS professionals)
- Observation within the classroom

Additionally, medical practitioners have a duty of care to inform the school (and or the school nurse) when they identify a child with a medical condition that will require support at school.

The school will centrally hold and maintain lists of students with medical needs. The information is kept on file and will be shared with staff (teaching, non-teaching and supply) as necessary, within a framework of confidentiality and sensitivity in liaison with both the student and the parents.

### **Curriculum Access and Inclusion**

All students at New Road Academy receive a broad and balanced curriculum across all key stages. Students study subjects either in mixed ability classes or ability groups according to the school policy for each department.

Intervention and support are agreed through liaison with parents, students, the SENCo, Assistant Headteacher and teaching staff. To support students identified with medical needs New Road Academy will make necessary and reasonable adjustments to the curriculum and its delivery to ensure those students are not disadvantaged.

### **In-Service Training**

Whole or individual staff training will be delivered where a need is identified e.g. specialist care for a specific trait or condition. This training may be delivered by suitably qualified or experienced professionals including the school nurse.

Training should be sufficient to ensure that staff are competent and have confidence in their ability to support students with medical conditions, and to fulfil the requirements as set out in individual health care plans. They will need an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures. A first aid certificate does not constitute appropriate training in supporting children with medical conditions.

Staff must not give prescription medicines or undertake healthcare procedures without appropriate training. In some cases, written instructions from the parent or on the medication container dispensed by the pharmacist may be considered sufficient but ultimately this is for the school to decide, having taken into consideration the training requirements as specified in students' individual health care plans.

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

### **Partnership with Parents**

Parents are encouraged to play an important part in their child's education and are kept fully informed about provision and support. They will be contacted directly by the first aiders should there be any cause for concern regarding their child's progress, behaviour or educational provision within school.

### **Queries and Complaints**

New Road Academy endeavours to develop good working relationships with parents. They are welcome to discuss, and query decisions made by the school through the channels as laid down in our Complaints Procedure. If parents of students with medical needs are not satisfied with the response from the school,

they may wish to seek further advice from the Local Authority through Telford and Wrekin Parent Partnership Service.

### **Working with External Agencies**

New Road Academy works closely with other agencies to identify and provide for those students identified as having medical needs. All services involved with the school are regarded as working partners whose aim is to provide high quality support which focuses on the needs of the individual student.

### **Links with other schools**

New Road Academy maintains strong working relationships with its feeder primary schools. The Transition Co-ordinator regularly attends meetings for students who will transfer; these meetings are also used to plan future provision with the students and parents. New Road Academy works with schools when we have in-year transfers, managed moves etc., to ensure we have the current medical information.

**The Governor with responsibility for Health & Safety should ensure effective implementation of this policy as they:**

- Become informed about relevant documents, particular this policy and Government directives affecting students with medical needs (DFE December 2015)
- Know the numbers of students identified as receiving support
- Make recommendations where necessary at governing body meetings
- Provide reports to the whole governing body based on observations and evidence gained from regular evaluative visits to the Inclusion department

### **INDIVIDUAL HEALTHCARE PLANS**

The original copy is kept in the First Aid room for easy access.

- The care plan guidance must be adhered to completely unless this is not possible within the limitations of staff, expertise or resource.
- Where a care plan cannot be followed this must be referred back to the appropriate NHS or health care provider and parents/carers **before** the student returns to school
- All information needed by staff should be entered onto the MIS as a central accessible point, in addition Health Care Plan are scanned into the MIS.
- First aiders will notify appropriate staff of relevant factors. This is particularly important when medical conditions may impact in the classroom.

## Appendix A: Individual Healthcare Plan

Student's name

Class

Date of Birth

Student's Address

Medical Diagnosis or condition

Date

Review Date


### Family Contact Information

Name

Phone no.

(Home)

(Mobile)


Name

Phone no.

(Home)

(Mobile)


### Clinic/Hospital Contact

Name

Phone No.

**GP**

Name

Phone No.


