



Co-op Academy  
Leeds  
Supporting Students with Medical  
Needs Policy

Adopted from: Statutory guidance for governing bodies of maintained schools  
and proprietors of academies in England December 2015

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## Safeguarding Statement

The Co-op Academy Leeds is committed to safeguarding every student. We acknowledge that safeguarding is everyone's responsibility and ensure all of our staff are trained to be vigilant and aware of the signs and indicators of abuse and understand and follow safe working practices. The viewpoints and voice of students is of paramount importance to our academy and we will always listen to their wishes, thoughts and feelings, as well as identifying and supporting their needs.

We will work alongside students to develop trusting, consistent and professional relationships and show we care by advocating the early help processes where possible. We will identify any difficulties or concerns early in order to act preventatively.

We will always provide support and advice for families and parents/carers, whilst acting in the best interests of the student at all times and doing what matters most.

Safeguarding also includes ensuring we work in an open and honest way, enabling our children to feel safe by providing a secure learning environment, are equally protected regardless of any barriers they may face and are able to grow and develop in the same way as their peers.

Co-op Academy Leeds safeguards students by:

- Maintaining a secure site and ensuring that all visitors to the academy are recorded, monitored and clear about how to raise a safeguarding concern should one arise.
- Ensuring that safer recruitment practices are followed to prevent those who pose a risk to children gaining access to our students.
- Filtering and monitoring all internet traffic into the academy to ensure that children cannot be exposed to harmful material and communication.
- Ensuring that all staff employed by the academy have received all necessary pre-employment checks, which are recorded in the single central record (SCR) 14 Coop Academy Leeds
- Providing regular training and briefings for all staff, and volunteers, in child protection and ensuring that all staff, volunteers and visitors know who our designated safeguarding officers and designated SENDior lead are.
- Ensuring that admission and attendance procedures are robust to protect children, ensure that they are safe and prevent children from going missing from education.
- Empowering young people to identify risks both within the academy and in their community; ensuring that they have the skills and confidence to help and protect themselves and others

## Supporting Students with Medical Needs Policy

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## Reviewing the Policy

Supporting Students with Medical Needs This policy complies with the statutory guidance Supporting Pupils at School with Medical Conditions (April 2014) and has been written with reference to the following guidance and documents:

- Equality Act 2010: advice for schools DfE Feb 2013
- SENDD Code of Practice 0 – 25 June 2014
- Safeguarding Policy
- Accessibility Plan
- Teachers Standards 2012
- NASEND – Updating SENDD Policy 2014

This policy has been co-produced by the SENDCo with the SEND Governor, the BLCT SENDCo network and in liaison with the SENDior Leadership Team, all staff and parents of pupils with SENDD who are part of a SENDD Parent Forum group.

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## Introduction

This policy is designed to meet the new regulations that came into force on 1st September 2014 and details how Coop Academy Leeds will make arrangements to support students at school with medical conditions. Coop Academy Leeds's aim is to ensure that all children with medical conditions, in terms of both physical and mental health, 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.

Parents of children with medical conditions are often concerned that their child's health will deteriorate when they attend school. This is because students with long-term and complex medical conditions may require on-going support, medicines or care while at school to help them manage their condition and keep them well. Others may require monitoring and interventions in emergency circumstances. It is also the case that children's health needs may change over time, in ways that cannot always be predicted, sometimes resulting in extended absences.

Coop Academy Leeds's aim is to ensure parents feel confident that we will provide effective support for their child's medical condition and that students feel safe. In

making decisions about the support we provide; Coop Academy Leeds will establish relationships with relevant local health services to help them. In addition to the educational impacts, there are social and emotional implications associated with medical conditions.

Children may be self-conscious about their condition and some may develop emotional disorders such as anxiety or depression around their medical condition. In particular, long-term absences due to health problems affect children's educational attainment, impact on their ability to integrate with their peers and affect their general wellbeing and emotional health.

