Havelock Academy

Broadening Horizons

Havelock Academy Supporting Students with Medical Conditions Policy

September 2026

Review date: August 2027

AIMS

- Havelock Academy is an inclusive community that aims to support and welcome students with medical conditions.
- Havelock Academy aims to provide all students with all medical conditions the same opportunities as others at school.

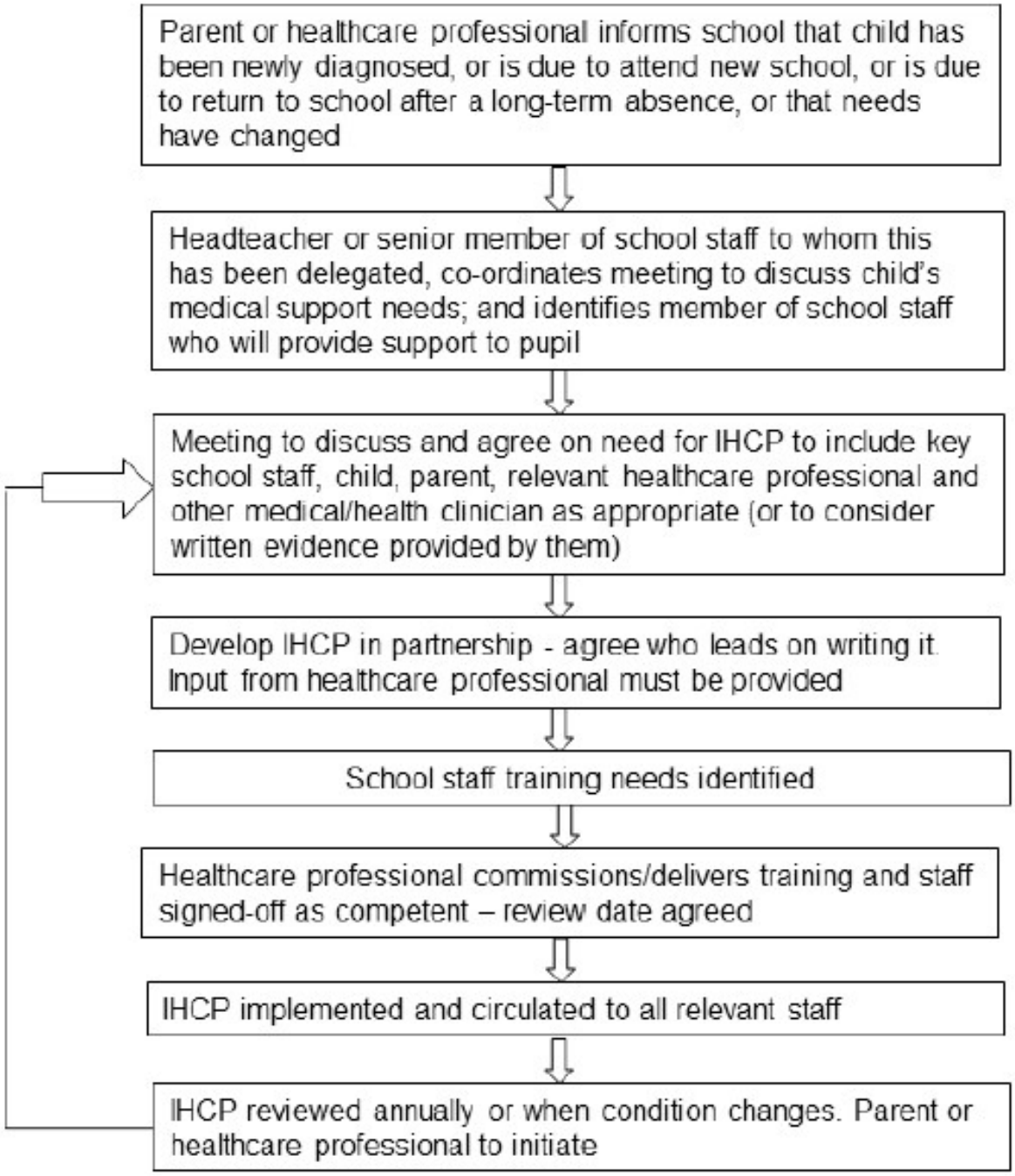
POLICY STATEMENTS

- Havelock Academy recognises 'Section 100 of the Children and Families Act 2014' which places a duty on the Governing Body to make arrangements for supporting students at their school with medical conditions.

