



The GORSE Academies Trust Supporting Students with Medical Needs Policy

Designated Person: SENCO
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Supporting Students with Medical Needs (including Supporting Children with Health Needs who Cannot Attend School) Policy

The following amendments have been made to this version of the policy:

1. Introduction

1.1 The GORSE Academies Trust recognises the right and entitlement for every child regardless of their circumstances to attend school/college and to have access to an education. We recognise that there may be times where a student has a medical barrier to education and learning which affect their attendance and limit their progress and attainment. We recognise that in these circumstances that support, and intervention should meet the individual student's needs, including their Social Emotional and Mental Health (SEMH) needs to ensure that they can play a full and active role in school life, remaining healthy and achieve their academic potential.

1.2 This policy is written with reference to the following guidance and legislation which provides a framework for the policy:

- [Equality Act 2010: advice for schools \(Department for Education, February 2013\)](#)
- [SEND Code of Practice 0-25 \(Department for Education\)](#)
- [Supporting Pupils at School with Medical Conditions \(Department for Education, December 2015\)](#)
- [Ensuring a good education for children who cannot attend school because of health needs – statutory guidance for local authorities \(Department of Education, January 2013\)](#)
- [Teachers Standards 2012 \(Department for Education, introduction updated 2021\)](#)
- [Keeping Children Safe in Education \(Department for Education, September 2023\)](#)
- [Mental Health Act 1983 \(amended 2016\)](#)
- [Disability Discrimination Act 2010](#)
- [Summary of responsibilities where a mental health issue is affecting attendance \(Department for Education February 2023\)](#)

1.3 This policy is written in conjunction with Trust policies that promote the welfare of students, including:

- Safeguarding and Child Protection Policy
- Single Equality Policy
- Admission Policy
- Health and Safety Policy
- First Aid Policy
- Special Educational Needs and Disability Policy
- Managing and Administering Prescribed Medications Policy
- Intimate Care Policy

- 1.4 We recognise that being diagnosed with a medical condition, whether this relates to physical or mental health, can be an extremely challenging time for both students and parents/carers. The Trust understands that there may be social emotional and mental health implications as well as the physical impact upon students and their parents/carers. We are committed to ensuring that students with medical conditions have an equality of opportunity and are supported during this difficult time and following their diagnosis.
- 1.5 We understand that parents/carers of students with medical needs that are complex and long-term may feel concerned that their child's health will deteriorate when attending education and worry about their child's attendance. We recognise that where a child's health needs change over time medical intervention cannot always be predicted and this may lead to extended absences and longer periods of time spent out of education.
- 1.6 We also recognise that there will also be students who have a medical condition that will need monitoring and interventions are in place in for emergency situations (for further please refer to the Trust's Managing and Administering Prescribed Medications Policy).
- 1.7 We acknowledge as a Trust that there are additional social and emotional implications upon student welfare and emotional wellbeing related to medical conditions and that this can sometimes lead to a lack of confidence, low self-esteem and feelings of anxiety and possibly longer-term mental health difficulties. We are committed to fully supporting students and their families to support student's access to education, including when they are reintegrating back into school following ongoing medical appointments, longer term illness and medical intervention.

2. Definitions

- 2.1 Students with medical needs can be broadly summarised as being two types:
 - I. Short-term – affecting their participation in school activities whilst they are recovering or undertaking a course of medication
 - II. Long-term – potentially limiting their access to education and requiring extra care, support or intervention

3. Aims

- 3.1 The aims of this policy are to:
 - Ensure that Trust establishments comply with the requirements of statutory guidance, including the Equality Act 2010, and that this policy is implemented in Trust establishments.
 - Ensure students are treated equally, with respect in order to maintain their dignity
 - Provide support that matches the individual needs of students with medical conditions and those that are identified as SEND

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- Ensure that students are safeguarded and feel safe
- Ensure that members of staff involved in the care of students with medical needs and conditions are fully informed and adequately trained, for example in their role of managing and administering medication

