

Bishop Bewick Catholic Education Trust

Policy Title:		Medical Conditions Policy		
Date of Approval:		September 2023		
Approved by:		Trust Board		
Date of next review:		October 2026		
Applies to:		All school & Trust settings		
School Name:		St Benet Biscop Catholic Academy		
Change log:				
Version	Author	Date	Approved by	Change
1	COO	Sep 2023	Trust Board	Original
1.1	HoG	Mar 2024	COO	Minor amendments on allergy awareness.
1.2	COO	Feb 2025	Trust Board	Guidance/clarification for staff on the dispensing of medication & public liability



Medical Conditions Policy

Contents

1.0 Policy Statement	3
2.0 Our approach	3
2.1 Admissions	3
2.2 Meeting the needs of students with long-term medical conditions	4
3.0 Individual Healthcare Plans.....	5
4.0 Staff training and Support.....	6
5.0 Preparation for emergency medical action	6
6.0 Provision of medical care	7
1. Storage of medication.....	7
2. Record keeping & dispensing of medication	8
3. Inclusion	9
4. Reducing or eliminating health and safety risks	10
Appendix 1 – Pupil’s Healthcare Plan	11



1.0 Policy Statement

This school is an inclusive community that welcomes and supports students with medical conditions. For the avoidance of doubt, this policy applies to students who have specific medical conditions about which schools are made aware, and which may be outlined in an Individual Healthcare Plan (IHP).

This school provides all students with a medical condition the same opportunities as others.

We will help to ensure students can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic wellbeing once they leave school

The school makes sure all staff understand their duty of care to children and young people in the event of an emergency. All staff feel confident in knowing what to do in an emergency. This school understands that certain medical conditions are debilitating and potentially life threatening, particularly if poorly managed or misunderstood.

This school understands the importance of medication and care being taken as directed by healthcare professionals and parents.

All staff understand the medical conditions that affect students at this school. Staff receive training on the impact medical conditions can have on students. The named member of school staff responsible for our Medical Conditions Policy and its implementation is (the Academy Business Manager)

2.0 Our approach

2.1 Admissions

Admissions will be managed in line with the school's Admissions Policy. No child will be denied admission to the school or prevented from taking up a school place because arrangements for their medical condition have not been made; a child may only be refused admission if it would be detrimental to the health of the child, or others, to admit them into the school setting. The school will not ask, or use any supplementary forms that ask, for details about a child's medical condition during the admission process, unless the application is being made under a social and medical need oversubscription criterion.

The BBCET has a legal duty to support students with medical conditions, including those with allergies. On entry to the school, it is the parent/ guardian responsibility to inform enrolment staff / school nurse of any allergies. This information must include all previous severe allergic reactions, history of anaphylaxis and details of all prescribed medication.



When the school is notified that a pupil has a medical condition that requires support in school, the school will arrange a meeting with parents, healthcare professionals and the pupil, with a view to discussing the necessity of an IHP (outlined in detail in the IHP section of this policy). Support will be provided based on the available medical evidence and after consultation with parents.

2.2 Meeting the needs of students with long-term medical conditions

- This school is welcoming and supportive of students with medical conditions. It provides children with medical conditions with the same opportunities and access to activities (both school-based and out of school) as other students.
- This school listens to the views of students and parents.
- This school wants students and parents to feel confident in the care they receive and that the level of that care meets their needs.
- Staff understand the medical conditions of students at this school and recognise that they may be serious, may adversely affect a child's quality of life and may impact on their ability to learn.
- All staff understand their duty of care to children and young people and know what to do in the event of an emergency.
- Staff understand and support the medical conditions policy.
- This school understands that all children with the same medical condition will not have the same needs.
- Students, parents, relevant local healthcare staff, and other external stakeholders are informed of and reminded about the Medical Conditions Policy through clear communication channels.
- The school recognises the duties laid down in the Children and Families Act (England only), the Equality Act (England, Wales and Scotland) and the Disability Discrimination Act.
- For students starting at or transferring between Bishop Bewick CET schools, any appropriate arrangements should be in place in time for the start of the relevant school term. In other circumstances, such as a new diagnosis or changed circumstances, every effort will be made to ensure that arrangements are put in place as soon as possible.
- The medical needs of some children may be met without the need for an Individual Healthcare Plan (IHP), but an IHP might be appropriate if a medical condition:
 - is long-term and complex;
 - fluctuates;
 - is a recurring condition; or
 - there is a high risk that emergency intervention will be required.