## Appendix A continued

Describe medical needs and give details of student's symptoms

Daily care requirements (*e.g. before sport/at lunchtime*)

Describe what constitutes an emergency for the student and the action to take if this occurs

Follow up care

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form Copied to

Parents

School

File

## Appendix B

### STUDENTS ON CRUTCHES

Students who need to use crutches MUST have a Personal Emergency Evacuation Plan (PEEP) raised in discussion with the student and Parent/Carer. As part of this initial process the student and parents/carers are made aware of revised evacuation procedure and where students can and cannot go whilst on crutches.

#### Protocol

- On arrival on the first day on crutches, students will go to reception where parents will meet with the SBM to talk through situation and complete a PEEP.
- A lift pass will be issued.
- The revised evacuation procedure will be explained to the student.
- Students should refrain from using stairs and steps and should use the lift.
- Crutches must be used appropriately at all times.

In the event of evacuation:

- Fire Wardens will register people, inc. students, at the refuge points. Should there be the need to evacuate from the refuge points, there are trained staff available to ensure they safely evacuate the building.
- Students on crutches are not expected to muster on the 3G pitch but must go to the appropriate refuge point.

### EVACUATION POINTS

3G pitch (6.30am – 4.10pm)

Muster D (after 4.10pm)



## Appendix C

# STUDENT EMERGENCY EVACUATION QUESTIONNAIRE



### 1 Why you should fill in this form

It is the school's legal responsibility to protect you from fire risks and ensure your health and safety, whilst at school. To do this properly we need to know:

- If you require information about the emergency evacuation procedures; and
- If you need assistance during an emergency.

### 2 What will happen when you have completed the form?

We will be able to provide you with any information you need about the emergency evacuation procedures.

We will provide you a "Personal Emergency Evacuation Plan" (PEEP). We will talk you through the evacuation process, and what currently may stop you from following the normal evacuation process. We will of course answer any questions you may have regarding this process. You are not a problem or a safety risk.

**Date of completion: xx/xx/xx**

Name		Year Group	
Brief description of medical issue(s)			
Estimated time on crutches/in wheelchair/wearing boot/anything else that may reduce the ability to follow normal evacuation process:			
Lift Pass required	Yes	<i>Yes – provide with yellow lanyard and lift pass with review/valid to date as indicated below</i>	
<b><i>The lift pass is for you only. You may not transport your friends in the lift. If you have been allocated a 'buddy' in the PEEP, they may travel with you.</i></b>			
Review date of PEEP		Lift pass review/valid to date	
Other information relevant to the above dates			

## EMERGENCY EVACUATION QUESTIONNAIRE

Quest No	Please answer the following questions:	Yes/No/Other comments
<b>1 AWARENESS OF EMERGENCY EVACUATION PROCEDURES</b>		
1a	Are you aware of the emergency evacuation procedures for the building?	Yes
1b	Do you know where your safe refuge point is, should you be unable to go to the Assembly Point?	Yes – Lift end of school
1c	Do you require the emergency evacuation procedures to be in any additional format, e.g., <ul style="list-style-type: none"> <li>• Braille</li> <li>• on tape</li> <li>• in large print</li> <li>• any other format e.g., British Sign Language</li> </ul>	No
<b>2 EMERGENCY ALARM</b>		
2a	Can you hear the school fire alarm?	Yes
<b>3 GETTING OUT</b>		
3a	Can you move quickly in the event of an emergency?	Not really
3b	Do you find stairs difficult to use?	Yes
3c	Are you a wheelchair user? If so, is it permanent?	No
3d	Are you using crutches?	Yes
3e	Any other medical equipment that reduces your mobility/walking speed?	No
<b>4 ASSISTANCE</b>		
4a	Do you need assistance to get out of the classroom/school in an emergency?	No

4b	Is anyone designated to assist you?  If yes please give their name(s) & location(s):	
4c	Are you always in easy contact with those designated to help you?	

