



WOOTTON PARK

'Ipsum quod faciendum est diutius'

Title	Supporting Leaners with Medical Conditions Policy
Year	2021/2022
Policy Reference	Browne Jacobson LLP
Staff Link	SENDCo
Governor Link	SEND Governor
Date approved by Full Governing Body	30 th June 2021
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As a proprietor of one or more academies, Northampton Free School Trust has a legal duty to make arrangements for supporting learners at Wootton Park School with medical conditions. The board of Northampton Free School Trust has delegated this responsibility to Wootton Park School.

Wootton Park School has adopted this policy to set out the arrangements it has put in place for its learners with medical conditions.

Overriding principles

Children and young people with medical conditions are entitled to a full education. Wootton Park School is committed to ensuring that learners with medical conditions are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

This policy is designed to support the management of medication and medical care in school and to support individual learners with medical needs. The policy is drawn up under guidance issued in section 100 of the Children and Families Act 2014, whereby all schools have a duty to make arrangements for learners with medical conditions.

In the case of learners with medical needs, the responsibility of the School is to make sure that safety measures cover the needs of all learners at school. This may mean making reasonable adjustments or special arrangements for particular learners so that they can, in as far as is reasonably possible, access their full and equal entitlement to all aspects of the curriculum. This will include actively supporting learners with medical conditions to participate in school trips/visits and/or in sporting activities.

Wootton Park School is aware that some learners with medical conditions may have a disability. Where this is the case the school complies with the duties under the Equality Act 2010. Some learners may also have Special Educational Needs (SEN) and may have an Education, Health and Care (EHC) Plan which brings together health and social care needs, as well as their special educational provision. For learners with SEND, this guidance should be read in conjunction with the SEND Code of Practice 2015 and the School's Special Educational Needs and Disabilities Policy.

1 Definition of “medical condition”

1.1 For the purposes of this policy, a medical condition is any illness or disability which a learner has. It can be:

- physical or mental
- a single episode or recurrent
- short-term or long-term
- relatively straightforward (e.g. the learner can manage the condition themselves without support or monitoring) or complex (requiring on-going support, medicines or care whilst at school to help the learner manage their condition and keep them well)
- involving medication or medical equipment
- affecting participation in school activities or limiting access to education

1.2 Medical conditions may change over time, in ways that cannot always be predicted.

2 Policy implementation

2.1 The person with overall responsibility for the successful administering and implementation of this policy is the Principal.

2.2 The Principal has overall responsibility for ensuring:

- that sufficient staff are suitably trained to meet the known medical conditions of learners at Wootton Park School

- all relevant staff are made aware of the learner's medical condition and cover supervisors are properly briefed
- cover arrangements are in place to cover staff absences/turnover to ensure that someone is always available and on site to support learners with medical conditions
- risk assessments for school visits, holidays and other school activities outside of the normal timetable are completed
- individual healthcare plans are prepared where appropriate and are monitored

3 Notification that a learner has a medical condition

- 3.1 Ordinarily, the learner's parent/carer will notify the school that their child has a medical condition. Parents/carers should ideally provide this information in writing addressed to the Principal, however they may sometimes pass this information on to a class teacher or another member of staff. Any staff member receiving notification that a learner has a medical condition should notify the Principal as soon as practicable.
- 3.2 A learner themselves may disclose that they have a medical condition. The staff member to whom the disclosure is made should notify the Principal as soon as practicable.
- 3.3 Notification may also be received direct from the learner's healthcare provider or from a school from which a child may be joining Wootton Park School. The school may also instigate the procedure themselves where the learner is returning after a long-term absence.

