



*"Inspiring a love of lifelong learning"*

# Special Medical Needs Policy

**Policy date: October 2024**

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Learning at Charville is underpinned by our Core Values

Respect  
Independence  
Self-belief  
Honesty  
Caring  
Determination

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### 1. Scope

This Special Medical Needs policy applies to all relevant children in the Academy and is an overarching document which sets out how we seek to remove the barriers to learning and participation for children with special medical needs whilst effectively managing their health needs.

## **2. Aim**

- To remove the barriers to learning
- To enable pupils to achieve their best
- To enable pupils to become independent and resilient learners
- To ensure pupils with special medical conditions are properly supported
- To ensure pupils with special medical needs are enabled to access the same education as other pupils.

## **3. Definitions**

Pupils' medical needs are broadly summarised as being of two main type's short term needs and long term/special medical needs. This policy focuses on long term or special medical needs.

### **3.1 Short Term**

Short term needs affecting their participation in school activities while they are on a course of medication / injured

### **3.2 Long Term Needs/Special Medical Needs**

Long term needs potentially limiting their access to education and requiring additional care and support (deemed special medical needs).

## **4. Legislation**

The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises.

In the care of pupils with special medical needs Section 100 of the Children and Families Act 2014 places a duty on the governing bodies to make arrangements for pupils with medical conditions. It is the responsibility of Charville Academy to ensure that safety measures cover the needs of pupils at the school. This includes making special arrangements for pupils who may be more at risk than their peers.

## **5. Roles and Responsibilities**

## **5.1 The Governing Board**

The Governing Board has the ultimate responsibility for making arrangements to support pupils with medical conditions. The Governing Board through the Headteacher will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical needs.

## **5.2 The Headteacher**

The Headteacher will:

- Ensure all staff are aware of this policy and understand their role in its implementation
- Ensure there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans, including in contingency and emergency situations
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way
- Sign off all medication administration forms for children with special medical needs.

## **5.3 The Welfare Officer**

The welfare Officer will:

- Meet with parents to develop individual health care plans
- Develop risk assessments based on pupil needs
- Contact school nursing and external health agencies regarding the needs of pupils
- Arrange training for appropriate staff
- Maintain records of the training staff have received and ensure kept up to date
- Ensure individual health care plans are implemented
- Report any concerns to the Inclusion Manager
- Monitor medication expiry dates and contact parents.

## **5.4 Staff**

Supporting pupils with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to pupils with medical conditions, although they will not be required to do so. This includes the administration of medications.

Those staff who take on the responsibility to support pupils with special medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competence before doing so.

Teachers will take in to account the needs of pupils with special medical conditions who they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical need requires support.

## **5.5 Parents/Carers**

Parents/Carers will:

- Provide the Academy with sufficient and up to date information about their child's medical needs
- Be involved in the development and review of their child's individual health care plan and risk assessment
- Carry out any action they have agreed are part of the implementation of an individual health care plan, for example provision of medicines and equipment.

## **5.6 Pupils**

Pupils who are competent based on age, understanding and level of need will be supported or supervised to manage their own medical needs. This will be agreed with parents and detailed in the individual health care plan.

Staff will not force a pupil to take a medicine or carry out a necessary procedure if they refuse, but will follow the procedures agreed in the individual health care plan and inform parents so that an alternative option can be considered, if necessary. The only exception to this will be emergency medications where it is identified in the individual health care plan that the pupil is not capable, due to the medical need, of making a decision regarding refusal.

## **5.7 School nurses and other health care professionals**

The School Nursing Service will notify the Academy when a pupil has been identified as having a medical condition that will require support in school. This will be before the pupil starts school, wherever possible.

Health care professionals, such as GPs and paediatricians will liaise with the school nurses and notify them of any pupils identified as having a medical condition.

## **6. Equal Opportunities**

Charville Academy is clear about the needs to actively support pupils with special medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The Academy will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included.

Pupils with medical needs will have the same access and full entitlement to the education available to other pupils at Charville Academy wherever possible. Pupils with medical needs will be enabled and supported to have full attendance and receive the necessary care and support whilst at school.

## **7. Individual Health Care Plans**

The Headteacher has delegated the responsibility for development of Individual Health Care Plans to the Welfare Officer under supervision of the Inclusion Manager.

Plans will be reviewed annually, or earlier if there is evidence the pupils' needs have changed.

Plans will be developed with the pupil's best interest in mind and will set out:

- What needs to be done
- When
- By Whom.

Plans will be drawn up in partnership between the Academy and parents on advice of a relevant health care professional. The pupil will be involved wherever appropriate.

Individual health care plans will be linked to, or become part of an Education, Health and Care Plan if applicable.

The level of detail in the plan will depend on the complexity of the pupil's condition and how much support is needed.

The following will be considered when completing an individual health care plan:

- The medical condition(s), triggers, signs, symptoms and treatments
- The level of support needed, including in emergencies
- If a pupil is self-administering their medication this will be clearly stated with appropriate arrangements for monitoring
- Details of who will provide support, training provided and confirmation of proficiency, expectations of the supporting role and cover arrangements
- Written permission from the parents and Headteacher for medication to be administered by a member of staff, or self-administered by the pupil during school activities
- Arrangements in place for school visits or other activities outside of the normal school timetable that will enable the pupil to participate. These will also be included on specific risk assessments for events
- What to do in an emergency, including who to contact, and contingency arrangements.

## **8. Guidelines for medication to be administered**

Any medication to be administered to pupils must be:

- Accompanied by a signed consent form. Where the school has an allergy care plan and prescribed medication is provided this is deemed to be consent for staff to administer the medications if required.
- Supplied in the original pharmacy container
- Have the prescription and dosage regime clearly printed or typed on the outside
- The Academy will only administer medications in which the dosage is required 4 or more times a day (unless otherwise stated in the treatment plan).

## **Related Policies**

- Equalities Policy
- Accessibility Policy and Plan
- Health and Safety Policy
- Inclusion Policy
- First Aid Policy
- Allergy and Anaphylaxis Policy
- Asthma Policy
- Intimate Care Policy

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