Completed by -



Signed by staff member: \_\_\_\_\_



Name: \_\_\_\_\_ DAVID HUBBARD \_\_\_\_\_

# PERSONAL EMERGENCY EVACUATION PLAN

<b>1</b>	<b>AWARENESS OF FIRE ALARM EVACUATION PROCEDURE</b>			
	<b>I will receive a copy of this PEEP via:</b>			
	Email copy	X	On tape	
	Braille		In large print	
	In print			
	Other (specify)			
<b>2</b>	<b>ALARM SYSTEM</b>			
	<b>I am informed of an emergency evacuation by:</b>			
	Existing alarm system	X	Pager device	
	Visual alarm system			
Other (Specify)				
<b>3</b>	<b>DESIGNATED ASSISTANCE</b>			
	The following people have been designated to give assistance when I need to get out of the building (if on ground floor) during an emergency evacuation. Or will provide assistance in getting to a refuge area <b>(This does not refer to Floor Wardens)</b> .			
	Name(s): N/A			
<b>3a</b>	<b>HOW I CONTACT MY ASSISTANCE</b>			
	Phone (Landline or Mobile)	N/A		
	Share working space	N/A		
	I can confirm the contact numbers are:			
<b>4</b>	<b>EVACUATION PROCEDURE</b>			
	<b>Located on Level 1 (Ground floor) Level 2 or Level 3:</b>			
	<ol style="list-style-type: none"> <li>1. Wait until the rest of your class departs, then make your way to the fire protected lift refuge area. <i>The lift automatically descends to the ground floor during a fire alarm and cannot be activated.</i></li> <li>2. A floor warden will find you once they have checked all the rooms on that floor. They will ask for your name and relay that information to the register being taken so that you are accounted for.</li> <li>3. Stay there and await further instructions from either a Floor Warden or the Fire Service.</li> <li>4. Only when an emergency situation is taking place will an evacuation from the refuge areas be considered.</li> <li>5. When the all-clear is given, you will be able to return to class.</li> </ol> <p>If located on Level 1 (ground floor), there is an emergency exit opposite the lift.</p>			
<b>5</b>	<b>EQUIPMENT AVAILABLE</b>			
	<b>This is the equipment/technology available to you, that you may have need to use during an emergency.</b>			

	<p><b>Intercom</b> - this is a green panel (see picture) that enables you to make contact with the intercom in reception. Reception is a control point used by the fire service and site team during an emergency.</p> <p><b>Evacuation Chair</b> – this is a chair that slides down the stairs in a controlled manner. This will only be used if the Fire Service deems it necessary. In most instances they will provide a supported slow walk or lift down the stairs.</p>	 
<b>7</b>	<b>FLOOR WARDENS</b>	
	<p>Floor Wardens are specific members of staff on each floor of the building. Their responsibility is to check each room on the floor, looking for anybody that has not evacuated from a room. If they are found, and can move under their own power, they will be asked to leave the building. If they are incapacitated, the Floor Warden will seek assistance to have them removed.</p> <p>As part of the Floor Wardens duties, they will check each refuge area on their floor. Record the names of anybody at the refuge point and relay that information to the register being taken. The Fire Service then know who is at which refuge point.</p>	
<b>7</b>	<b>ANY FURTHER PERTINENT INFORMATION RELATING TO THIS PEEP</b>	

**Copies to:**

- School Business Manager
- Parent/Carer of Student
- Student



# Student on Crutches Risk Assessment

		LIKELIHOOD				
		VERY UNLIKELY	UNLIKELY	LIKELY	HIGHLY LIKELY	ALMOST CERTAIN
SEVERITY	NEGLIGIBLE	LOW	LOW	LOW	LOW	LOW
	MINOR	LOW	LOW	LOW	MEDIUM	MEDIUM
	SERIOUS	LOW	MEDIUM	MEDIUM	MEDIUM	HIGH
	SEVERE	LOW	MEDIUM	MEDIUM	HIGH	HIGH
	VERY SEVERE	MEDIUM	MEDIUM	HIGH	HIGH	HIGH

<b>Risk Assessment for (Activity/Process/Operation)</b>	<i>To support students to safely access the school building and their curriculum.</i>
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<b>Date of activity (if applicable)</b>	Ongoing	<b>Department</b>	Student		
<b>Assessment Date</b>	July 2024	<b>Review Date</b>	July 2026	<b>Carried out by</b>	DHD

