ERASMUS DARWIN ACADEMY

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1.1	05/07/21	Changes to Sections 2 and 3
1.2	5/10/22	Changes to Appendix 7, 8 & 10
1.3	June 2025	• Roles and Responsibilities have been updated – Introduction of regular meetings to discuss medical needs • Location of medication updated
1.4	June 2026	• Changed Responsibility from Deputy H/T to Headteacher. • Removed Medical Room, due to there not being a designated space.

"Erasmus Darwin Academy promotes the safeguarding and welfare of children in its care; all policies support the "Safeguarding Policy".

POLICY FOR SUPPORTING STUDENT WITH MEDICAL NEEDS

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POLICY FOR SUPPORTING STUDENTS WITH MEDICAL CONDITIONS

1. INTRODUCTION AND STATEMENT OF INTENT

This policy is drawn up in the light of the following important national legislation and guidelines.

The Children and Families Act 2014 includes a duty for schools to support children with medical conditions.

In March 2015, the Department published guidance on the use of salbutamol inhalers in schools.

In December 2015, the Department for Education published statutory guidance 'Supporting Pupils at School with Medical Conditions'.

Where children have a disability, the requirements of the Equality Act 2010 will also apply. Where children have an identified special need, the SEN Code of Practice will also apply.

All children have a right to access the full curriculum, adapted to their medical needs and to receive the on-going support, medicines or care that they require at the Academy to help them manage their condition and keep them well.

We recognise that medical conditions may impact social and emotional development as well as having educational implications.

Our Academy will build relationships with healthcare professionals and other agencies and in order to support effectively students with medical condition.

2. ROLES AND RESPONSIBILITIES

The designated Health & Safety Officer is the person responsible for supporting children with medical conditions alongside the Headteacher.

The responsibilities include:

- Ensuring that the relevant staff are informed of medical conditions.
- Arranging training for identified staff.
- Ensuring that staff are aware of the need to communicate necessary information about medical conditions to supply staff and where appropriate, taking the lead in communicating this information.
- Assisting with risk assessment for Academy and other activities outside of the normal timetable.
- Co-ordinating the writing, monitoring and reviewing Individual Health Care Plans (IHCP).
- Working together with parents, students, healthcare professionals and other agencies.

The co-ordination of the medical needs includes the management of 3 key staff within the medical needs team:

1) The lead first aider
2) The administrator for medication stored on site
3) The member of staff writing, monitoring and reviewing IHCPs

The medical needs team will meet regularly throughout the year with the Health & Safety Officer and the Headteacher to review provision, statutory guidance updates and determine any training needs.

The **Governing Body** is responsible for

- Determining the Academy's general policy and ensuring that arrangements are in place to support children with medical conditions.

Senior Leaders responsible for:

- Overseeing the management and provision of support for children with medical conditions.
- Ensuring that sufficient trained numbers of staff are available to implement the policy and deliver individual healthcare plans, including to cover absence and staff turnover.
- Ensuring that Academy staff are appropriately insured and are aware that they are insured.

Staff are required to:

- Follow day to day procedures related to the medical conditions of children they work with, in line with training received and as set out in IHCP.
- Working with the named person, ensure that risk assessments are carried out for Academy visits and other activities outside of the normal timetable.
- Providing information about medical conditions to supply staff who will be covering their role where the need for supply staff is known in advance

Parents are responsible for:

- Keeping the Academy informed about any changes to their child/children's health.
- Completing a parental agreement for Academy to administer medicine form before bringing medication into the Academy.
- Providing the Academy with the medication their child requires and keeping it up to date.
- Collecting any leftover medicine at the end of the course or year.
- Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- Where necessary, developing an Individual Health Care Plan (IHCP) for their child in collaboration with staff members and healthcare professionals.

3. TRAINING

- Teachers and Associate Staff will receive training on the Supporting Students with Medical Conditions Policy as part of their new starter induction.
- Staff will receive regular and ongoing training as part of their development.
- Staff who undertake responsibilities under this policy will receive appropriate training externally.

4. PROCEDURE WHEN NOTIFICATION IS RECEIVED THAT A STUDENT HAS A MEDICAL CONDITION

- The Named Person will liaise with relevant individuals, including as appropriate parents, the individual student, health professionals and other agencies to decide on the support to be provided to the child.
- Where appropriate, an Individual Healthcare Plan will be drawn up.
- Appendix 6 outlines the process for developing Individual Healthcare Plans.