At Coop Academy Leeds we recognise that reintegration back into school should be properly supported so that children with medical conditions fully engage with learning and do not fall behind when they are unable to attend.

Definition Pupils' medical needs may be broadly summarised as being of two types:

- a) Short-term: affecting their participation in school activities, which they are on a course of medication.
- b) Long-term: potentially limiting their access to education and requiring extra care and support.

## Aims

The aims of this policy are:

- To ensure that Coop Academy Leeds complies with the requirements of statutory guidance and that they are implemented effectively within the school;
- To ensure that our expectations of every pupil with medical needs and/or disabilities are sufficiently high and they are presented with maximum opportunity to achieve economic wellbeing. The specific aims/objectives of our Medical Needs Policy are as follows:
  - To support pupils with medical conditions, so that they have full access to education, including physical education and educational visits.
  - To ensure that school staff involved in the care of children with medical needs are fully informed and adequately trained by a professional, in order to administer support or prescribe medication.
  - To comply fully with the Equality Act 2010 for pupils who may have disabilities or special educational needs.

- To write, in association with healthcare professionals, parents and students Individual Healthcare Plans where necessary.
- To respond Sensitive, discreetly and quickly to situations where a child with a medical condition requires support.
- To keep, monitor and review appropriate records. Objectives of the Governing Body in making provision for pupils with SEND:
  - Do its best to ensure that the necessary provision is made for any pupil who has a medical condition.
  - Make sure that all staff are aware of the importance of identifying and making provision for pupils with medical conditions.
  - Make sure that Parents and Carers are notified of a decision by the school that medical provision is being made for their child.
  - Make sure pupils with medical conditions experience a broad and balanced curriculum alongside all other pupils, so far as is reasonably practical.
  - Make sure, where the SENDCo has been informed that a pupil has a medical condition, those needs are made known to all relevant staff.
  - Ensure that all staff are aware of the Medical Needs Policy of Coop Academy Leeds.
  - Ensure the school's Medical Needs Policy is accessible to all students, staff and parents.
  - To consult the Local Authority and support collaborative working with the Barton Local Collaborative Trust.

### Admission Arrangements

The Governing Body has agreed with the Local Authority admission criteria, which do not discriminate against pupils with medical needs or disabilities and its Admission Policy has due regard for the statutory guidance 2014.

Parents or Carers seeking the admission of a pupil with mobility difficulties are advised to approach the school well in advance so that consultations can take place.

Co-ordination of Coop Academy Leeds's Medical Needs Provision It is the responsibility of the SENDCo to monitor the provision of education for pupils with medical needs at the school.

## Arrangements for Coordinating the Provision of Education for Pupils with Medical Needs at Coop Academy Leeds

- a) Identification: The named person responsible for implementing the policy will ensure that the individual medical needs of students, where appropriate, is suitably recorded via an Individual Health Care Plan. Students who make a Mid-Year
- b) Application to Coop Academy Leeds: For children starting at the school through the mid-year application process the identification of medical needs of the student will be collected through completion of the admission form. If medical needs are required these will be discussed during the initial meeting with the Head of House, the SENDco or Leadership Team and health care professional, if required. If the need to complete an Individual Health Care Plan is required, the designated member of staff will attend to ensure the child has full access to their curriculum offer. Students who make the Transition to Coop Academy Leeds as their choice of Secondary School:

For students who make the transition to Coop Academy Leeds from their primary school the medical needs of the student will be identified by the primary liaison team during their visits. If the need to complete an Individual Health Care Plan is recognised during this visit the designated member of staff will liaise with school staff and healthcare professionals to ensure the child has full access to their curriculum offer.

Coop Academy Leeds does not have to wait for a formal diagnosis before providing support to students. In cases where a student's medical condition is unclear, or where there is a difference of opinion, judgements will be needed about what support to provide based on the available evidence. This would normally involve some form of medical evidence and consultation with parents. Where evidence conflicts, some degree of challenge may be necessary to ensure that the right support can be put in place.