3.2 Students with medical conditions have a right to:

- Individual consideration of student need by members of staff who have a Duty of Care and responsibility for their safety and protection
- Be treated equally, with respect and dignity
- Expect staff to undertake their duties and responsibilities in accordance with the Trust's policies and professional standards expectations
- Have access to education including physical education, extra-curricular activities and enrichment opportunities, such as visits and trips

4. Objectives

4.1 The objectives of this policy and the Trust procedures with regards to medical conditions are:

- Ensure that all members of staff are aware of the Medical Needs policy and implement the policy in their daily practice
- Ensure that the necessary provision is in place for any student who has a medical Condition
- Make sure that all staff members are aware of students who have a medical condition, ensuring that they are fully aware of the nature of the condition and the provision available to students
- Make sure that students who have medical conditions have access to a broad and balanced curriculum
- Make sure that parents/carers are informed about the provision in place and available for their child

5. Admissions

5.1 The Local Governing Body for each Trust establishment has agreed with the Local Authority admission criteria which do not discriminate against students with medical conditions, Special Educational Needs or/and disabilities and the Trust establishment's Admissions Policy has due regards to the SEND Code of Practice (DfE 2014).

5.2 Parent/carers seeking admission for a student with specific medical needs, intimate care needs or those pertaining to difficulties with mobility are advised to approach the Trust establishment to arrange a meeting with the SENDCo to enable planning to be undertaken prior to admission of their child.

5.3 For students who transition at the start of an academic year to one of our Trust establishments their medical needs will be identified as part of transition planning

and information sharing with the feeder or commissioning school and/or health professionals. This transition planning will ensure that the student has an Individual Health Care Plan (IHCP) and Individual Pupil Risk Assessment (IPRA) and provision to meet their medical and wellbeing needs.

- 5.4 Where students are transitioning mid-year to a Trust establishment the initial application and admission process will identify where a student has a medical need or condition and the provision to meet this need will be discussed during an initial meeting with the designated member of staff/SENDCo. This may include the completion of an IPRA and IHCP, as well as planning to ensure that the medical and wellbeing needs of the student are met.
- 5.5 On admission of a student to a Trust establishment, all parents/carers will be required to provide information giving full details of:
- The named student's medical condition(s)
 - Any known allergies
 - Regular medication taken (type/amount/frequency)
 - Emergency contact numbers
 - Name of family doctor
 - Special instructions/requirements
- 5.6 Parents/carers will be reminded to update these records with at least one reminder letter home each academic year. Parent/carers should notify the Trust establishment as and when there are any changes to student's needs or medical conditions in order to ensure that students are supported in the correct manner and for the purpose of health and safety. Records of student's details are to be held on file, as designated by each individual Trust establishment.

6. Responsibilities

6.1 The Local Governing Body:

- The Local Governing Body should ensure that the Trust establishment's Principal and members of staff implement the actions outlined in this policy in accordance with Government legislation and Local Authority procedures and guidelines
- The Local Governing Body must ensure that the Trust establishment has arrangements in place to support students who have medical conditions
- The Local Governing Body will make sure that the Principal and senior leaders consult with health professionals and Children's Social Work Services, students and parents/carers to ensure that the needs of students with medical conditions are understood and supported
- The Local Governing Body should ensure that its arrangements give parents/carers and students the confidence in the Trust establishments ability to provide effective support for students with medical conditions. The arrangements should show an understanding of how medical conditions impact on a student's ability to learn, as

well as increase confidence and promote self-care. They should ensure that staff are properly trained to provide the support that students need

- The Local Governing Body recognise that there is a duty of care to all students and will do all that is reasonably practicable to safeguard and promote their welfare