- Havelock Academy's 'Supporting Students with Medical Conditions' Policy has been drawn up in consultation with a wide range of key stakeholders both within the school and health settings.
- All staff understand that many of the medical conditions affecting our students will affect quality of life and may be life threatening, particularly if poorly managed or misunderstood.
- This policy is supported by a clear communication plan for staff, parents and other key stakeholders to ensure its full implementation.
- All staff understand and are trained in what to do in an emergency for the most common serious medical conditions at this school.
- All staff understand and are trained in the school's general emergency procedures.
- Havelock Academy has clear guidance on the administration and storage of medication.
- Havelock Academy has clear guidance about record keeping.
- All staff understand the common medical conditions that affect children at this school. Staff receive training on the impact medical conditions can have on students.
- Havelock Academy ensures that the whole school environment is inclusive and favourable to students with medical conditions. This includes the physical environment, as well as educational, social and sporting activities.
- All staff show an understanding of how medical conditions impact on a student's ability to learn and seek to enhance their confidence and promote self-care.
- Havelock Academy understands the importance of all students taking part in sports, games and activities. Teachers and support staff will make appropriate adjustments to make physical activity accessible to all.
- The school is aware of the common triggers that can make medical conditions worse or can bring on an emergency. The school is actively working towards reducing or eliminating these health and safety risks.

This 'Supporting Students with Medical Conditions Policy' is available to parents and students on request and is an essential element in the effective implementation of appropriate provision for students with medical conditions or changing medical circumstances.

Model process for developing individual healthcare plans for students with medical conditions.



Taken from: *Supporting pupils at school with medical conditions. DfE. December 2015..*

Roles and Responsibilities

Role	Summary of responsibilities
Governing Body Chair of Governors: Mr Shane Ashford	Ensure arrangements are made to support students with medical conditions in school; including making sure that this policy is fully implemented.
Principal : Ms Emma Marshall	• Ensure that school's policy is developed and implemented with all stakeholders. • Ensure that all staff are aware of the policy and understand their role in its implementation. • Ensure that all appropriate staff are aware of a student's condition. • Ensure that appropriate staff are trained to implement the policy and deliver against Individual Healthcare Plans, including in emergency situations. • Ensure that school staff are appropriately insured to support students. • Devolve responsibility for implementation of the policy to the Assistant Principal - SENDCo • Ensure that all educational visits are appropriately risk assessed and that the medical needs of students participating have been identified and provision is in place.
Assistant Principal SEND Coordinator: Miss Kerry Duffield	The SENDCo has lead responsibility for the day-to-day implementation of both the SEN and Supporting Students with Medical Conditions policies. • Take responsibility for ensuring individual healthcare plans are devised in partnership with the school's First Aider, parents and, where appropriate, students. • Consult the student, parents and the student's healthcare professional to ensure the effect of the student's medical condition on their schoolwork is properly considered.
Academy Designated First Aider: Tracey Chapman / Rachel Gray	• Ensure medicines are kept securely with clear access. • Log medical emergencies. • Log medicines administered. • Conduct interviews with SENDCo, students, parents and, where appropriate, the School Nurse, to develop Individual Healthcare Plans and review plans as required. • Ensure that the first aid supplies are appropriately stocked, including first aid boxes around the academy.
Tutors	Tutors are responsible for: • Putting students forward for discussion at meetings with the SENDCo • Monitoring and updating the Healthcare Plans for students in their tutor group • Discussing the Healthcare Plan with the student and parents and notifying the SENDCo of any changes to provision or circumstances.