5. INDIVIDUAL HEALTH CARE PLANS (IHCPs)

- An IHCP will be written for students with a medical condition that is long term and complex.
- Where necessary, an IHCP will be developed in collaboration with the student, parents/carers, Named Person i/c Supporting Children with Medical Conditions, Special Educational Needs Coordinator (SENCO) and medical professionals.
- It will clarify what needs to be done, when and by whom and include information about the child's condition, special requirements, medicines required, what constitutes an emergency and action to take in the case of an emergency.
- IHCPs will be easily accessible whilst preserving confidentiality.
- IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- Where a student has an Education, Health and Care plan, the IHCP will be linked to it or become part of it.
- IHCPs will be reviewed annually, or earlier if evidence is provided that a child's needs have changed.
- Where an Individual Healthcare Plan (IHCP) is in place, it should detail:
- What constitutes an emergency.
- What to do in an emergency

6. ADMINISTERING MEDICINES

- Where possible, it is preferable for medicines to be prescribed in frequencies that allow the student to take them outside of Academy hours.
- If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental agreement for the Academy to administer medicine form.
- Only identified staff members will administer medicine.
- No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- Medicines MUST be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- A maximum of 4 weeks supply of the medication may be provided to the Academy at one time.
- Medications will be stored safely in the Reprographics/ Main Office.
- Children should know where their medicines are at all times.
- Children who are competent to do so will be encouraged to take responsibility for managing their own medicines in line with Academy procedures.
- Where possible, students may be allowed to carry their own medicines and devices. Where this is not possible, their medicines will be located in an easily accessible location.
- If students refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.

- Where appropriate, students will be encouraged to take their own medication under the supervision of a staff member.
- Any medications left over at the end of the course will be returned to the child's parents.
- Written records will be kept of any medication administered to children.
- Students will never be prevented from accessing their medication.
- Erasmus Darwin Academy cannot be held responsible for side effects that occur when medication is taken correctly.

7. ACTION IN EMERGENCIES

A copy of this information will be displayed in the main Academy office and on Reception.

8. ACTIVITIES BEYOND THE USUAL CURRICULUM

- Reasonable adjustments will be made to enable students with medical needs to participate fully and safely in day trips, residential visits, sporting activities and other activities beyond the usual curriculum.
- When carrying out risk assessments, parents/carers, students and healthcare professionals will be consulted where appropriate.

9. UNACCEPTABLE PRACTICE

The following items are not generally acceptable practice with regard to children with medical conditions, although the Academy will use discretion to respond to each individual case in the most appropriate manner:

- preventing children from easily accessing their inhalers and medication and administering their medication when and where necessary
- assuming that every child with the same condition requires the same treatment
- ignoring the views of the child or their parents; or ignore medical evidence or opinion, (although this may be challenged)
- sending children with medical conditions home frequently or preventing them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans
- if the child becomes ill, sending them to the Academy office or Reprographics unaccompanied or with someone unsuitable
- penalising children for their attendance record if their absences are related to their medical condition e.g. hospital appointments
- preventing students from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- requiring parents, or otherwise making them feel obliged, to attend the Academy to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the Academy is failing to support their child's medical needs
- preventing 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.

10. EQUALITY IMPACT STATEMENT

We will do all we can to ensure that this policy does not discriminate, directly or indirectly. We shall do this through regular monitoring and evaluation of our policies. On review we shall assess and consult relevant stakeholders on the likely impact of our policies on the promotion of all aspects of equality, as laid down in the Equality Act (2010). This will include, but not necessarily be limited to: race; gender; sexual orientation; disability; ethnicity; religion; cultural beliefs and pregnancy/maternity. We will use an appropriate Equality Impact Assessment to monitor the impact of all our policies and the policy may be amended as a result of this assessment.

Appendix 1

Action in an Emergency

Request an ambulance – dial 999 and be ready with the information below. Speak slowly and clearly and be ready to repeat information if asked:

1. The school's telephone number: **01543 685828**

2. Your name:

3. Your location: **Erasmus Darwin Academy, Pool Road, Burntwood WS7 3QW**

4. Provide the exact location of the patient within the Academy:

5. Provide the name of the child and a brief description of their symptoms:

6. Inform ambulance control of the best entrance to use and state that the crew will be met and taken to the patient:

- Ask office staff to contact site staff to open relevant gates for entry
- Contact the parents to inform them of the situation
- A member of staff should stay with the student until the parent/carer arrives. If a parent/carer does not arrive before the student is transported to hospital, a member of staff should accompany the child in the ambulance.