4 Procedure following notification that a learner has a medical condition

- 4.1 Except in exceptional circumstances where the learner does not wish their parent/carer to know about their medical condition, the learner's parents/carers will be contacted by the Principal, or someone designated by them, as soon as practicable to discuss what, if any, arrangements need to be put into place to support the learner. Every effort will be made to encourage the child to involve their parents while respecting their right to confidentiality.
- 4.2 Unless the medical condition is short-term and relatively straightforward (e.g. the learner can manage the condition themselves without any support or monitoring), a meeting will normally be held to:
- discuss the learner's medical support needs
 - identify a member of school staff who will provide support to the learner where appropriate
 - determine whether an individual healthcare plan (IHP) is needed and, if so, what information it should contain
- 4.3 Where possible, the learner will be enabled and encouraged to attend the meeting and speak on their own behalf, taking into account the learner's age and understanding. Where this is not appropriate, the learner will be given the opportunity to feed in their views by other means, such as setting their views out in writing.
- 4.4 The healthcare professional(s) with responsibility for the learner may be invited to the meeting or be asked to prepare written evidence about the learner's medical condition for consideration. Where appropriate, their advice will be sought on the need for, and the writing of, an IHP.
- 4.5 In cases where a learner's medical condition is unclear, or where there is a difference of opinion, the Principal will exercise their professional judgement based on the available evidence to determine whether an IHP is needed and/or what support to provide.
- 4.6 Learners with medical conditions have the same right of admission to school as other learners and cannot be refused admission or excluded from school on medical grounds alone. For learners joining Wootton Park School at the start of the school year, where possible, any support arrangements will be made in time for the start of the school term. In other cases, such as a new diagnosis or a learner moving to the school

mid-term, every effort will be made to ensure that any support arrangements are put in place within two weeks.

- 4.7 In line with our safeguarding duties, Wootton Park School will ensure that learner's health is not put at unnecessary risk from, for example infectious diseases. Wootton Park School will not accept a learner into the school at times where it will be detrimental to the health of that learner or others.

5 Individual Healthcare Plans (IHP)

- 5.1 Where a learner has more complex or long-term medical needs, an Individual Healthcare Plan may be created by relevant medical professionals in consultation with parents/carers, school staff and the learner.
- 5.2 Individual Healthcare plans will be written, monitored and reviewed regularly and will include the views and wishes of the learner and parent/carer in addition to the advice of relevant medical professionals.
- 5.3 The local authority will also be asked to contribute where the learner accesses home-to-school transport to ensure that the authority's own transport healthcare plans are consistent with the IHP.
- 5.4 The aim of the IHP is to capture the steps which the school needs to take to help the learner manage their condition and overcome any potential barriers to getting the most from their education. It will be developed with the learner's best interests in mind. In preparing the IHP the school will be required to assess and manage the risk to the learner's education, health and social well-being and minimise disruption.
- 5.5 IHP's may include:
- details of the medical condition, its triggers, signs, symptoms and treatments
 - the learner'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 or travel time between lessons
 - specific support for the learner'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 or counselling sessions
 - the level of support needed, including in emergencies; if a learner 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 learner'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 learner's condition and the support required
 - arrangements for written permission from parents/carers and the Principal for medication to be administered by a member of staff, or self-administered by the learner during school hours
 - separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the learner can participate, e.g. risk assessments
 - where confidentiality issues are raised by the parent/learner, the designated individuals to be entrusted with information about the learner's condition
 - what to do in an emergency, including whom to contact, and contingency arrangements; some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their IHP
- 5.6 The IHP will also clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. If a learner (regardless of whether they have an IHP) needs to be taken to hospital, staff will stay with the learner until the parent/carer arrives, or accompany a learner taken to hospital by ambulance.
- 5.7 Where the healthcare provider is better placed to do so, they will create the IHP. School will take the lead in writing the plan if appropriate and will ensure that it is finalised and implemented.

- 5.8 Where a learner is returning to the school following a period of hospital education or alternative provision (including home tuition), the school will work with the local authority and education provider to ensure that the IHP identifies the support the learner will need to reintegrate effectively.
- 5.9 Where the learner has a special educational need identified in an Education Health and Care Plan (EHCP), the IHP will be linked to or become part of that EHCP.

6 Reviewing Individual Healthcare Plans (IHP)

- 6.1 Every IHP shall be reviewed at least annually. The Principal (or someone designated by them) shall, as soon as practicable, contact the learner's parents/carers and the relevant healthcare provider to ascertain whether the current IHP is still needed or needs to be changed. If the school receives notification that the learner's needs have changed, a review of the IHP will be undertaken as soon as practicable.
- 6.2 Where practicable, staff who provide support to the learner with the medical condition shall be included in any meetings where the learner's condition is discussed.

