



SUPPORTING STUDENTS WITH MEDICAL NEEDS

Updated September 2023

Approved by the Governing Body

This policy refers to and should be read in conjunction with the following policies:

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- First Aid Policy
- Equal Opportunities and Diversity Policy
- Complaints, Compliments and Concerns Procedure

1. Definition

1.1 Students' medical needs may be broadly summarised as being of two types:

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

1.2 Big Creative Academy will work with the local authority to provide education to students who cannot attend due to medical conditions, and students who are returning to education. Re-integration plans will be implemented as required.

2. Ethos

2.1 In the case of students with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all students at the Academy. This may mean making special arrangements for particular students so that they can access their full and equal entitlement to all aspects of the curriculum. In this case, individual procedures may be required.

2.2 Big Creative Academy is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support that students with medical conditions (long or short term) may need.

2.3 This policy should be read in conjunction with the Safeguarding and Child Protection Policy, Health and Safety Policy Risk Assessment Policy First Aid Policy.

2.4 The Children and Families Act 2014 places a duty on schools to make arrangements for children with medical conditions. Students with medical conditions have the same right of admission as other students and cannot be refused admission or excluded on medical grounds alone. However, teachers and other Academy staff in charge of students have a common law duty to act 'in loco parentis' and must ensure the safety of all students in their care. To this end, we reserve the right to refuse admittance to a student with an infectious disease, where there may be a

risk posed to others or to the health of the students involved. This duty also extends to teachers leading activities taking place off the Academy site.

2.5 The prime responsibility for a student's health lies with the parent, should the student be under 18, who is responsible for the student's medication and must supply the Academy with all relevant information needed in order for proficient care to be given to the student. The Academy takes advice and guidance from a range of sources, including the Academy first aiders, health professionals and the student's GP, in addition to the information provided by parents in the first instance. This enables us to ensure we assess and manage risk and minimise disruption to the learning of the student and others who may be affected.

3. Our Aims

3.1 The aims of Big Creative Academy in reference to this policy are as follows:

- To support students with medical conditions, so that they have full access to education, including physical education and educational visits
- To ensure that Academy staff involved in the care and first aid of students with medical needs are fully informed and adequately trained by a professional in order to administer support or prescribed medication
- To comply fully with the Equality Act 2010 for students who may have disabilities or special educational needs.
- To write, in association with healthcare professionals, Individual Healthcare Plans where necessary
- To respond sensitively, discreetly and quickly to situations where a student with a medical condition requires support
- To keep, monitor and review appropriate records

4. Unacceptable Practice

4.1 While Academy staff will use their professional discretion in supporting individual students, it is unacceptable to:

- Prevent students from accessing their medication
- Assume every student with the same condition requires the same treatment
- Ignore the views of the student or their parents / carers; ignore medical advice
- Prevent students with medical conditions accessing the full curriculum, unless specified in their Individual Healthcare plan
- Penalise students for their attendance record where this is related to a medical condition
- Prevent students from eating, drinking or taking toilet breaks where this is part of effective Leadership of their condition
- Require parents to administer medicine where this interrupts their working day
- Require parents to accompany their student with a medical condition on an educational trip as a condition of that student taking part

5. Entitlement

5.1 Big Creative Academy provides full access to the curriculum for every student wherever possible. We believe that students with medical needs have equal entitlement and must receive necessary care and support so that they can take advantage of this (please also see Equality, Diversity and

Inclusion policy). However, we also recognise that employees have rights in relation to supporting students with medical needs, as follows. Employees may:

- Choose whether or not they wish to be involved
- Receive appropriate training
- Work to clear guidelines
- Bring to the attention of the Senior Leadership Team any concern or matter relating to the support of students with medical conditions

6. Expectations

6.1 It is expected that:

- Parents and students will inform the Academy at enrolment of any medical condition which affects them and information will be stored in a central location, including relevant risk assessments, healthcare plans and the wishes of the student and parents.
- Parents and students will supply the Academy with appropriately prescribed medication, where the dosage information and regime is clearly printed by a pharmacy on the container.
- Parents and students will ensure that medicines to be given at the Academy are in date and clearly labelled.
- Parents will co-operate in supporting young people to self-administer medicine if this is appropriate, and that staff members will only be involved if this is not possible.
- Medical professionals involved in the care of students with medical needs will fully inform staff beforehand of the student's condition, its Leadership and implications for the wellbeing of the student at the Academy.
- Big Creative Academy will ensure that students are responsible for the Leadership and administration of their medicines and are able to access and administer their medicine if this is part of their Individual Healthcare plan (for example, an inhaler)
- Academy staff will liaise as necessary with healthcare professionals and services in order to access the most up-to-date advice about a student's medical needs and will seek support and training in the interests of the student

7. Procedure

7.1 The Governing Body of Big Creative Academy ensures that an appropriate level of insurance is in place and reflects the level of risk presented by students with medical conditions.

7.2 The Buildings Manager is responsible for storing medicines in a secure fridge/cupboard, found in the First Aid room and providing access to first aiders and those responsible for administering medicines.

8. Information

8.1 Disclosure of serious and non-serious medical conditions, and the use of medication will be encouraged to be discussed at enrolment.

8.2 Students with serious medical conditions will have their photo and brief description of the condition, along with any other necessary information, in the staffroom. Students with

medical conditions which may require emergency attention, e.g. epilepsy, diabetes, will have their names and an Individual Healthcare Plan clearly accessible in their classroom, and all adults dealing with the student will have their attention drawn to this information.

8.3 All other medical conditions will be noted from students' records and this information will be provided to tutors annually.

9. In an emergency

9.1 In a medical emergency, staff must be called at administer emergency first aid.

9.2 If an ambulance needs to be called, staff will:

- Outline the full condition and how it occurred
- Give details regarding the student's date of birth and any known medical conditions.
- Students will be accompanied to hospital by a member of staff if this is deemed appropriate. Staff cars should not be used for this purpose.
- Parents must always be called in a medical emergency, but do not need to be present for a student to be taken to hospital.

10. Administration of medicines

Only essential medicines will be administered during the day. These will be only those prescribed by a doctor. Controlled drugs can also be administered, subject to all other conditions as described in the policy. Essential medicines will be administered on educational visits, subject to the conditions above. A risk assessment must be completed before the visit takes place.

11. Complaints

11.1 Should students or parents be unhappy with any aspect of care at Big Creative Academy, they must discuss their concerns with the Academy and follow the process outlined in the Complaints, Compliments and Concerns Procedure.

11.2 Staff may also follow the Whistle Blowing Policy procedures, to raise concerns at work.

The college has ensured that our First Aid Trained Staff are aware of students' medical conditions, and where appropriate training will be resourced. Our current student to staff Frist Aider is 8:450