Teaching Assistants	When supporting a student in a class a TA is responsible for: • ensuring that the teacher is aware of the student's needs, especially if this a cover or supply teacher. • ensuing that the student has any specialist equipment that is required. • having a knowledge of the learning outcomes for the lesson. • Administering medication, if appropriate during lesson time. • Ensuring that students with impaired mobility because of a medical condition are safely escorted out of the building in an emergency.
All teachers and non-teaching staff	Every staff member and volunteer is responsible for: implementing the Supporting Students with Medical Conditions policy; • Be prepared to be asked to support students with medical conditions, including administering medicines. • Engage with training to achieve the necessary level of competency before taking responsibility to support students with medical conditions. • Know what to do and respond accordingly when aware that a student with a medical condition needs help. • Be aware of the potential for students with medical conditions to have special educational needs (SEN). Students with medical conditions who are finding it difficult to keep up with their studies to be referred to the SENDCo. • Differentiating to meet student's needs, evidenced on staff 'Class on a Page' document. • Completing any feedback on an individual student by the due date.
Parents	• Notify school on enrolment and provide sufficient and up to date information about their child's medical needs. • Engage in the development and review of their child's Individual Healthcare Plan. • Carry out actions agreed in Individual Healthcare Plan, such as provide medicines and ensure they, or another nominated adult, are contactable at all times.
Students	• 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. • Endeavour to develop independence in managing their own medical needs where appropriate.

PROCEDURES AND PROCESSES

Staff training and support

- All Staff are aware of the most common serious medical conditions and what to do in an emergency. They are provided with training to support a student with medical needs:
    - During induction to the school
    - Through access to Individual Healthcare Plans on Bromcom
    - Via annual refresher updates from healthcare professionals
- Additionally, the school First Aiders are appropriately trained and can provide advice and guidance to staff, parents and students.
- In an emergency situation, school staff are required under common law duty of care to act like any reasonably prudent parent. This may include administering medication.
- If a student needs to be taken to hospital, a member of staff will always accompany him/her and will stay with him/her until a parent or carer arrives. A copy of the student's Individual Healthcare Plan will be sent to the emergency care setting with the student.
- Training on common medical conditions occurs once a year. A log of the medical condition training is kept by the school and reviewed every 12 months to ensure all new staff receive training.

The student's role in managing his/her own medical needs

- Wherever competent to, the school actively seeks that students take responsibility for managing their own medicines and procedures.
- Where this is not possible, the First Aider will help administer medicines and manage procedures and aid the student to develop greater independence.
- Whilst on school visits / trips, the protocol in the Individual Healthcare Plan will be adhered to.

Managing Medicines on School Premises

Administration of emergency medication

- All students have easy access to their emergency medication in the First Aid room.
- All students are encouraged to carry and administer their own emergency medication, when it has been determined that they are able to take responsibility for doing so. All students carry their emergency medication with them at all times, except if they are controlled drugs as defined in the Misuse of Drugs Act 1971. This is also the arrangement for any off-site or residential visits.
- All use of medication defined as a controlled drug, even if the student can administer the medication him/herself, is done under the supervision of staff.
- There is no legal duty for any member of staff to administer medication unless they have been specifically contracted to do so, though many are happy to take on the role. Staff may administer prescribed and non-prescribed medication to students under the age of 16 with the written consent of the student's parent.
- Training is given to all staff members who agree to administer medication to students, where specific training is needed. When suitably risk assessed, the school insurance provides full indemnity.
- All school staff have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent in an emergency situation.
- If a child's medication changes or is discontinued, or the dose or administration method changes, parents should notify the school immediately.
- If a student at this school refuses their medication, staff will record this and follow procedures. Parents are informed as soon as possible.
- Off-site visits are fully risk assessed and staff are made aware of any students with medical conditions on the visit. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.
- If a student misuses medication, either their own or another student's, their parents are informed as soon as possible. These students are subject to the school's usual disciplinary procedures.

Storage of medication at school

Emergency Medication

- Most students at this school carry, and securely keep their own medication. They are reminded to ensure that their emergency medication is with them at all times. Back-up medication is available in First Aid room.
- Where a student is not yet able to self-manage and carry his/her own emergency medication, he/she knows where to access the emergency medication.

Non-Emergency Medication

- All non-emergency medication is kept in a secure place, in a lockable cupboard in a cool dry place. Students with medical conditions know where their medication is stored and how to access it.
- Staff ensure that medication is only accessible to those for whom it is prescribed.