6.2 Principals:

- Principals are responsible for implementing the Trust policy and procedures in their establishment and should ensure that all parents/carers are aware of the policy
- The Principal is responsible for give parents/carers and students the confidence in the Trust establishments ability to provide effective support for students with medical conditions. The arrangements should show an understanding of how medical condition impact on a student's ability to learn, as well as increase confidence and promote self-care
- Where members of staff volunteer to assist with First aid duties, the Principal must ensure that they receive suitable and sufficient information, instruction and training to be able to undertake this function in a safe and effective manner
- Principals should ensure that a written Individual Healthcare Plan for each student with specific medical needs is drawn up in conjunction with the parent/carer and/or General Practitioner (GP) (and, where appropriate, the School Nursing Service)
- Where there is concern that a student's needs may not be met by the Trust establishment or the parent's/carer's expectations appear unreasonable, the Principal should ensure further advice is sought from the student's General Practitioner (GP), Leeds Local Authority (LA) and other medical advisers/professionals

6.3 Members of Staff:

- A member of staff who has a student with medical needs in their class or other members of staff who have contact with students should understand the nature of any student medical conditions and when and where that student may require additional attention, including medical emergencies. All members of staff have a responsibility to read and understand the IHCPs and IPRA's for all students with medical needs
- In particular, staff should be aware if any emergency is likely to occur and what measures they should take if one does. These measures should be in writing, in the Individual Healthcare Plan and be readily accessible to staff
- Other members of staff, such as catering or support staff who may at certain times be responsible for students with medical conditions and should read and be aware of IHCPs and IPRA's
- Information and advice should also be provided to the first aiders in the Trust establishment if the student's medical condition has implications for any first aid treatment which may be given, including where there is a medical emergency.

7. Staff Training

- 7.1 Nominated staff, qualified first aiders, administration staff and support staff who may volunteer their services for specific duties are to be given appropriate training to manage first aid situations, medical emergencies and, where applicable, administer prescribed and non-prescribed medication. Such training can be arranged in conjunction with the Trust.
- 7.2 An up-to-date staff training record is to be kept as specified by the Trust with all relevant training undertaken recorded for each individual Trust establishment with regards to first aid training.
- 7.3 All members of staff should receive regular updates with regards to students who have medical conditions and should be updated as and when the medical needs of students change.
- 7.4 All staff will also be offered training in areas where a student has a specific illness:
 - Epi Pen Administration.
 - Diabetes
 - Asthma

8. Parents/Carers

- 8.1 The prime responsibility for a student's health rests with the parent/carer; they are responsible for making sure their child is well enough to attend the Trust establishment.
- 8.2 The parent/carer should provide the establishment with sufficient information about the student's medical condition. This should be undertaken in conjunction with the child's GP or paediatrician, as appropriate.
- 8.3 We recognise that students may at times be absent due to illness, medical difficulties that relate to a medical diagnosis or medical appointments and the expectation is that parents/carers will contact The Trust establishment to inform the establishment and their attendance team of this absence.
- 8.4 An absence can only be authorised if the student is too ill to attend school and the school has been notified of this absence. We understand that there may be times where a student with a medical condition may have to attend medical appointments or may be absent from school due to their condition and it is important that the parent/carer contact the Trust establishment to enable members of staff to support the student and parent/carers in their absence.
- 8.5 Where a student is acutely unwell it is advised that the parent/carer keeps them at home.
- 8.6 If a student becomes unwell within the Trust establishment parents/carers will be contacted and they should be collected as soon as possible. It is vital to have the relevant home and emergency contact telephone numbers held on file, which are

accurate to ensure good communication between home and school. These details must be regularly updated, and the establishment notified when they change.