What are the hazards / potential problems?	Who might be harmed and how? Or what might go wrong? The Risk	What existing control measures are in place to reduce / prevent the risk? • Explain what is in place • Explain what is specifically being put in place for this activity / event / issue etc.	Considering existing controls, what is the current risk level	Further Action to be taken to control the risk?	Assigned to	Completed by whom & when
Access / Egress of the building	Student may slip, trip or fall. Other students / staff may be harmed.	<ul style="list-style-type: none"> <li>Parents to escort student to and from school.</li> <li>Drop off points can be close to the school if required.</li> <li>Access to school is on a flat and level surface without steps.</li> <li>Suggested entry, at least initially, is via the main entrance to avoid large numbers of students at start and end of day.</li> </ul>	LOW			
Restricted circulation space in	Student may suffer a collision,	<ul style="list-style-type: none"> <li>Avoid unnecessary movement around school at start/end of day, break, lunch and change of lessons.</li> </ul>	LOW			

What are the hazards / potential problems?	Who might be harmed and how? Or what might go wrong? The Risk	What existing control measures are in place to reduce / prevent the risk? <ul style="list-style-type: none"> <li>• Explain what is in place</li> <li>• Explain what is specifically being put in place for this activity / event / issue etc.</li> </ul>	Considering existing controls, what is the current risk level	Further Action to be taken to control the risk?	Assigned to	Completed by whom & when
corridors, classrooms and dining hall	slip, trip or fall. Other students and staff may be harmed.	<ul style="list-style-type: none"> <li>• Ensure student competent in the used of crutches.</li> <li>• Site team check to ensure that all floor surfaces are dry and clear of obstructions.</li> <li>• Buddy system arranged my Years Teams as necessary.</li> <li>• Lift pass issued to student, which also enables them to leave lessons five minutes early to avoid the busy transition periods.</li> </ul>	LOW			
Housekeeping	Student suffers a slip, trip or fall. Other students and staff may be harmed.	<ul style="list-style-type: none"> <li>• High standards of housekeeping in place e.g., spills cleaned up immediately.</li> <li>• Classrooms and corridor floors are kept clear of obstructions.</li> <li>• Crutches do not present a trip hazard to other students in the classroom.</li> </ul>	LOW			
Fire	Student may burn or unable to escape the effects of smoke/ flame	<ul style="list-style-type: none"> <li>• Students on crutches are provided a Personal Emergency Evacuation Plan (PEEP).</li> <li>• As part of the PEEP process and assessment is made as to how well the student will be able to get to a refuge point.</li> <li>• If necessary, and staff member will be allocated to the student to help with their travel down a corridor.</li> <li>• A number of staff are trained in the use of evacuation chairs, should the need to evacuate from refuge points be required.</li> </ul>	MEDIUM			

What are the hazards / potential problems?	Who might be harmed and how? Or what might go wrong? The Risk	What existing control measures are in place to reduce / prevent the risk? <ul style="list-style-type: none"> <li>• Explain what is in place</li> <li>• Explain what is specifically being put in place for this activity / event / issue etc.</li> </ul>	Considering existing controls, what is the current risk level	Further Action to be taken to control the risk?	Assigned to	Completed by whom & when
Practical Subjects	Student slips, trips or falls and / or cuts	<ul style="list-style-type: none"> <li>• Teachers and Year Teams arrange for appropriate buddy systems as necessary in practical subjects.</li> <li>• Alternative activities arranged if student is unable to access subject.</li> </ul>	LOW			
Medication	Student harmed by improper use of medication	<ul style="list-style-type: none"> <li>• Medication is kept locked in a cupboard in the First Aid room – to be administered in line with the school’s medication procedures.</li> <li>• Administration of medication form is completed and signed by parent/carer.</li> <li>• Record kept of medication given to student during the school day.</li> </ul>	LOW			
		<ul style="list-style-type: none"> <li>•</li> </ul>				
		<ul style="list-style-type: none"> <li>•</li> </ul>				



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**Medication within School Protocol**