7 Staff training

- 7.1 The Principal is responsible for:
- ensuring that all staff (including new staff) are aware of this policy for supporting learners with medical conditions and understand their role in its implementation
 - working with relevant healthcare professionals and other external agencies to identify staff training requirements and commission training required
 - all staff have access to the School's Medical Needs Register and are informed of what to do in an emergency
 - all staff managing and supervising self-administration of medicines receive appropriate training and advice from health professionals
 - staff training is provided to support the administration of emergency medications such as Epi-pens or insulin
 - only staff who have received this training administer such medications
 - First Aid Training is provided for staff wishing to complete this course
 - the School keeps a register of staff who have undertaken the relevant training as well as of those who are Paediatric First-Aid trained
- 7.2 In addition, all members of school staff will know what to do and respond accordingly when they become aware that a learner with a medical condition needs help.
- 7.3 Wootton Park School has in place appropriate levels of insurance regarding staff providing support to learners with medical conditions, including the administration of medication. Copies of the School's insurance policies can be made accessible to staff as required.

8 Administering medication

- 8.1 Medicines will be administered at school when it would be detrimental to a learner's health or school attendance not to do so. Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside of school hours.
- 8.2 If a learner requires prescribed medicines or medical devices, such as asthma inhalers, blood glucose testing meters or adrenaline pens, in school it is vital that the parent/carer advises the school accordingly, so that the process for storing and administering medication can be properly discussed.
- 8.3 Wootton Park School will only accept prescribed or over the counter medicines that are in-date, labelled, provided in the original container and clearly labelled with the learner's name. The exception to this is

insulin which must still be in date, but will generally be available inside an insulin pen or a pump, rather than its original container.

- 8.4 Where medicines have been dispensed by a pharmacist, they must include instructions for administration, dosage and storage. Parents/carers must also complete a consent form for the medication to be administered. Wootton Park School will not make changes to dosages on parental instructions.
- 8.5 Where medicines have been purchased over the counter, parents/carers must sign a consent form which clearly details the dosage and time for medication to be administered.
- 8.6 Parents/carers must confirm that the medicine has been previously administered to their child without adverse effect.
- 8.7 The learner and staff supporting the learner with their medical condition should know where their medicines are at all times and be able to access them when needed. The most appropriate method for storing medicines and medical devices will be discussed with the learner's parent/carer but the school will ultimately decide the approach to be taken.
- 8.8 Wherever possible, learners will be allowed to carry their own medicines and relevant devices or be able to access their medicines for self-medication quickly and easily. Where it is appropriate to do so, learners will be encouraged to administer their own medication, under staff supervision if necessary. Staff administering medication should do so in accordance with the prescriber's instructions. Staff who volunteer to assist in the administration of medication will receive appropriate training and guidance before administering medication.
- 8.9 Wootton Park School will keep a record of all medicines administered to individual learners, stating what, how and how much was administered, when and by whom. Any side effects of the medication will be noted.
- 8.10 If a learner refuses to take their medication, staff will not force them to do so, and will inform the parent/carer of the refusal as a matter of urgency. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.
- 8.11 It is the parent/carers' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.
- 8.12 Controlled drugs can also be administered, subject to all other conditions as described in the Policy. Access to these medicines is restricted to the named persons, with all medication and controlled drugs kept in the locked cabinet in the Main Reception office.
- 8.13 Any medicines needing refrigeration will be stored in the locked fridge in the Main Reception office.
- 8.14 It is the responsibility of parents/carers to notify the school if the learner's need for medication has ceased. When no longer required, medicines will be returned to the parent/carer to arrange for safe disposal. Sharps boxes should always be used for the disposal of needles.

8.15 Epi-pens:

- Epi-pens are kept on the wall in the Main Reception office in a labelled sealed box unless parents have agreed for the learner to carry their own
- In the case of Epi-Pens, all staff have access to them – the box is clearly labelled and accessible
- Any member of staff can administer an epi-pen in an emergency when directed through a 999 call.

