

***Supporting Learners with
Medical Conditions Policy***
November 2024



1. Introduction

- 1.1 The JCB Academy strives to be an inclusive community, welcoming and supporting learners with medical conditions.
- 1.2 The academy provides all learners with any medical condition the same opportunities as others at the academy, so long as it is safe and practicable to do so.
- 1.3 The academy ensures all staff understand their duty of care to children and young people in the event of an emergency.
- 1.4 The academy understands that certain medical conditions are debilitating and potentially life threatening, particularly if poorly managed or misunderstood.
- 1.5 The academy understands the importance of medication being taken and care being provided as directed by healthcare professionals and parents¹.
- 1.6 Key staff receive training on the impact medical conditions can have on learners.
- 1.7 The academy will listen to the views of learners and parents in order that both can feel confident about the care they will receive.
- 1.8 The academy recognises its duties as detailed in the Children and Families Act, the Equality Act and the Disability Discrimination Act.

2. Supporting learners with health needs

- 2.1 The academy will put in place individual health plans (IHP) for learners with medical needs; these plans will be drawn up in consultation with a wide range of local key stakeholders within both the academy and health settings. Stakeholders will include learners, parents, academy staff, relevant health services and relevant support organisations.
- 2.2 An IHP will detail exactly what care a learner needs in the academy, when they need it and who is going to give it. It will also include information on the impact any health condition may have on the learner's learning, behaviour or classroom performance.
- 2.3 If a learner needs to attend hospital, a member of staff (preferably known to the learner) will stay with them until a parent arrives or accompany them if taken to hospital by ambulance. They will not take learners to hospital in their own car.

¹ Within this document, the term *parent* refers to those with parental responsibility for a learner



- 2.4 The academy has clear guidance on providing care and support and administering medication at the academy. The academy understands the importance of medication being taken and care received as detailed in the learner's IHP.
- 2.5 The academy will make sure that there is more than one member of staff who have been trained to administer the medication and meet the care needs of a learner.
- 2.6 The academy's Board of Trustees will ensure there is the appropriate level of insurance and liability cover in place.
- 2.7 The academy will not give medication (prescription or non-prescription) to a learner aged under 16 without a parent's written consent, except in exceptional circumstances.
- 2.8 When administering medication, e.g. pain relief, academy staff will check the maximum dosage and when the previous dose was given. Staff at the academy can only administer a controlled drug to a learner once they have received training.
- 2.9 The academy will ensure a trained member of staff is available to accompany a learner with a medical condition on an off-site visit, including overnight stays.
- 2.10 Parents understand that they should let the academy know immediately if their child's needs change.
- 2.11 If a learner misuses their medication, or anyone else's, their parent will be informed as soon as possible and the academy will consider sanctions in line with the Behaviour Management Policy.
- 2.12 The academy has clear guidance on the storage of medication and equipment at the academy.
- 2.13 The academy will ensure that all staff understand what constitutes an emergency for an individual learner and that emergency medication/equipment is readily available whenever the learner is in the academy and on off-site activities and is not locked away. Learners may carry their emergency medication with them if they wish/this is appropriate. Learners may carry their own medication/equipment or should know exactly where to access it.
- 2.14 The academy will ensure that all medication is stored safely and that learners with medical conditions know where they are at all times and have access to them immediately. The academy will store medication that is in date and labelled in its original container where possible, in accordance with its instructions.
- 2.15 Parents are asked to collect all medications/equipment at the end of each academy term and to provide new and in-date medication at the start of each term.



2.16 The academy disposes of needles and other sharps in line with local authority procedures. Sharps boxes are kept securely at the academy and will accompany a learner on off-site visits. They are collected and disposed of in line with local authority procedures.

3. Record keeping

3.1 The academy has clear guidance about record keeping.

3.2 Parents are asked if their child has any medical conditions at the time of enrolment at the academy.

3.3 The academy will create an IHP to record the support an individual learner needs around their medical condition. The IHP is developed with the learner (where appropriate), parent, academy staff, specialist nurse (where appropriate) and relevant healthcare services.

3.4 The academy has a centralised register of IHPs and a named member of staff has the responsibility for this register.

3.5 IHPs are regularly reviewed, at least every year or whenever the learners' needs change.

3.6 Academy staff are made aware of and have access to the IHPs for the learners they teach and/or support.

3.7 The academy makes sure that a learner's confidentiality is protected.

3.8 The academy seeks permission from parents before sharing any medical information with any other party.

3.9 The academy meets with the learner (where appropriate), parent, specialist nurse (where appropriate) and relevant healthcare services prior to any overnight or extended day visit to discuss and make a plan for any extra care requirements that may be needed. This is recorded in the learner's IHP which accompanies them on the visit.

3.10 The academy keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.

3.11 The academy makes sure that all staff providing support to a learner and other relevant teams have received suitable training and ongoing support, to ensure they have confidence to provide the necessary support and that they fulfil the requirements set out in the learner's IHP.

4. The academy environment

4.1 The academy ensures that the whole academy environment is inclusive and favourable to learners with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.



- 4.2 The academy is committed to providing a physical environment accessible to learners with medical conditions or additional needs.
- 4.3 The academy makes sure the needs of learners with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended academy activities and residential visits.
- 4.4 All staff are aware of the potential social problems that learners with medical conditions may experience and use this knowledge, alongside the academy's Anti-Bullying Policy, to help prevent and deal with any problems. Opportunities such as PSHE and science lessons are used to raise awareness of medical conditions to help promote a positive environment.

5. Supporting engagement for learners with health needs

- 5.1 The academy understands the importance of all learners participating in physical activity and all relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all learners. This includes out-of-academy clubs and team sports.
- 5.2 The academy ensures that all relevant staff are aware that learners should not be forced to take part in activities if they are unwell and that they are aware of learners who have been advised to avoid/take special precautions during activity, the potential triggers for a learner's medical condition when exercising and how to minimise these.
- 5.3 The academy makes sure that learners have the appropriate medication/equipment/food with them during physical activity.
- 5.4 The academy makes sure that learners with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at the academy as any other learner, and that appropriate adjustments and extra support are provided. When appropriate adjustments cannot be made, an alternative setting will be provided to learners.
- 5.5 All academy staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a learner's medical condition.
- 5.6 The academy will not penalise learners for their attendance if their absences relate to their medical condition.
- 5.7 Academy staff will refer learners with medical conditions who are finding it difficult to keep up educationally to the Assistant SENDCo who will liaise with the learner (where appropriate), parent and the learner's healthcare professional.



- 5.8 The academy makes sure that a risk assessment is carried out before any off-site visit, including work experience and educational placements. The needs of learners with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.
- 5.9 When a learner is returning to the academy following a period of hospital education or alternative provision (including home tuition), the academy will work with all parties to ensure that they receive the support they need to reintegrate effectively.
- 5.10 The academy is committed to keeping in touch with a learner who is unable to attend the academy because of their condition.

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