Parents or Carers of the child requiring an Individual Health Care Plan will be invited to attend a meeting to help complete the plan. b) Provision/Action Individual Health Care Plans will help to ensure that Coop Academy Leeds effectively supports students with medical conditions. They provide clarity about what needs to be done, when and by whom.

They will often be essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed, and are likely to be helpful in the majority of other cases, especially where medical conditions are long-term and complex; however, not all children will require one. The school staff, healthcare professionals and Parents or Carers should agree, based on evidence, when a healthcare plan would be inappropriate or disproportionate. If consensus cannot be reached, the Principal is best placed to take a final view. Individual healthcare plans, (and their review), may be initiated, in consultation with the Parent or Carer, by a member of school staff or a healthcare professional involved in providing care to the child. Plans will be drawn up in partnership between the school,

Parents or Carers, and a relevant healthcare professional, e.g. school, specialist or children's community nurse, who can best advise on the particular needs of the child. Students should also be involved, whenever appropriate. Coop Academy Leeds 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 special educational need identified in a Statement or EHC Plan, the Individual Health Care Plan should be linked to or become part of that Statement or EHC Plan. Where a child is returning to school following a period of hospital education or alternative provision (including home tuition),

Coop Academy Leeds 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. Information on the Individual Health Care Plans includes:

- The medical condition, its triggers, signs, symptoms and treatments;
- The student'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;
- The level of support needed, (some children will be able to take responsibility for their own health needs), including in emergencies. If a child is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring;

Arrangements for written permission from Parents or Carers and the Principal for medication to be administered by a member of staff, or self-administered by the student during school hours;

- What to do in an emergency, including whom to contact, and contingency arrangements. Some children may have an Emergency Health Care Plan prepared by their lead clinician that could be used to inform development of their Individual Health Care Plan.

## Roles and Responsibilities of Staff and Outside Agencies

#### a) Governing Bodies

- Must make arrangements to support students with medical conditions in school, including making sure that a policy for supporting students with medical conditions in school is developed and implemented.
- They should ensure that a student with medical conditions is supported to enable the fullest participation possible in all aspects of school life.
- Governing Bodies should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions.
- They should also ensure that any member of staff who provides support to students with medical conditions are able to access information and other teaching support materials as needed.

#### b) Principal

- Will ensure that Coop Academy Leeds's policy is developed and effectively implemented with partners. This includes ensuring that all staff are aware of the policy for supporting students with medical conditions and understand their role in its implementation. The Principal will ensure that all staff who need to know are aware of the child's condition.
- Will ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations. This may involve recruiting a member of staff for this purpose.
- Will ensure staff are appropriately insured and are aware that they are insured to support students in this way, contact the school nursing service in the case of any child 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.

c) School Staff • Any member of staff may be asked to provide support to students with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers' professional duties, they should take into account the needs of students with medical conditions that they teach.

- Staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions.
- Staff should know what to do and respond accordingly when they become aware that a student with a medical condition needs help.

#### d) School Nurse

Coop Academy Leeds has access to school nursing services. They are responsible for notifying the school when a child has been identified as having a medical condition, which will require support in school. Wherever possible, they should do this before the child starts at the school. They would not usually have an extensive role in ensuring that schools are taking appropriate steps to support children with medical conditions, but may support staff on implementing a child's Individual Healthcare Plan and provide advice and liaison, for example on training.

e) Other Healthcare Professionals, including GPs and Paediatricians Should notify the School Nurse when a child has been identified as having a medical condition that will require support at school. They may provide advice on developing healthcare plans.

#### f) Students

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.

#### g) Parents

- Should provide Coop Academy Leeds with sufficient and up-to-date information about their child's medical needs. They may in some cases be the first to notify the school that their child has a medical condition. Parents are key partners and should be involved in the development and review of their child's Individual Healthcare Plan, and may be involved in its drafting.

