

The Olympus Academy Trust Supporting Students with Medical Conditions Policy

Document Summary

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Owner: (Olympus or School)	Olympus Academy Trust
Governing Committee:	Audit & Risk Committee (ARC)
Statutory or Optional policy:	Statutory
Appendices:	Four Appendix A – Responsible Personnel Yearly Return Appendix B – Training Yearly Return Appendix C – Individual Health and Care Plan (Example) Appendix D – Parental Agreement for Setting to Administer Medicine
On Trust Website?	Yes
On School Websites?	Yes

Amendment History

Version	Amendment Date	Author	Amendment Summary
v1.2	28 th April 2021	Trust SEND, Inclusion and Safeguarding Lead	<ul style="list-style-type: none"> • Policy Review • New Trust document version system implemented • Appendix 1 removed. • Appendices A, B, C and D added. • Section 2.2 - 'learners' replaced by 'pupils' and the date of Dec 2015 added.

v1.3	30 th April 2021	Trust SEND, Inclusion and Safeguarding Lead	<ul style="list-style-type: none"> Paragraph 13.2 added.
v1.3	24 th June 2021		<ul style="list-style-type: none"> Approved by ARC with the following amendment: <ul style="list-style-type: none"> Section 18.1, bullet point removed as the progress of disadvantaged students is monitored at SIC level.
v1.4	15 th July 2021		<ul style="list-style-type: none"> Approved by the Board of Trustees
v2.0	15 th July 2021		<ul style="list-style-type: none"> Policy issued.

1. Purpose of the Policy - Policy Statement

- 1.1 The Children & Families Act 2014 places a statutory duty on Trustees and Governors to make arrangements to support learners with medical conditions. Trustees are legally responsible and accountable for fulfilling this duty.
- 1.2 Long term or chronic medical conditions can have a substantial and long-term adverse impact on a learners' ability to participate in normal day to day activities. Under the terms of the Equality Act, Trustees must make reasonable adjustments to enable the student to participate fully in school activities and make at least the expected progress in learning.
- 1.3 In order to fulfil their responsibilities, Trustees must:
- ensure that medical professionals, parents/carers and students have been consulted;
 - be satisfied that the schools understand the impact of medical conditions on students' wellbeing and ability to achieve;
 - know there is an appropriately trained named person with lead responsibility for implementation of the policy in each school; and that other staff are suitably trained;
 - know how training needs are assessed and how training is commissioned and provided;
 - ensure that the procedures and arrangements for managing medical conditions and medical emergencies are understood by all staff;
 - be aware of the role of individual healthcare plans and who is responsible for their development and implementation;
 - be satisfied that learners are encouraged and supported in managing their own health needs and medicines, as appropriate;
 - ensure that written records are promptly and accurately maintained;
 - ensure that staff have been made aware of unacceptable practice;
 - ensure that the appropriate level of insurance is in place and appropriately reflects the level of risk.
 - ensure that, in schools with EYFS (children under 5 years), at least one person has a current paediatric first aid certificate and this person must accompany children on outings.
- 1.4 The Board of Trustees (Board) of the Olympus Academy Trust (Trust) will welcome and support students with medical needs and ensure that all students with medical conditions have the same opportunities as others within the Trust.
- 1.5 Where a medical condition is impacting on a student's progress in school, Trustees expect that the student will be classed as 'disadvantaged' in order to receive additional support and intervention promptly. This helps Trustees monitor progress more closely.

2. Consultation Process

- 2.1 This policy was developed in consultation with staff who work with students with medical needs across the Trust.
- 2.2 Ofsted guidance ‘Learners with Medical Needs’ and DfE statutory guidance ‘Supporting Pupils at School with Medical Conditions Dec 2015’ were used as reference documents as the policy was developed.

3. Relationship to Other Policies

- 3.1 Health and Safety Policy
Single Equalities Policy
SEND and Inclusion Policy
Attendance Policy
Admissions Policy
Complaints Policy
Lone Worker Policy

4. Transition, Welcome and Support Arrangements on Entry

- 4.1 The Trust is an inclusive community that aims to welcome and support students with medical conditions.