3.0 Individual Healthcare Plans

The decision about whether an IHP is appropriate is made by those involved including the child or young person themselves, parents/carers and health professionals. This decision will be based on evidence, with the Headteacher taking the final view if a consensus cannot be reached. Those involved in the decision about the appropriateness will be invited to be involved in drawing up the contents of the Plan. The Plan should be reviewed at least annually but will be reviewed more frequently if the needs change.

The IHP will contain information on:

- The medical condition, including its triggers, signs, symptoms and treatments.
- The pupil's resultant needs, including medication (dosage, 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 pupil's educational, social and emotional needs – e.g. 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.
- Level of support needed including in emergencies. If a child 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 child's medical condition from a healthcare professional.
- Cover arrangements for when the usual support person is unavailable.
- Who in the school needs to be aware of the child'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 pupil, during school hours. Parents will have a copy of the procedures to be followed when administering medicines.
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate, e.g. risk assessments.
- Where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child's condition.
- What to do in an emergency, including who 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/EHCP).

A template for a student's IHP is provided in Appendix 1



4.0 Staff training and Support

Any staff member providing support to a pupil with medical conditions will receive suitable training. Staff will not undertake healthcare procedures or administer medication without appropriate training. Training needs will be assessed through the development and review of IHPs, and when there is a new staff member.

A first-aid certificate will not constitute appropriate training for supporting pupils with medical conditions.

Through training, staff will have the required competency and confidence to support pupils with medical conditions and fulfil the requirements set out in IHPs. Staff will understand the medical conditions they are asked to support, their implications, and any preventative measures that must be taken.

Whole-school awareness training will be carried out annually for all staff and will be included in the induction of new staff members.

Training will be sought and provided by an appropriate professional.

The parents/carers of pupils with medical conditions will be consulted for specific advice and their views sought.

Liability and indemnity: Staff & school are indemnified against public liability claims (personal injury & legal liability) via the Trust's membership of the RPA insurance scheme.

Staff in schools who dispense medication and/or work with children with IHPs should be aware of DfE Guidance found here: [Supporting pupils with medical conditions at school - GOV.UK](https://www.gov.uk/guidance/supporting-pupils-with-medical-conditions-at-school)

5.0 Preparation for emergency medical action

All staff understand and are trained in what to do in an emergency for children with medical conditions at this school.

- All school staff, including temporary or supply staff, are aware of the medical conditions at this school and understand their duty of care to students in an emergency.
- All staff receive training in what to do in an emergency and this is refreshed at least once a year.
- A student's IHP should explain what help they need in an emergency. The IHP will accompany a student should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing the IHP within emergency care settings.
- If a student needs to attend hospital, a member of staff (preferably known to the student) will stay with them until a parent arrives, or accompany a student taken to hospital by ambulance.



6.0 Provision of medical care

This school has clear guidance on providing care and support, and on administering medication at school. The school understands the importance of medication being taken and care received as detailed in the student's IHP.