9. Medical Needs Provision

- 9.1 The Trust establishment must ensure that each student with medical needs receives the appropriate support, and that all persons who may come into contact with the student have access to sufficient information.
- 9.2 Students who have medical conditions or difficulties will have an Individual Health Care Plan (IHCP) which is a plan of support for the student. The student will also have an IPRA in place to ensure that all hazards and risk are considered and in order that control measures are put in place to safeguard the student. The IHCP identifies the name and nature of the condition, the daily care requirements, the symptoms and signs of the condition, any environmental factors that affect the condition, how it is managed and any medication that is taken to manage the condition/difficulty. The IHCP and IPRA will also identify and outline emergency actions and procedures, who will take it, when it should be taken and any follow up.
- 9.3 The use of IHCPs is essential where a student has a chronic, complex or long-term condition or where emergency intervention is needed. The staff members, parents/carers and health care professionals will agree, based on evidence if an IHCP is appropriate and proportionate. If agreed the IHCP will be written with parents/carers, advice from healthcare professionals (where applicable) and school staff to ensure that all staff are aware of the medical condition and the provision in place for the student.
- 9.4 Students should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their Individual Healthcare Plan.
- 9.5 Relevant information from the IHCP should be provided to all staff that will have contact with the student including, lunchtime supervisory assistants. As the medical information contained within the Healthcare plan is confidential, the level of information provided to various staff should be carefully planned.
- 9.6 The Healthcare plan should also identify what particular training needs will be required for anyone volunteering to administer prescribed medication. The Healthcare plan should reflect not only the physical needs of the student but the emotional needs as well. However, the Trust establishment should be cautious in making value judgments about any medication prescribed, even though the student may appear to be unable to cope with taking his/her medicine. In those instances, the Trust establishment will need to discuss their concerns with the student's parent/carers and/or healthcare professionals.
- 9.7 The IHCP should always identify what action should be taken in the event of an unexpected injury/emergency. If a student who accesses medication in the Trust establishment and requires hospital or clinical treatment as a result of some incident,

the IHCP and the medication must be taken with them to hospital, or ensure that the parent/carer takes them. This is to be noted in the IHCP.

- 9.8 The Trust establishment will ensure that plans are reviewed at least annually or earlier if evidence is presented that the child's needs have changed. They should be developed with the child's best interests in mind and ensure that the school assesses and manages risks to the child's education, health and social wellbeing and minimises disruption. Where the child has a SEND identified in an Education Health and Care Plan, the IHCP should be linked to or become part of that EHC Plan.
- 9.9 Where a child is returning to school following a period of hospital education or alternative provision (including home tuition), the establishment will work with the Local Authority and education provider to ensure that the Individual Health Care Plan identifies the support the child will need to reintegrate effectively.

10. Trust Establishment Trips and Sporting Activities

- 10.1 Students with medical needs should be encouraged to participate in extracurricular activities and trips as long as the safety of the student, other students and/or staff is not placed at significant risk.
- 10.2 A Trust establishment may take additional measures for outside visits for students with medical needs. This may include:
- additional staff supervision
 - adaptations for bus or coach seats and entrances
 - provision of secure cool bags to store medicine
 - provision of properly labelled single dose sets
 - copies of the student Healthcare plans in the event of an emergency referral
 - copies of completed TGAT Medical Forms for reference (as required)
 - copies of blank TGAT Medical Forms for completion (as required)
- 10.3 When planning trips and extracurricular activities which will include a student with medical needs, all staff supervising the trip should be made aware of any additional requirements that the student may need and any emergency procedures that may be required (unless the parent/carer does not give their prior consent to do this). This is to be covered in the event Evolve Risk Assessment and can also be in a person specific Risk Assessment where necessary.
- 10.4 The location to be visited should be made aware that student(s) with medical needs are included in the party, if this is relevant and practicable and if the parents have consented, (unless it is critical for health and safety purposes then permission may not be required).
- 10.5 If a student's medical condition could be aggravated by the activity undertaken / location being visited a risk assessment should be undertaken and an alternative

location / activity should be chosen for the visit as far as possible in line with the curriculum needs of the visit.

- 10.6 If there is any doubt regarding the activity the nominated members of staff should discuss the activity with the parent/carer and also, if necessary, seek medical advice.
- 10.7 Some students will need to take precautionary measures prior to and/or during exercise and may need immediate access to medication afterwards.
- 10.8 Any members of staff supervising students involved in physical education and sporting activities must be aware of the relevant medical conditions and emergency procedures for any student with a medical condition who is participating in the lesson or activity.
- 10.9 For extracurricular activity or after hour's physical education lessons, where a student with a medical need is participating, the level of supervision should be assessed, and it may need to be increased.