5. Inclusive Practice and Re-integration after Long Term Absence

- 5.1 Schools within the Trust will ensure that students with medical conditions are included in all activities within the school and appropriate adjustments are made to the activities where possible. Students will have a planned re-integration with students after a long absence with appropriate key staff.

6. School Trips and Residential Visits

- 6.1 The Trust will ensure that students with medical conditions can participate fully in all aspects of the curriculum and provide appropriate adjustments and additional support where this has been identified.

7. Roles and Responsibilities

- 7.1 The Trust has a duty of care for all students and will ensure that all staff are aware of their roles and responsibilities by sharing and communicating the policy with all staff.

8. Home Visit Meetings

- 8.1 If staff are required to do a home visit then, reference should be made to the Lone Working Policy. However these visits should be the exception i.e. when there is clear medical evidence that the child/young person is unable to leave the home and the carer is unable to leave the child in someone else’s care.

9. Communication Plans

- 9.1 Parent/carers, staff and school nurse will be informed and reminded of the policy on a regular basis throughout the academic year by electronic means and displayed in a prominent area.

10. Training and Information Requirements (to Include Potential Emotional Impact of Some Medical Conditions; Whole School Awareness Training)

- 10.1 The Trust instigates a training schedule for all staff to be aware of the most serious medical conditions and the effects of the condition on the student. Identified staff are trained as first aiders to meet the Health and Safety at Work Act 1974 requirements together with training for administration of medicines. Additional teaching and support staff are trained in emergency first aid to provide support for off site visits.

11. Management, Administration and Storage of Medication

- 11.1 All students will have easy access to their emergency medication, but will be encouraged to carry and administer their own medication if they are deemed responsible by medical professionals. Medication will be stored in a locked cupboard in a central location and will only be administered by trained staff. Records will be maintained of any medication that is administered

12. Managing Specialist Equipment

- 12.1 Any specialist equipment within each school within the Trust will be regularly maintained in accordance with manufacturers' instructions.

13. Record Keeping

- 13.1 Each school within the Trust will maintain accurate and timely records for all students where medication needs to be administered by trained staff. This will include updated information on doses and timings received from parent completed forms. Each year, or when there are personnel changes, every school will complete Appendix A to identify the named person in the school responsible for implementing statutory guidance, training staff on young people with medical needs and briefing new staff and supply staff on young people with medical needs.
- 13.2 Completed forms (Appendices A, B, C and D) will be collated, and the responses recorded, by a member of the Trust's Central Team.

14. Individual Healthcare Plans

- 14.1 Each school within the Trust will maintain a central record of healthcare plans and will be shared with staff via SIMS. Any student with a serious medical condition will be highlighted to staff via a briefing and photographic information cards displayed in key locations

15. **Dealing with Emergencies**

- 15.1 All staff understand and are trained in what to do in an emergency for the most common serious medical conditions at this school and also in school's emergency procedures.

16. **Unacceptable Practice**

- 16.1 Each school within the Trust will ensure that staff do not create barriers for students with medical needs which will unnecessarily disrupt their learning and that medical advice that has been provided will be acted upon.

17. **Risk Assessments**

- 17.1 Each school within the Trust will carry out individual risk assessments for students who participate in out of school activities, work placements and trips to ensure that appropriate provision is made for the health, safety wellbeing of both students and staff.

18. **Monitoring and Review**

- 18.1 Trustees will regularly, and at least annually scrutinise the following:
- reports on any issues which arise for students with medical conditions and recommend action/procedural changes as appropriate;
 - ask for confidential and anonymised feedback from a selection of students with medical conditions;
 - be notified of all relevant staff training and briefings which have taken place;
 - ensure that school leaders consult health and social care professionals, learners and parents to ensure that the needs of children with medical conditions are effectively supported.
- 18.2 The Policy will be reviewed every two years. In addition to the information gathered above, key staff, parents of students with medical conditions and key health professionals will be asked for their views on the school's practice and adherence to the procedures.