The Olympus Academy Trust
Supporting Learners with Medical Conditions Policy

Document Summary

Document Owner:	Trust Director for Safeguarding, SEND and Inclusion
Version:	**4.0**
Document Status:	**Approved**
Date of approval by Trust Board:	8th May 2025
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Review Frequency:	2 Years
Owner: (Olympus or School)	Model Policy - Trust Final Policy - School
Governing Committee:	Model Policy - Audit & Risk Committee Final Policy – School Improvement Committee
Statutory or Optional policy:	Statutory
Appendices:	Appendix A –Individual Health and Care Plan (Example) Appendix B – Parental Agreement for Setting to Administer Medicine Appendix C- Being notified that a child has a medical condition
On Trust Website?	No
On School Websites?	Yes

*This policy has initially been created by the document owner and approved as a model by the Board of Trustees. Schools have then adapted relevant sections to reflect their own individual settings and final approval for this has been provided by the School Improvement Committee as the table above.

Amendment History

Version	Amendment Date	Author	Amendment Summary
v1.2	28th April 2021	Trust SEND, Inclusion and Safeguarding Lead	• 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	30th April 2021	Trust SEND, Inclusion and Safeguarding Lead	• Paragraph 13.2 added.
v1.3	24th June 2021		• Approved by ARC with the following amendment: • Section 18.1, bullet point removed as the progress of disadvantaged students is monitored at SIC level.
v1.4	15th July 2021		• Approved by the Board of Trustees
v2.0	15th July 2021		• Policy issued.
v3.0	4th April 2023	Trust Director for Safeguarding, SEND and Inclusion	• Updates made to appendices – 2 removed and 1 added • Multiple changes made – see version 3.0 with tracked changes for details

v3.1	4th May 2023	Policy Coordinator	• ARC asked for the following changes to be made:
			  ○ The references to the School Improvement Committee and what they are responsible for or should ensure is happening is incorrect. This should be the HT and the H&S Lead as well as the person responsible for administering medicines and who oversees medical plans.
			  ○ In 7.3 – Staff –…receive sufficient and suitable training… this should state that they have administering medicines training.
			  ○ Insurance is responsibility of the Head of Business Operations so needs to be changed.

v3.2	4th May 2023	Policy Coordinator	• Approved by ARC once changes are made as per v3.1 above
v4.0	1st May 2025	Policy Coordinator	• Minor amendments made to punctuation. DEI statement added.

1. Aims of the Policy

1.1 This policy aims to ensure that:

- Learners, staff and parents understand how our school will support pupils with medical conditions
- Learners with medical conditions are properly supported to allow them to access the same education as other learners, including school trips and sporting activities

1.2 The School Improvement Committee will implement this policy by:

- Making sure sufficient staff are suitably trained
- Ensuring that the procedures and arrangements for managing medical conditions and medical emergencies are understood by all staff;
- Making staff aware of learners' conditions, where appropriate
- Ensuring they are satisfied that the schools understand the impact of medical conditions on learners' wellbeing and ability to achieve;
- Making sure there are cover arrangements to ensure someone is always available to support learners with medical conditions
- Providing supply teachers with appropriate information about the policy and relevant learners
- Developing and monitoring individual healthcare plans (IHPs)
- Being satisfied that learners are encouraged and supported in managing their own health needs and medicines, as appropriate;
- Ensuring that written records are promptly and accurately maintained;
- Ensuring that staff have been made aware of unacceptable practice;
- Ensuring 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.

Senior Headteacher/Senior Deputy Headteacher

1.3 The Board of Trustees (Board) of the Olympus Academy Trust (Trust) will welcome and support students with medical needs and ensure that all learners with medical conditions have the same opportunities as others within the Trust.

1.4 Where a medical condition is impacting on a learner's progress in school, Trustees expect that the learner 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 and leaders who work with learners 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 2017' were used as reference documents as the policy was developed.
Supporting pupils at school with medical conditions (publishing.service.gov.uk)

3. Relationship to Other Policies

- Health and Safety Policy
- Equality and Diversity Policy
- SEND and Inclusion Policy, including the SEN Information Report
- Accessibility Plan
- Attendance Policy
- Admissions Policy
- Complaints Policy
- Lone Worker Policy

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 pupils 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.

4. Transition, Welcome and Support Arrangements on Entry

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

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

5.1 Schools within the Trust will ensure that learners with medical conditions are included in all activities within the school and appropriate adjustments are made to the activities where possible.

6. Roles and Responsibilities

6.1 The Senior Headteacher/Senior Deputy Headteacher

- The headteacher has ultimate responsibility to make arrangements to support learners with medical conditions.
- The headteacher will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions (this should be done in conjunction with the Health and Safety Lead).
- 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 learner's condition
- Take overall responsibility for the development of IHPs, see section 8 for any delegation of this
- Make sure that school staff are appropriately insured and aware that they are insured to support learners in this way

- Contact the school nursing service in the case of any learner who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse
- Ensure that systems are in place for obtaining information about a learner's medical needs and that this information is kept up to date

6.3 Staff

- Supporting learners with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to learners 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 learners with medical conditions will receive sufficient and suitable training in administering medicines, and will achieve the necessary level of competency before doing so.
- Teachers will take into account the needs of learners with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a learner with a medical condition needs help.