Appendix 2

WHAT TO DO IN THE EVENT OF AN ASTHMA ATTACK

- Keep calm and reassure the child
- Encourage the child to sit up and slightly forward
- Use the child's own inhaler – if not available, use the emergency inhaler
- Remain with the child while the inhaler and spacer are brought to them
- Immediately help the child to take two separate puffs of salbutamol via the spacer
- If there is no immediate improvement, continue to give two puffs at a time every two minutes, up to a maximum of 10 puffs
- Stay calm and reassure the child. Stay with the child until they feel better. The child can return to school activities when they feel better
- If the child does not feel better or you are worried at ANYTIME before you have reached 10 puffs, CALL 999 FOR AN AMBULANCE
- If an ambulance does not arrive in 10 minutes give another 10 puffs in the same way

Appendix 3

ERASMUS DARWIN ACADEMY

CONSENT FOR USE OF EMERGENCY SALBUTAMOL INHALER

For a child showing symptoms of asthma/having asthma attack

1. I can confirm that my child has been diagnosed with asthma/has been prescribed an inhaler [delete as appropriate].

2. My child has a working, in-date inhaler, clearly labelled with their name, which they will bring with them to school every day.

3. In the event of my child displaying symptoms of asthma, and if their inhaler is not available or is unusable, I consent for my child to receive salbutamol from an emergency inhaler held by the school for such emergencies.

Signed: …… Date: ……

Parent/Carer's Name (print)……

Student's Name: ……

Year and Tutor Group: ……

Parent's address and contact details:

……..……
……

……
……

……
……

Telephone:
……

E-mail:
……
…

Appendix 4

ERASMUS DARWIN ACADEMY LETTER TEMPLATE
TO INFORM PARENTS OF EMERGENCY SALBUTAMOL INHALER USE

Student's Name: ……

Parent/Carer's Name ……..

Year and Tutor Group: ……

Date: ……

Dear……,

This letter is to formally notify you that …….has had problems with his/ her breathing today. This happened when…….

A member of staff helped them to use their asthma inhaler.

They did not have their own asthma inhaler with them, so a member of staff helped them to use the emergency asthma inhaler containing salbutamol. They were given …… puffs.

Their own asthma inhaler was not working, so a member of staff helped them to use the emergency asthma inhaler containing salbutamol. They were given …… puffs. . [*Delete as appropriate*]

Although they soon felt better, we would strongly advise that you have your seen by your own doctor as soon as possible.

Yours sincerely

Appendix 5

Guidance on the Use of Emergency Salbutamol Inhalers in Schools
Department for Education March 2015

From 1st October 2014 the Human Medicines (Amendment) (No. 2) Regulations 2014 will allow schools to buy salbutamol inhalers, without a prescription, for use in emergencies.

The emergency salbutamol inhaler should only be used by children, for whom written parental consent for use of the emergency inhaler has been given, who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication.

The inhaler can be used if the student's prescribed inhaler is not available (for example, because it is broken, or empty).

This change applies to all primary and secondary schools in the UK. Schools are not required to hold an inhaler – this is a discretionary power enabling schools to do this if they wish. Schools which choose to keep an emergency inhaler should establish a policy or protocol for the use of the emergency inhaler based on this guidance.

Keeping an inhaler for emergency use will have many benefits. It could prevent an unnecessary and traumatic trip to hospital for a child, and potentially save their life. Parents are likely to have greater peace of mind about sending their child to school. Having a protocol that sets out how and when the inhaler should be used will also protect staff by ensuring they know what to do in the event of a child having an asthma attack.