Using an Epi-pen:

- The pen (cap off) should be pushed against the child's thigh, through clothing if necessary
- The pen should be held for a count of 10 seconds before being withdrawn
- An ambulance must be called for a child who may require an epi-pen

- Cetirizine may be given if slight tingling of the lips occurs following ingestion of possible irritants for nut allergy sufferers - this is a liquid medicine stored with the epi-pen
- If symptoms are more severe, the epi-pen should be given immediately
- An ambulance must be called immediately
- Parents should be contacted after this call has been made

9 Procedure in an Emergency:

- 9.1 In a medical emergency, some teachers have been appropriately trained to administer emergency first aid or Paediatric first aid if necessary. If possible, the school's First Aiders will also be asked to attend.
- 9.2 If an ambulance needs to be called, staff will:
- Outline the full condition and how it occurred
 - Give details regarding the child's date of birth, address, parent/carer names and any known medical conditions
- 9.3 Children will be accompanied to hospital by a member of staff if this is deemed appropriate, however, staff cars should not be used for this purpose.
- 9.4 Parents must always be called in a medical emergency, but do not need to be present for a child to be taken to hospital.

10 Unacceptable practice

Although the Principal and other school staff should use their discretion and judge each case on its merits, it will not be acceptable practice to:

- prevent learners from easily accessing their inhalers and medication and administering their medication when and where necessary
- assume that every learner with the same condition requires the same treatment
- ignore the views of the learner or their parents/carers or ignore medical evidence or opinion (although this may be challenged)
- send learners with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHP
- if the learner becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- penalise learners for their attendance record if their absences are related to their medical condition e.g. hospital appointments
- prevent learners from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- require parents/carers, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues; no parent/carer should have to give up working because the school is failing to support their child's medical needs; or
- prevent learners from participating, or create unnecessary barriers to learners participating, in any aspect of school life including school trips, e.g. by requiring parents/carers to accompany the learner

11 Food Allergy Management:

- 11.1 Wootton Park School is mindful of learners with food allergies and special dietary requirements.
- 11.2 Please see Appendix A for further details on procedures followed in school to support these learners.

12 Complaints

Complaints regarding this policy or the support provided to learners with medical conditions should be raised under the school's usual complaints procedure.

Appendix A - Procedures for food allergies & special dietary requirements during food serving times.

The school will:

- Issue an allergy lanyard for each primary phase learner with a food allergy and/or special dietary requirement and ensure that this is given to the class teacher at the start of each school year, and is updated as and when required.
- Issue a second allergy lanyard card for each primary phase learner attending wrap around care
- Provide the lead lunchtime supervisor, the class teachers, the wrap around care staff and the Head of Catering with an up to date list from Arbor (The school's MIS) of learners(primary and secondary) with food allergies and/or special dietary requirement, including their photo, each time a new allergy/dietary requirement has been reported.

Lunch time staff are responsible for:

- Checking each primary phase learner with a food allergy/dietary requirement is wearing or is reminded to wear an allergy lanyard at the start of each lunchtime.
- Reminding each primary phase learner with an allergy/special dietary requirement to be at the front of the line in the dining hall.
- Informing the office if a lanyard for an allergy/special dietary requirement has gone missing.
- Encouraging older learners (food allergies and dietary requirements are viewed via cashless catering system) to be aware of their allergies and be pro-active in recognising food they should not eat.
- Keep a close eye on learners and immediately seek First Aid in the event of a suspected allergic reaction.
- Report any incidents of consumption of food by learners who are allergic to these particular types of food, whether there is an allergic reaction or not, so an investigation can take place, in order to prevent any such occurrences in the future.

Kitchen staff are responsible for:

- Ensuring they are aware of the ingredients that are likely to cause allergies in each menu.
- Ensure that they are aware of the learners who have allergies/dietary requirement, and that they have an up to date allergy list.
- Ensure that the Head Cook has an up to date allergy list
- Ensure allergy lanyards of learners are checked and learners are not offered food they are allergic to.