6.4 Parents

Parents will:

- Provide the school 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

6.5 Learners

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

6.6 School nurses and other healthcare professionals

Our school nursing service will notify the school when a learner has been identified as having a medical condition that will require support in school. This will be before the learner starts school, wherever possible. They may also support staff to implement a child's IHP.

Healthcare professionals, such as GPs and pediatricians, will liaise with the school's nurses and notify them of any learners identified as having a medical condition. They may also provide advice on developing IHPs.

7. Equal opportunities

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

The school will consider what reasonable adjustments need to be made to enable these learners 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 learners with medical conditions are included. In doing so, learners, their parents and any relevant healthcare professionals will be consulted.

8. Being notified that a child has a medical condition

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

The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for learners who are new to our school.

See Appendix C.

9. Individual healthcare plans (IHPs)

The headteacher has overall responsibility for the development of IHPs for learners with medical conditions.

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

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

- What needs to be done
- When
- By whom

Not all learners 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 headteacher will make the final decision.

Plans will be drawn up in partnership with the school, parents and a relevant healthcare professional, such as the school nurse, specialist or pediatrician, who can best advise on the learner's specific needs. The learner will be involved wherever appropriate.

IHPs will be linked to, or become part of, any Education, Health and Care (EHC) plan. If a learner has SEND 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 School Improvement Committee and the Senior Headteacher /Senior Deputy Headteacher will consider the following when deciding what information to record on IHPs:

- 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, 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, 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 and the headteacher 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 who to contact, and contingency arrangements

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

10. Management, Administration and Storage of Medication

10.1 Learners 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.

Learners will be allowed to carry their own medicines and relevant devices wherever possible. Staff will not force a learner 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.

Prescription medicines will only be administered at school:

- When it would be detrimental to the learner's health or school attendance not to do so **and**
- Where we have parents' written consent

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

- Learners under 16 will not be given medicine containing aspirin unless prescribed by a doctor.
- Anyone giving a learner 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

The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely. Learners will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to learners and not locked away.

Medicines will be returned to parents to arrange for safe disposal when no longer required.

10.2 **Controlled drugs**

Controlled drugs are prescription medicines that are controlled under the Misuse of Drugs Regulations 2001 and subsequent amendments, such as morphine or methadone.

A learner who has been prescribed a controlled drug may have it in their possession if they are competent to do so, but they must not pass it to another learner to use. All other controlled drugs are kept in a secure cupboard in the school office and only named staff have access.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

10.3 Unacceptable practice

School staff should use their discretion and judge each case individually with reference to the learners IHP, but it is generally not acceptable 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
- Ignore medical evidence or opinion (although this may be challenged)
- Send learners with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHPs
- 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, 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 should have to give up working because the school is failing to support their child's medical needs
- 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 to accompany their child
- Administer, or ask learners to administer medicine in school toilets

11. Emergency procedures

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

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

12. Training

Staff who are responsible for supporting learners 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 learners 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 Senior Headteacher and Senior Deputy Headteacher.

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 learners
- 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.

13. Record keeping

The School Improvement Committee will ensure that written records are kept of all medicine administered to learners for as long as they are present at the school. Parents will be informed if their child has been unwell at school.

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

14. Liability and indemnity

The Head of Business Operations will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

The details of the school's insurance policy are:

The Olympus Academy Trust is a member of the Department for Education's Risk Protection Arrangement (RPA) which is a voluntary arrangement for academies and free schools effective from 1 September 2014. The RPA is not an insurance scheme but is a mechanism through which the cost of risks that materialise from 1 September 2014 will be covered by government funds. All academy trusts and multi-academy trusts can opt in to the RPA.

We will ensure that we are a member of the Department for Education's risk protection arrangement (RPA).

15. Complaints

Parents with a complaint about their child's medical condition should discuss these directly with the Senior Headteacher/Senior Deputy Headteacher in the first instance. If the Senior Headteacher/Senior Deputy Headteacher cannot resolve the matter, they will direct parents to the school's complaints procedure.

16. Monitoring arrangements

The Policy will be reviewed every two years. In addition to the information gathered above, key staff, parents of learners with medical conditions and key health professionals will be asked for their views on the school's practice and adherence to the procedures.

17. Risk Assessments

Each school within the Trust will carry out individual risk assessments for learners 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 learners and staff.

18. Diversity, Equity and Inclusion Statement

We are committed to fostering a diverse, equitable, and inclusive environment where every individual is valued and respected. Our policies reflect our dedication to creating a workplace that embraces differences and promotes fairness. We believe that diversity enriches our organization and drives innovation, and we strive to ensure that all employees have equal opportunities to succeed and thrive.