11. The Local Authority Responsibility

- 11.1 If a student's absence is expected to be more than 15 days, whether consecutive or cumulative due to a medical condition the Local Authority has a duty of care to ensure that the child receives as normal an education as possible. The Local Authority must start arranging the education from the 1st day that the Trust establishment receives notice of the length of absence. A range of options may be considered such as home tuition, a hospital school or Medical Needs Teaching School or service, or a combination of these services. Students should receive a provision which is equivalent to their education that they would receive at school (if their medical condition or healthcare needs allows for this).
- 11.2 Local Authorities should work closely with medical professionals to ascertain what educational provision would be appropriate for the child's condition, and should also work closely with parents/carers and schools during the absence and in planning the child's reintegration to school at the end of the any absence.
- 11.3 Within Leeds there is a [Medical Needs Teaching Service](#), this is run via the East Specialist Inclusive Learning Centre (SILC). This service has a number of different sites and types of provision:
- Queenswood Medical Needs Teaching School Learning Centre: this is a teaching base for children and young people who cannot access mainstream school because of a medical or mental health need
 - Leeds Children's Hospital: The Learning Zone is based in Clarendon Wing of the LGI and is equipped to deliver specialist primary, secondary and SEN teaching
 - LWH Learning Spaces: Little Woodhouse Hall is situated near the city centre and is part of CAMHS, there is a teaching unit for inpatients aged 12 to 18 years old with the most severe and serious mental health conditions. They also have the Community Outreach Service (COS) service, this provides intensive intervention

for children from Early Years Foundation Stage, Key Stage 1, 2, 3 and 4 and their families. These young people are sometimes chronic non-school attenders with long standing complex mental health needs. The key role of education staff here is to create and maintain effective and efficient liaison with each individual child or young person's school, provide an assessment of educational need as appropriate and to support re-integration plans to school often following lengthy periods of absence

- Home teaching: If a child or young person is unable to access the Grafton Learning Centre as a result of their medical condition or healthcare needs, the staff will provide teaching at home
- For further information about any of these services please either view the following website <https://www.eastsilc.org/> (East Specialist Inclusive Learning Centre) or contact Leeds SENDIASS on 0113 378 5020

12. Concerns or Complaints from Parents

12.1 Arrangements made by the Governing Body relating to treatment of concerns or complaints from parent/carers of students with medical needs concerning the provision made at the Trust establishment should in the first instance be directed to the SENDCo. However, should a Parent/Carer feel that their complaint has not been dealt with satisfactorily by the SENDCo, they have the right to refer the matter to the Principal and Governing Body.

Appendix 1

- AllergyUK, Allergy Help Line: (01322) 619864, Website: www.allergyfoundation.com
- Asthma UK (formerly the National Asthma Campaign), Advice line: 08457 01 02 03 (Mon-Fri 9am to 5pm), Website: www.asthma.org.uk
- Diabetes UK, 08451202960 (Weekdays 9am to 5pm), Website: www.diabetes.org.uk
- Department for Education and Skills, Tel: 0870 000 2288, Website: www.dfes.gov.uk
- Department of Health, Tel: (020) 7210 4850, Website: www.dh.gov.uk
- Epilepsy Action, Freephone Helpline: 0808 800 5050 (Monday – Thursday 9am to 4.30pm, Friday 9am to 4pm), Website: www.epilepsy.org.uk
- National Society for Epilepsy, Helpline: (01494) 601400 (Mon-Fri 10am to 4pm), Website: www.epilepsynse.org.uk
- Leeds City Council - Guidance on Medication in Schools 2011
- Leeds City Council - Intimate care guidelines
- www.teachernet.gov.uk/teachinginengland/detail.cfm?id=390
- National Service Framework for Children and Young People and Maternity Services
- Medicines and Children and Young People. Website: www.dh.gov.uk/healthtopics (click on Children’s Services).

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