Wrap Around Care staff are responsible for:

- Ensuring they have a list with the names of learners(primary & secondary) who have a food allergy/special dietary requirement.
- Checking each primary phase learner with an allergy is wearing or is reminded to wear an allergy lanyard at the start of each food time, and returns it before going outside.
- Encouraging older learners to be aware of their allergies and be pro-active in recognising food they may not eat.
- Keep a close eye on learners and immediately seek First Aid in the event of a suspected allergic reaction.
- Report any incidents of consumption of food by learners who are allergic to these particular types of food, whether there is an allergic reaction or not, so an investigation can take place, in order to prevent any such occurrences in the future.
- Ensure all lanyards are returned to wrap around care allergy box at the end of each food time and inform the office if a lanyard has gone missing

Appendix 2 - Supporting learners with medical conditions during COVID-19

- Learners with medical conditions may be categorised as either ‘clinically extremely vulnerable’ or ‘clinically vulnerable’ during COVID-19.
- Clinically extremely vulnerable learners (those with serious underlying health conditions which put them at very high risk of severe illness from COVID-19) will need to shield during COVID-19 and the school will not expect these learners to attend school, but instead will support them to be at home through remote learning.
- Where learners are categorised as clinically vulnerable (they have a higher risk of severe illness from COVID-19) the school will work with parents/carers to follow medical advice as to their attendance at school.
- Where learners classed as clinically vulnerable attend school in accordance with medical advice the school will support them to take extra care in observing social distancing measures and other measures advised by medical professionals.
- Where learners classed as clinically vulnerable need to remain at home in accordance with medical advice the school will support them to be at home through remote learning.
- If a learner lives with someone who is clinically extremely vulnerable they may not be able to attend school and will be supported to be at home and educated through remote learning. The learner will only attend the school if stringent social distancing can be adhered to and they are able to understand and follow social distancing instructions.
- All staff members will be required to support remote education for learners that need it during COVID-19.
- In order to protect all learners during COVID-19 and particularly those with medical conditions the school will follow current Government guidance to avoid direct and indirect transition of the virus within school.

¹ This Annex reflects Government guidance in place as at [3 July 2020] and is intended to cover the stance taken by the academy towards pupils with medical conditions specifically in relation to COVID-19

Appendix 3 – Administration of medicines form



WOOTTON PARK

'Illum quod faciendum est diutus dureat'

Parental Agreement Form for Administration of Medicines

Wootton Park School will not give your child medicine unless you complete and sign this form.

All medicines must be in the original container as dispensed.

Learner's Name	
Class	
Date medicine provided by parent/carer	
Prescribed or Over The Counter	
Name and strength of medicine	
Expiry date	
Reason for Medication to be given	
Dose to be given	
When to be given	
Possible side effects	
Any other instructions	
Daytime phone number of parent	
Name of GP	

The above information is to the best of my knowledge accurate at the time of writing and I give consent to the staff to administer this medicine in accordance with the school policy.

Parent's signature	
Print name	
Date	

If more than one medicine is to be given a separate form should be completed for each one.

Signed:..... (Principal)

Record of Medicine Administered

Other information:

***ALL MEDICINES CAN ONLY BE GIVEN IN THE PRESENCE OF A WITNESS**

Date					
Time given					
Dose given					
Staff Administrator of Medicine Print & signature					
Witness to administrator Print & signature					

Date					
Time given					
Dose given					
Staff Administrator of Medicine Print & signature					
Witness to administrator Print & signature					

Date					
Time given					
Dose given					
Staff Administrator of Medicine Print & signature					
Witness to administrator Print & signature					

Appendix 4: Example Learner Passport (medical)

Learner Passport (Medical)		 WOOTTON PARK <small>'From your 'I'm kinder on others'</small>
	Name:	
	Date of Birth:	
	Form Group:	
Teaching Group:		
Code of Practice Level: N/A – Medical Wave: 1		
Medical Background:		
Possible causes of:		
Impact of:		
Treatment.....:		
Side effects.....:		
Management of's condition in school:		
Actions: General:		
After an event/convulsion/seizure:		
In emergencies:		
Parent/Carer contact details:		
Signed Signed	(SENCo) (Deputy SENCo)	Date Signed (Parent/Carer)