- This school makes sure that all staff understand what constitutes an emergency for an individual student and makes sure that emergency medication/equipment is readily available wherever the child is in the school and on off-site activities. Students may carry their emergency medication with them if they wish/this is appropriate.
- This school will make sure that there is more than one member of staff who has been trained to administer the medication and meet the care needs of an individual student.
- This school will ensure (wherever possible) that there are sufficient numbers of staff trained to cover absences, staff turnover and other contingencies.
- This school has made sure that there is the appropriate level of insurance and liability cover in place.
- This school will not give medication (prescription or non-prescription) to a child under 16 without a parent's written consent except in exceptional circumstances.
- When administering medication, for example pain relief, this school will check the maximum dosage and when the previous dose was given. Parents will be informed.
- This school will make sure that a trained member of staff is available to accompany a student with a medical condition on an off-site visit.
- Parents at this school understand that they should let the school know immediately if their child's needs change.
- If a student misuses their medication, or anyone else's, their parent will be informed as soon as possible, and the school's disciplinary procedures will be followed.
- In extreme cases of medically trained staff absence, this school reserves the right to contact parents and advise that the student should remain at home that day, if adequate care cannot be provided in school.

1. Storage of medication

This school has clear guidance on the storage of medication and equipment at school.

- This school will make sure that all medication, including emergency medication, is stored safely, and that students with medical conditions know where their medications are at all times and have access to them immediately.
- Students may carry their own medication/equipment, or they should know exactly where to access it.
- Students can carry controlled drugs if they are competent, otherwise this school will keep controlled drugs stored securely, but accessibly, with only named staff having access. Staff at this school can administer a controlled drug to a student



once they have had specialist training.

- This school will store medication that is in date and labelled in its original container where possible, in accordance with its instructions. The exception to this is insulin, which though must still be in date, will generally be supplied in an insulin injector pen or a pump.
- Parents are asked to collect all medications/equipment at the end of the school term, and to provide new and in-date medication at the start of each new term.
- This school disposes of needles and other sharps in the appropriate clinical waste bins. Sharps boxes are kept securely at school and will accompany a child on off-site visits. They are collected and disposed of in line with local authority procedures.

2. Record keeping & dispensing of medication

This school has clear guidance about record keeping.

- Parents/carers at this school are asked if their child has any medical conditions on the enrolment form.
- This school uses an IHP to record the support an individual student needs around their medical condition. The IHP is developed with the student (where appropriate), parent, school staff, specialist nurse (where appropriate) and relevant healthcare services.
- This school has a centralised register of IHPs, and an identified member of staff has the responsibility for this register (SENDCo).
- IHPs are regularly reviewed, at least every year or whenever the student's needs change.
- Parents, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the IHP. Other school staff are made aware of and have access to the IHP for the students in their care.
- This school will seek the permission of parents before sharing any medical information with any other party.
- Where appropriate, this school will meet with the student, parent, specialist nurse (where appropriate) and relevant healthcare services prior to any overnight or extended day visit to discuss and make a plan for any extra care requirements that may be needed. This will be recorded in the student's IHP which accompanies them on the visit.
- This school keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.
- Where a child refuses to take medicine or carry out a necessary procedure, staff should not force them to do so, but follow the procedure agreed in the individual healthcare plan. Parents should be informed so that alternative options can be considered.
- Where a child spits medication out, staff must not administer anymore medication (until the next time it is due). Staff must never administer a double



dose. School is required to call parents to inform them if their child spits out or refuses medication.

- If a child takes regular medication and regularly refuses and or spits medication out, then this must be recorded in their Individual Healthcare Plan, with agreed procedures to follow if/when this happens.
- Where a child does not have an IHP and refuses to take medication, staff should contact parents/carers and explain the situation. The responsibility for medication in these circumstance rests with the parent/carer(s). It is therefore good practice for schools to remind all parents of this prior to any agreement regarding the dispensing of medication.
- A specialist nurse/ school nurse/other suitably qualified healthcare professional will confirm the competence of school staff. The SENDCo will keep an up-to-date record of all training undertaken and by whom.