- They should carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times. Parents and Carers must complete the parental consent form if they are instructing school staff to administer medication to their child. h)

Clinical Commissioning Groups (CCGs) – commission other healthcare professionals such as specialist nurses

- They should ensure that commissioning is responsive to children's needs, and that health services are able to cooperate with schools supporting children with medical conditions.

- They have a reciprocal duty to cooperate under Section 10 of the Children Act 2004 (as described above for Local Authorities). Clinical Commissioning Groups should be responsive to Local Authorities and schools seeking to strengthen links between health services and schools, and consider how to encourage health services in providing support and advice, (and can help with any potential issues or obstacles in relation to this).

- The local Health and Wellbeing Board will also provide a forum for Local Authorities and Clinical Commissioning Groups to consider with other partners, including locally elected representatives, how to strengthen links between education, health and care settings.

i) Staffing Arrangements and Training

- Coop Academy Leeds recognises and is clear that any member of school staff providing support to a student with medical needs should have received suitable training. This will be identified during the development or review of Individual Healthcare Plans. It may be that some staff already have some knowledge of the specific support needed by a child with a medical condition and so extensive training may not be required. Staff who provide support to students with medical conditions will be included in meetings where this is discussed.

- The relevant healthcare professional will be invited to lead on identifying and agreeing with Coop Academy Leeds, the type and level of training required, and how this can be obtained.

Coop Academy Leeds may choose to arrange training themselves and will ensure this remains up-to-date. Training for professionals will be managed by the designated member of staff responsible for Individual Healthcare Plans.

- Training of staff should be sufficient to ensure that staff are competent and have confidence in their ability to support students with medical conditions, and to fulfil the requirements as set out in Individual Healthcare Plans. They will need an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures.

- Coop Academy Leeds staff must not give prescription medicines or undertake health care procedures without appropriate training (updated to reflect any individual healthcare plans). A First Aid certificate does not constitute appropriate training in supporting children with medical conditions.

- Healthcare professionals, including the School Nurse, can provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.
- Coop Academy Leeds's policy sets out arrangements for whole school awareness training so that all staff are aware of the school's policy for supporting students with medical conditions and their role in implementing that policy.

Staff will be made aware of students' medical needs through whole school INSET and if necessary, through specialist training if required.

- Induction arrangements for new staff should be included. The relevant healthcare professional will be invited to advise on training that will help ensure that all medical conditions affecting students in Coop Academy Leeds are understood fully. This

includes preventative and emergency measures so that staff can recognise and act quickly when a problem occurs.

- The family of a child will often be key in providing relevant information to staff about how their child's needs can be met, and Parents or Carers will be asked for their views.

### Student Management of Medical Needs

Coop Academy Leeds recognises that some children will be competent to manage their own health needs and medicines. After discussion with Parents or Carers, children who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This decision will be reflected within Individual Healthcare Plans. Wherever possible, children should be allowed to carry their own medicines and relevant devices or should be able to access their medicines for self-medication quickly and easily. Children who can take their medicines themselves or manage procedures may require an appropriate level of supervision.

If it is not appropriate for a child to self-manage, then trained staff should help to administer medicines and manage procedures for them. If a child refuses to take medicine or carry out a necessary procedure, school staff should not force them to do so, but follow the procedure agreed in the Individual Healthcare Plan. Parents or Carers should be informed so that alternative options can be considered. 9.

Managing Medicines on School Premises Coop Academy Leeds takes a clear stance on medicines that are brought onto the school site:

- Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so.
- No child under 16 should be given prescription or non-prescription medicines without their Parent's or Carer's written consent - except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents. In such cases, every effort should be made to encourage the student to involve their Parents or Carers, while respecting their right to confidentiality.

The school policy highlights the circumstances in which non-prescription medicines may be administered.

- A child under 16 should never be given medicine containing aspirin, unless prescribed by a Doctor. Medication, e.g. for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken. Parents and Carers should be informed.
- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.