General

- The First Aider ensures the correct storage of medication at school.
- All controlled drugs are kept in a locked cupboard, paying particular note to temperature, and only named staff have access, even if students normally administer the medication themselves.
- Three times a year the first aider checks and logs the expiry dates for all medication stored at school.
- An up-to-date list of members of staff who have agreed to administer medication and have received the relevant training is kept in school.
- All emergency and non-emergency medication brought in to school must be clearly labelled wherever possible, in its original containers, with the student's name, the name and dose of the medication and the frequency of dose, expiry date and the prescriber's instructions. This includes all medication that students carry themselves.
- All refrigerated medication is stored in an airtight container and is clearly labelled. Refrigerators used for the storage of medication are located in the First Aid room.
- All medication is sent home with students at the end of the school year. Medication is not stored during the summer holidays.
- It is the parents' responsibility to ensure new and in date medication comes into school on the first day of the new academic year.
- An accurate record of each occasion an individual student is given or supervised taking medication is kept. Details of the supervising staff member, student, dose, date and time are recorded.

Safe Disposal

- School will dispose of out-of-date medication once parents have been informed.
- Sharps boxes are used for the disposal of needles. Parents obtain sharps boxes from the child's GP or paediatrician on prescription. All sharps boxes in this school are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis.
- If a sharps box is required for an off-site or residential visit, a named member of staff is responsible for its safe storage and return to a local pharmacy, to school or to the student's parent.

Record Keeping

Enrolment

- Parents are asked if their child has any health conditions/issues on the admission form; this information is collated by the admin team.

Individual Healthcare Plans

- The Individual Healthcare Plan records important details about individual student's medical needs at school, their triggers, signs, symptoms, medication and other treatment.
- An Individual Healthcare Plan, accompanied by an explanation of why and how it is used, is sent to all parents of students with a long-term medical condition. This is sent:
    - At the start of the school year
    - At admission (if this is not the start of the school year)
    - When a diagnosis is first communicated to the school.
- Parents, healthcare professionals and students with a medical condition are asked to fill out the student's Individual Healthcare Plan together. Parents then return the completed forms to the school.
- This school ensures that a relevant member of school staff is also present, if required, to help draw up an Individual Healthcare Plan for students with complex healthcare or educational needs. A copy is sent to parents.

Students with diabetes

- Diabetic students who monitor blood sugars do so in a separate individual log stored in the medical room.

School Healthcare Plan Register

- Individual Healthcare Plans are used to create a centralised register of students with medical needs and are kept in a secure central location at school (and also attached as a linked document in BROMCOM).
- Parents are regularly reminded to update their child's Individual Healthcare Plan if their child has a medical emergency, if there have been changes to their symptoms (getting better or worse), or when their medication and treatments change.
- Every student with an Individual Healthcare Plan at this school has their plan discussed and reviewed at least once a year.
- All staff have access to the Individual Healthcare Plans of students in their care.
- All staff are responsible for the protection of student confidentiality.
- Before sharing any medical information with any other party, such as when a student takes part in a work experience placement, permission is sought from parents.

Educational Visits / Education Off-Site

- Risk assessments are carried out by the school prior to any out-of-school visit and medical conditions are considered during this process. Factors considered include how all students will be able to access the activities proposed, how routine and emergency medication will be stored and administered, and where help can be obtained in an emergency.
- Parents are sent a residential visit form to be completed and returned to school shortly before their child leaves for an overnight stay. This requests up-to-date information about the student's current medical condition and how it is to be managed whilst away.
- Staff on educational visits and out-of-school hours activities are fully briefed on students' individual medical needs. They will have access to the Individual Healthcare Plan and any necessary medication / medical equipment for the duration of the visit.
- For all residential visits, a member of staff is appointed as the designated first aid and the appropriate first aid equipment will be taken on the trip.
- Risk assessments are carried out before students undertake a work experience or off-site educational placement. It is the school's responsibility to ensure that the placement is suitable and accessible for a student with medical needs. Permission is sought from the student and their parents before any medical information is shared with an employer or other education provider.

The arrangements for considering complaints about supporting students with medical conditions and the provision within the academy:

Complaints are received by the academy office and then passed onto the appropriate member of staff.

Complaints about provision would be passed to the SEND Coordinator, the Deputy Principal for Welfare or the Principal as appropriate.

Please refer to the academy's Complaints Policy.

Glossary of terms:

Controlled Drug

Some prescription medicines are controlled under the Misuse of Drugs legislation. These medicines are called controlled medicines or controlled drugs; for example, morphine. Stricter legal controls apply to controlled drugs to prevent them being misused, obtained illegally or causing harm.