3. Inclusion

School ensures that the whole school environment is inclusive and favourable to students with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

- This school is committed to providing a physical environment accessible to students with medical conditions. This school is also committed to using, wherever possible, an accessible physical environment for out-of-school activities.
- This school makes sure the needs of students with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits.
- All staff are aware of the potential social problems that students with medical conditions may experience and use this knowledge, alongside the school's bullying policy, to help prevent and deal with any problems. This school uses opportunities such as PSHCE and science lessons to raise awareness of medical conditions to help promote a positive environment.
- This school understands the importance of all students taking part in physical activity and all relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all students. This includes out-of-school clubs and team sports.
- Staff should be aware of students who have been advised to avoid/take special precautions during activity, and the potential triggers for a student's medical condition when exercising, as well as how to minimise these.
- As per the IHP, this school makes sure that students have the appropriate medication/equipment/food with them during physical activity.
- This school makes sure that students with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided.
- All staff at this school understand that frequent absences, or symptoms such as



limited concentration and frequent tiredness, may be due to a student's medical condition.

- This school will not penalise students for their attendance if their absences relate to their medical condition.
- This school will refer students with medical conditions who are finding it difficult to keep up educationally to the SENCo/Trust Special Educational Needs Lead who will liaise with the student's parents and healthcare professional.
- This school makes sure that a risk assessment is carried out before any out-of-school visit, including work experience and educational placements. The needs of students with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.


4. Reducing or eliminating health and safety risks

This school is aware of the common triggers that can make medical conditions worse or can bring on an emergency, for example, a severe allergy to nuts. The school is actively working towards reducing or eliminating these health and safety risks.

- This school provides EpiPen training for staff on an annual basis.
- This school is committed to identifying and reducing triggers both at school and on out-of-school visits.
- Catering providers work within the Food Standards Agency guidelines with regard to allergens (based on what is commonly known as Natasha's Law).
- As part of the BBCET's duty to support children with medical conditions, schools must be able to provide safe food options to meet dietary needs including food allergies. Both internal and external catering staff must be able to identify students with allergies and be able to provide them with safe meals.
- School staff have been given training and written information on medical conditions which includes avoiding/reducing exposure to common triggers. It has a list of the triggers for students with medical conditions at this school, has a trigger reduction schedule and is actively working towards reducing/eliminating these health and safety risks.
- The IHP details an individual student's triggers and details how to make sure the student remains safe throughout the whole school day and on out-of-school activities. Risk assessments are carried out on all out-of-school activities, taking into account the needs of students with medical needs.
- This school reviews all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews



Appendix 1 – Pupil's Healthcare Plan (Mandatory use by all BBCET schools by Sept 2023)

		Bishop Bewick Catholic Education Trust Individual Healthcare Plan	
Part A: Pupil Details and Contact Information			
Name of School			
Pupil Name			
Group/Class/Form			
Date of Birth			
Pupil's address			
Medical diagnosis or condition			
Date			
Review Date			
Family Contact Information			
Name			
Relationship to Pupil			
Phone Numbers	Work		
	Mobile		
	Home		
Name			
Relationship to Pupil			
Phone Numbers	Work		
	Mobile		
	Home		
Clinic/Hospital/Key Professional Contact Information			
Name			
Phone Number			
GP Surgery Name			
GP Name			
Who is responsible for providing support in school?			
Part B: Medical Needs and Plan			
Pupil's medical needs and details of symptoms, signs, triggers, treatments, facilities,			



equipment or devices, environmental issues etc:

Name of medication, dose, method of administration, when it should be taken, side effects, contraindications, administered by staff member/self administered with/without supervision:

Daily care requirements:

Specific support for the pupil's educational, social and emotional needs:

Arrangements for school visits and trips:

Describe what constitutes an emergency, and the action to take if this occurs:

Responsible person in an emergency (state if different for off-site activities):

Plan developed with:

Staff training needed or undertaken – who, what, when:

Form copied to:

**Part C: Parent/Carer Agreement****Parental Agreement**

I agree that the medical information contained within this form may be shared with individuals involved with the care and education of _____ (pupil's name)

Signature _____ (parent/carers or pupil if above age of capacity)