- The school will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container.
- All medicines should be stored safely. Children should know where their medicines are at all times and be able to access them immediately. Where relevant, they should know who holds the key to the storage facility. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available to children and not locked away. This is particularly important to consider when outside of school premises, e.g. on educational visits.
- A child who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so, but passing it to another child for use is an offence. Coop Academy Leeds will otherwise keep controlled drugs that have been prescribed for a student securely stored in a non-portable container and only named staff should have access. Controlled drugs should be easily accessible in an emergency. A record should be kept of any doses used and the amount of the controlled drug held in school.
- Coop Academy Leeds staff may administer a controlled drug to the child for whom it has been prescribed. Staff administering medicines should do so in accordance with the prescriber's instructions. Schools should keep a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school should be noted.
- When no longer required, medicines should be returned to the Parent or Carer to arrange for safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps.

10. Statutory Record Keeping in line with Government Guidance Written records are kept of all medicines administered to children. Records offer protection to staff and children and provide evidence that agreed procedures have been followed. Parents and Carers should be informed if their child has been unwell at school.

11. Emergency Procedures Where a child has an Individual Healthcare Plan, this should clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other students in the school should know what to do in general terms, such as informing a teacher immediately if they think help is needed. If a child needs to be taken to hospital, staff should stay with the child until the Parent or Carer arrives, or accompany a child taken to hospital by ambulance. Schools need to

ensure they understand the local emergency services cover arrangements and that the correct information is provided for navigation systems.

### Managing Medical Needs Offsite

Teachers and other school staff should be aware of how a child's medical condition will impact on their participation, but there should be enough flexibility for all children to participate according to their own abilities and with any reasonable adjustments. Coop Academy Leeds will make arrangements for the inclusion of students in such activities with any adjustments as required, unless evidence from a Clinician, such as a GP states that this is not possible.

Coop Academy Leeds will consider what reasonable adjustments they might make to enable children with medical needs to participate fully and safely on visits. It is best practice to carry out a Risk Assessment so that planning arrangements take account of any steps needed to ensure that students with medical conditions are included. This will require consultation with Parents or Carers and students, and advice from the relevant healthcare professional to ensure that students can participate safely. Coop Academy Leeds will also use the Health and Safety Executive (HSE) guidance on school trips.

### Unacceptable Practice

Although staff should use their discretion and judge each case individually with reference to the child's Individual Healthcare Plan, it is not generally acceptable practice to:

- Prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- Assume that every child with the same condition requires the same treatment; • Ignore the views of the child or their Parents or Carers; or ignore medical evidence or opinion, (although this may be challenged);
- SEND children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their Individual Healthcare Plans;
- If the child becomes ill, SEND them to the school office or medical room unaccompanied or with someone unsuitable;
- Penalise children for their attendance record if their absences are related to their medical condition, e.g. hospital appointments;
- Prevent students from drinking, eating or taking toilet or other breaks whenever they need to, in order to manage their medical condition effectively; • Require Parents or 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 should have to give up working because the school is failing to support their child's medical needs; or

- Prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the child.

### Liability and Indemnity

Coop Academy Leeds will ensure that the appropriate level of insurance is in place and appropriately reflects the level of risk. Coop Academy Leeds insurance policies will provide liability cover relating to the administration of medication, but individual cover may need to be arranged for any health care procedures. The level and ambit of cover required must be ascertained directly from the relevant insurers. Any requirements of the insurance, such as the need for staff to be trained, should be made clear and complied with. In the event of a claim alleging negligence by a member of staff, civil actions are likely to be brought against the employer.

Concerns or Complaints from Parents Arrangements made by the Governing Body relating to treatment of concerns or complaints from Parents or Carers of pupils with medical needs concerning the provision made at the school, should in the first instance be directed to the SENDCo.

However, should a Parent or 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. Additional, support and advice can be accessed through SENDDIASS.

### Reviewing the Policy

Given the climate of reform and the new requirements set out in the statutory guidance April 2014, the Medical Needs policy will be reviewed annually with all stakeholders, including: SENDCo, the Leadership Team, Governors, teaching and support staff, Parents and Carers and pupils.