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1. The school may refuse to undertake administration where this is seen to be the reasonable decision in the best interests of the school. For example, where timings of administration are critical and crucial to the health of the student and cannot be guaranteed; where specific technical or medical knowledge and/or training is required or where administration would make unacceptable intimate contact with the student necessary.
2. The school will not agree to administer any medication in school without a written request using this form, having first been made.
3. The school will not agree to administer any medication in school that is not essential to be administered during the school day. (If it is acceptable for doses to be given at home, the school should not be being asked to administer during the school day).
4. All requests will need to be discussed fully with the Headteacher or other authorised member of staff before any medicines are sent into school.
5. Any prescribed medicine must be supplied to the school in the original container labelled by the pharmacist with the name of the medicine, full instructions for use and the name of the student. Any non-prescribed medicine bought by the family should be in the original container bearing the manufacturer's instruction/guidelines. The school may refuse to administer any medicines supplied in inappropriate containers.
6. For students on long-term medication the request form should be renewed by the parent/carer when required by the school and in any event at the beginning of each new school year.
7. Parents are responsible for notifying the school immediately in writing of any subsequent changes in medicines or doses.
8. Parents are responsible for notifying the school immediately the doctor has stopped the medication.
9. Parents are responsible for collecting and disposing of any unused or expired medicine at the end of each term.
10. A record will be kept by the school of all medicines administered and when in respect of each student for whom it has agreed to administer medicines.
11. Where they feel it to be necessary the school reserves the right to ask parents to supply a doctors' note to support/confirm the information given on the request form.
12. You may find it necessary to seek your Doctor's help in completing this form.



**Appendix E (i)**

**PARENTAL AGREEMENT FOR SETTING TO ADMINISTER PRESCRIBED MEDICATION (MED 1)**

*(Please read the notes on the reverse of this form carefully. If you are in doubt about how the*

<b>DETAILS OF STUDENT (Capitals please)</b>		
Name	M/F Date of Birth	class/form:
Condition or illness (e.g. Asthma; Diabetes; Epilepsy, Cystic Fibrosis, Anaphylaxis, Recovery from? Illness, etc.):		
<b>DOCTOR'S DETAILS</b>		
Doctor's Name	Medical Practice	Telephone Number
<b>MEDICATION AND ADMINISTRATION</b>		
Name of medication <i>(give full details given on the container label issued by the pharmacist)</i>		
Type of Medication (e.g. tablets, mixture, inhaler, Epipen, other <i>(please specify)</i> )		
Date Dispensed:	Dosage and method:	
Times to be Taken in School:	Is precise timing critical? Yes/ No	
Time of last dosage?		
For how long will your child need to take this medication?		
For medication that need not be administered at pre-set times please indicate when it should be given: (e.g. before exercise, onset of asthma attack, onset of migraine etc.)		
The medication needs to be administered by a member of staff	Yes	No
My child is capable of administering the medication him/herself under the supervision of a member of staff	Yes	No
The medication needs to be readily accessible in case of emergency	Yes	No
<b>ADDITIONAL INFORMATION</b>		
<b>Precautions or side effect:</b>		
<b>What to do in an emergency:</b>		

**medicine is to be given you must seek the advice of your child's doctor before completing this form.)**

The doctor named above has advised that it is necessary for my child to receive his/her medication during school time. I understand that teachers have no obligation to give or supervise the administration of medicines at the school. However, I request that the medication named above be administered by/taken under supervision of a member staff, who may not have had any first aid or medical training. The School, the Headteacher and staff accept no responsibility for any injury, death or damage suffered by a student as a result of the administration of medicine mentioned in this form, other than any injury, death or damage which arises because the school or any members of its staff have been negligent. I shall arrange to collect and dispose of any unused, expired medicine at the end of each term.

Signed: Parent/Carer ..... Date: .....



## PARENTAL AGREEMENT FOR SETTING TO ADMINISTER NON-PRESCRIBED MEDICATION

School Name	New Road Academy		
Date			
Student Name			
Form and House			
Name and Strength of medicine			
Quantity Received		Quantity Returned	
Expiry Date			
Dose and Frequency of medicine			

Parent Carer: Print Name		Signature	
Staff: Print Name		Signature	

Notes:

**Staff: Please label medicine accordingly**