The protocol could be incorporated into a wider medical conditions policy which will be required by *Supporting Students* from 1st September 2014. The protocol should include the following – on which this guidance provides advice:

- arrangements for the supply, storage, care, and disposal of the inhaler and spacers in line with the Academy Policy on supporting students with medical conditions
- having a register of children in the Academy that have been diagnosed with asthma or prescribed a reliever inhaler, a copy of which should kept with the emergency inhaler
- having written parental consent for use of the emergency inhaler included as part of a child's Individual Healthcare Plan
- ensuring that the emergency inhaler is only used by children with asthma with written parental consent for its use
- appropriate support and training for staff in the use of the emergency inhaler in line with the Academies wider policy on supporting students with medical conditions
- keeping a record of use of the emergency inhaler as required by *Supporting students* and informing parents or carers that their child has used the emergency inhaler
- having at least two volunteers responsible for ensuring the protocol is

Appendix 6

IHCP Implementation Procedure

1. Parent or healthcare professional informs school that child has medical condition or is due to return from long-term absence, or that needs have changed.
2. Named person co-ordinates meeting to discuss child's medical needs and identifies member of school staff who will provide support to the pupil.
3. Meeting held to discuss and agree on the need for IHCP to include key school staff, child, parent and relevant healthcare professionals.
4. Develop IHCP in partnership with healthcare professionals and agree on who leads.
5. School staff training needs identified.
6. Training delivered to staff - review date agreed.
7. IHCP implemented and circulated to relevant staff.
8. IHCP reviewed annually or when condition changes. Parent/carer or healthcare professional to initiate. (Back to 3.)

Appendix 7

Template for IHCP

ERASMUS DARWIN ACADEMY

Individual Health Care Plan

Child's name				
Tutor group				
Date of birth				
Child's address				
Medical diagnosis or condition				
IHCP Start date				
Date's updates received				
Review date				

Family Contact Information

Name (1st contact)	
Phone no. (work)	
Phone no. (home)	
Phone no.(mobile)	
Relationship to child	
Name (2nd contact)	
Phone no. (work)	
Phone no. (home)	
Phone no. (mobile)	
Relationship to child	

Clinic/Hospital Contact

Name	
Phone no.	

G.P.

Name	
Phone no.	

Who is responsible for providing support in Academy	FS (health and safety/medical lead), House Principal, Zone, Tutor, Teachers, CA, All first aiders.

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.

BULLET POINTS ABOUT CONDITITION (SIGNS, SYMPTOMS AND TRIGGERS)

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision.

MEDS TAKEN IN SCHOOL (YOU CAN ALSO COMMENT ON MEDS TAKEN AT HOME BUT IDENTIFY THEY ARE NOT IN SCHOOL MEDS)

Daily care requirements

ANYTHING SPECIFIC THAT IS NECESSARY i.e (access to SIZ, Time out card etc)

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

SIZ support, SEN provision ?

Arrangements for school visits/trips etc.

Normal First Aid Procedures apply. Trip Leader to Liaise with parent/carer in preparation for Trip.

Other information

Any other relevant info not already mentioned

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

Bullet point of what an emergency looks like and what to do (action plan)

Who is responsible in an emergency *(state if different for off-site activities)*

Normal First Aid procedures and trip Leader if off site

Plan developed with

People present in the meeting/conversation

Staff training needed/undertaken – who, what, when

Any specific training completed (i.e epipen training etc)

Form copied to

FS (health and safety/medical Lead, All staff via SIMS, Parent/carer via ConnectEd App.

ERASMUS DARWIN ACADEMY

Appendix 8

Permission to Administer Medication Form

Name of child	
Date of birth	
Tutor Group	
Medical condition or illness	

Medicine

Name/type of medicine *(as described on the container)*	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	RECEPTION

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent/Carer Signature(s)_____

Office use only:

Date medication received: _____

Received by (Staff member) _____

Appendix 9

Template for Record of Medicine Administered – Individual Student

Erasmus Darwin Academy
Record of Medicine Administered to an Individual Child

Name of child	
Date medicine provided by parent	
Tutor group	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature _____

Signature of parent _____

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			

Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

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Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Appendix 10

ERASMUS DARWIN ACADEMY

Record of Medication Administered to Students

Week Commencing:

Date	Child's name	Time	Name of medicine	Dose given	Any reactions	Signature of staff	Print name

Appendix 11

Model letter inviting parents to contribute to Individual Health Care Plan development

Dear Parent

RE: DEVELOPING AN INDIVIDUAL HEALTH CARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting students at the Academy with medical conditions for your information.

A central requirement of the policy is for an Individual Healthcare Plan to be prepared, setting out what support each student needs and how this will be provided. Individual Healthcare Plans are developed in partnership with the school, parents/carers, students, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although Individual Healthcare Plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts their ability to participate fully in Academy life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's Individual Healthcare Plan has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will include add details of team. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached Individual Healthcare Plan template and return it, together with any relevant evidence, for consideration at the meeting. I or add name of other staff lead would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely