



# The Bishop Konstant Catholic Academy Trust

Learning Communities, Inspired by Faith

## Trust Medical Conditions Policy for Academies

HFCHS Version



The Bishop Konstant Catholic Academy Trust,  
St Wilfrid's Catholic High School & Sixth Form College,  
Cutsyke Road, Featherstone WF7 6BD

**Telephone:** 01924 802285    **Twitter:** @theBKCAT  
**Email:** admin@bkcat.co.uk    **Website:** www.bkcat.co.uk



<b>POLICY DOCUMENT</b>	Trust Medical Conditions Policy for Academies
<b>Legislation/Category: Academy /School</b>	<b>Legally Required</b>
<b>Lead Member of Staff:</b>	Trust Governance Manager (in consultation with BKCAT Safeguarding Forum)
<b>Approved by:</b>	Trust Board
<b>Date Approved:</b>	March 2023
<b>Revision Date:</b>	March 2024
<b>Review Frequency:</b>	In line with Government guidance and legislative changes

## Mission Statement

*All policies are written in line with our Trust Mission statement:*

With Jesus Christ at the centre of the life of the Trust, we seek to provide learning communities offering the highest possible standards of education. We are committed to working in partnership and trust for the common good. We strive to encourage and empower children and young people to recognise and realise their God-given potential and to discern their vocation in life. As learning communities inspired by faith, we celebrate achievement, offering each other challenge and support, as together we follow Christ in self-giving love and service.

## Change Control

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Changes</b>
1.1	March 2023	Trust Governance Manager	<i>Further detail added to point 7 regarding dosage</i>
1.0	July 2021	Trust Governance Manager	Original version



## Contents

<b>Mission Statement</b> .....	1
<b>Change Control</b> .....	1
<b>Policy Statement</b> .....	3
<b>Policy Framework</b> .....	3
<b>Appendix 1 – Individual Healthcare Plan</b> .....	11



## Policy Statement

The Bishop Konstant Catholic Academy Trust is an inclusive community that welcomes and supports pupils with medical conditions. In broad terms, a medical condition is a health problem that requires ongoing management including diseases, lesions and disorders. A formal medical diagnosis is not necessarily required for this to be considered a medical condition.

Each academy provides all pupils with any medical condition the same opportunities as others at the academy.

We will help to ensure they can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic wellbeing once they leave academy.

The Trust makes sure all staff understand their duty of care to children and young people in the event of an emergency.

All staff feel confident in knowing what to do in an emergency.

This Trust understands that certain medical conditions are debilitating and potentially life threatening, particularly if poorly managed or misunderstood.

This Trust understands the importance of medication and care being taken as directed by healthcare professionals and parents.

All staff understand the medical conditions that affect pupils at their academy.

Staff receive training on the impact medical conditions can have on pupils.

The named member of academy staff responsible for this medical conditions policy and its implementation at the Holy Family Catholic High school is: Mr J Leatherland, SENDCo

## Policy Framework

The policy framework describes the essential criteria for how the Trust can meet the needs of children and young people with long-term medical conditions.

### **1. This Trust is an inclusive community that supports and welcomes pupils with medical conditions.**

- This Trust is welcoming and supportive of pupils with medical conditions. It strives to provide children with medical conditions with the same opportunities and access to activities (both academy based and out-of-academy) as other pupils. -Refer to the

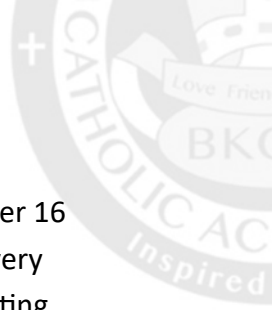


Academy's Accessibility Policy for further details regarding accessibility for pupils with mobility needs.

- This Trust will listen to the views of pupils and parents.
  - Pupils and parents feel confident in the care they receive from this Trust and the level of that care meets their needs.
  - Staff understand the medical conditions of pupils at their academy and that they may be serious, adversely affect a child's quality of life and impact on their ability to learn.
  - All staff understand their duty of care to children and young people and know what to do in the event of an emergency.
  - The Trust and local health community understand and support the medical conditions policy.
  - This Trust understands that all children with the same medical condition will not have the same needs.
  - The Trust recognises that duties in the Children and Families Act (England only), the Equality Act (England, Wales and Scotland) and the Disability Discrimination Act (Northern Ireland only) relate to children with disability or medical conditions and are anticipatory
- 2. This Trust's medical conditions policy is drawn up in consultation with a wide range of local key stakeholders within both the academy and health settings.**
- Stakeholders should include pupils, parents\*, school nurse, academy staff, governors, the employer, relevant local health services and relevant supporter organisations.
- 3. The medical conditions policy is supported by a clear communication plan for staff, parents and other key stakeholders to ensure its full implementation.**
- Pupils, parents, relevant local healthcare staff, and other external stakeholders are informed of and reminded about the medical conditions policy through clear communication channels.
- 4. All children with a medical condition should have an individual healthcare plan (IHP).**
- An IHP details exactly what care a child needs in the academy, when they need it and who is going to give it.
  - It should also include information on the impact any health condition may have on a child's learning, behaviour or classroom performance.



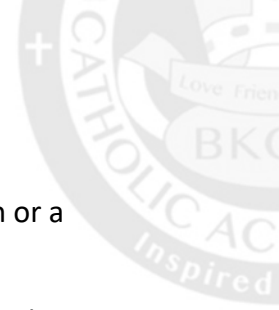
- This should be drawn up with input from the child (if appropriate) their parent/carer, relevant academy staff and healthcare professionals, ideally a specialist if the child has one.
5. **All staff understand and are trained in what to do in an emergency for children with medical conditions at this academy.**
- All academy staff, including temporary or supply staff, are aware of the medical conditions of pupils at their academy and understand their duty of care to pupils in an emergency.
  - All staff receive training in what to do in an emergency and this is refreshed at least once a year.
  - A child's IHP should, explain what help they need in an emergency. The IHP will accompany a pupil should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing the IHP within emergency care settings
6. **All staff understand and are trained in general emergency procedures.**
- All staff, including temporary or supply staff, know what action to take in an emergency and receive updates at least yearly.
  - If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent arrives, or accompany a child taken to hospital by ambulance. In general staff will not transport pupils in their own vehicle; a call for an ambulance will be made. Only in exceptional cases and subject to the authorisation of the Headteacher or their designated deputy and accompaniment by more than one member of staff, may this happen. For staff using privately owned vehicles, it is their responsibility to ensure that they are licensed to drive and that the vehicle is correctly insured and roadworthy. Refer to the Trust Staff Driving Policy for further details.
7. **This Trust has clear guidance on providing care and support and administering medication at academies.**
- This Trust understands the importance of medication being taken and care received as detailed in the pupil's IHP.
  - This Trust will make sure that there will be more than one member of staff trained to administer the medication and meet the care needs of an individual child. This includes escort staff for home to academy transport if necessary. The Headteacher will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. The Trust has made sure that there is the appropriate level of insurance and liability cover in place.



- Staff will not give medication (prescription or non-prescription) to a child under 16 without a parent's written consent except in exceptional circumstances, and every effort will be made to encourage the pupil to involve their parent, while respecting their confidentiality.
- When administering medication, for example pain relief, staff will check the maximum dosage and when the previous dose was given. The school will only administer prescribed medicines which need to be administered four or more times per day. The school staff will only administer the number of doses prescribed to be taken during school hours. If three doses per day are needed, it is expected that parents/carers will administer before and after school and in the evening unless the medicine is to be taken at a specific time of day e.g one hour before food. For those children and young people who are diabetics, school staff who are trained will administer insulin according to the medical needs of the child. Parents will be informed. Staff will not give a pupil under 16 aspirin unless prescribed by a doctor.
- The academy will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit, including overnight stays.
- Parents should let the academy know immediately if their child's needs change.
- If a pupil misuses their medication, or anyone else's, their parent is informed as soon as possible and the Trust's disciplinary procedures are followed.

**8. This Trust has clear guidance on the storage of medication and equipment at academy.**

- This Trust makes sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment is readily available wherever the child is in the academy and on off-site activities.
- Pupils may carry their own prescribed medication/equipment, if they are competent to do so or they should know exactly where to access it. They must not pass the medication/equipment to another pupil for use or any other purpose.
- Academies will keep controlled drugs stored securely, but accessibly, with only named staff having access. Staff at the academy can administer a controlled drug to a pupil once they have had specialist training.
- Staff will make sure that all medication is stored safely, and that pupils 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 in accordance with its instructions. The exception to this is insulin, which



though must still be in date, will generally be supplied in an insulin injector pen or a pump.

- Parents are asked to collect all medications/equipment at the end of the school term, and to provide new and in-date medication at the start of each term.
- Academies dispose of needles and other sharps in line with local policies. Sharps boxes are kept securely at each academy and will accompany a child on off-site visits. They are collected and disposed of in line with the relevant local authority's procedures.

#### **9. This Trust has clear guidance about record keeping.**

- Parents are asked if their child has any medical conditions on the enrolment form.
- This Trust uses an IHP to record the support an individual pupil needs around their medical condition. The IHP is developed with the pupil (where appropriate), parent, academy staff, specialist nurse (where appropriate) and relevant healthcare services.
- Each academy has a centralised register of IHPs, and an identified member of staff has the responsibility for this register.
- IHPs are regularly reviewed, at least every year or whenever the pupil's needs change.
- The pupil (where appropriate) parents, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the IHP. Other academy staff are made aware of and have access to the IHP for the pupils in their care.
- This Trust makes sure that the pupil's confidentiality is protected.
- This Trust seeks permission from parents before sharing any medical information with any other party. In the event of a medical emergency only and where staff are acting in loco parentis, they will be deemed to have this permission.
- Academy staff meet with the pupil (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 pupil's IHP which accompanies them on the visit. The academy keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.
- This Trust makes sure that all staff providing support to a pupil and other relevant teams have received suitable training and ongoing support, to make sure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's IHP. This should be provided by the specialist nurse/school nurse/other suitably qualified healthcare professional and/or the

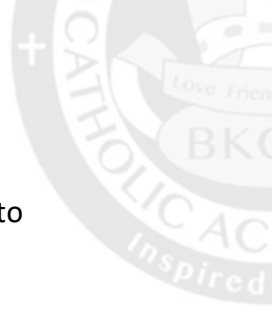




parent. The specialist nurse/ school nurse/other suitably qualified healthcare professional will confirm their competence, and the academy keeps an up-to date record of all training undertaken and by whom.

**10. This Trust ensures that academy environments are inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.**

- This Trust strives to provide a physical environment accessible to pupils with medical conditions and pupils are consulted to help ensure this accessibility. This academy is also committed to an accessible physical environment for out-of-academy activities.
- This Trust makes sure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended academy activities and residential visits.
- All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside the academy's behaviour/bullying policy, to help prevent and deal with any problems. They use opportunities such as PSHE and science lessons to raise awareness of medical conditions to help promote a positive environment.
- This Trust understands the importance of all pupils taking part in physical activity and that all relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all pupils. This includes out-of-school clubs and team sports.
- This Trust understands that all relevant staff are aware that pupils should not be forced to take part in activities if they are unwell. They should also be aware of pupils who have been advised to avoid/take special precautions during activity, and the potential triggers for a pupil's medical condition when exercising and how to minimise these.
- The academy makes sure that pupils have the appropriate medication/ equipment / food with them during physical activity.
- This Trust makes sure that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities as any other child at their academy, and that appropriate adjustments and extra support are provided.
- All staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition. This Trust will not penalise pupils for their attendance if their absences relate to their medical condition.



- This Trust will refer pupils with medical conditions who are finding it difficult to keep up educationally to the SENDCO who will liaise with the pupil (where appropriate), parent and the pupil's healthcare professional.
- Pupils in this Trust learn what to do in an emergency.
- This Trust makes sure that a risk assessment is carried out before any off-site visit, including work experience and educational placements. The needs of pupils 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.

**11. This Trust is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. The Trust is actively working towards reducing or eliminating these health and safety risks and has a written schedule of reducing specific triggers to support this.**

- This Trust is committed to identifying and reducing triggers both on academy sites and off-site visits.
- Staff have been given training and written information on medical conditions which includes avoiding/reducing exposure to common triggers. Staff have a list of the triggers for pupils with medical conditions at their academy, a trigger reduction schedule and are actively working towards reducing/ eliminating these health and safety risks.
- The IHP details an individual pupil's triggers and details how to make sure the pupil remains safe throughout the whole school day and on off-site activities. Risk assessments are carried out on all off-site activities, taking into account the needs of pupils with medical needs.
- This Trust reviews all medical emergencies and incidents to see how they could have been avoided, and changes Trust policy according to these reviews.

**12. Where a child is returning to the academy following a period of hospital education or alternative provision (including home tuition), the academy will work with the relevant local authority and education provider to ensure that the child receives the support they need to reintegrate effectively.**

- This Trust works in partnership with all relevant parties including the pupil (where appropriate), parent, Academy Council, all academy staff, catering staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

**13. Each member of the Trust and health community knows their roles and responsibilities in maintaining and implementing an effective medical conditions policy.**



- This Trust works in partnership with all relevant parties including the pupil (where appropriate), parent, Academy Council, all academy staff, catering staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.
- Staff are committed to keeping in touch with a child when they are unable to attend an academy because of their condition

**14. The medical conditions policy is regularly reviewed, evaluated and updated. Updates are produced every year.**

- In evaluating the policy, this Trust seeks feedback from key stakeholders including pupils, parents, academy healthcare professionals, specialist nurses and other relevant healthcare professionals, academy staff, local emergency care services, governors and the employer. The views of pupils with medical conditions are central to the evaluation process.

**Monitoring and Review of this Policy**

The Trust shall be responsible for reviewing this policy from time to time to ensure that it meets legal requirements and reflects best practice.

Note:

\*The term 'parent' implies any person or body with parental responsibility such as a foster parent, carer, guardian or relevant local authority.

The Bishop Konstant Catholic Academy Trust is an exempt charity regulated by the Secretary of State for Education. It is a company limited by guarantee registered in England and Wales, company number 08253770, whose registered office is at St Wilfrid's Catholic High School & Sixth Form College, Cutsyke Road, Featherstone WF7 6BD



## Appendix 1 – Individual Healthcare Plan

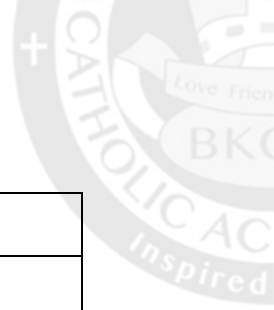
### 1 CHILD/ YOUNG PERSON’S INFORMATION

#### 1.1 CHILD/ YOUNG PERSON DETAILS

<b>Child’s name:</b>	
<b>Date of birth:</b>	
<b>Year group:</b>	
<b>Academy name:</b>	
<b>Address:</b>	
<b>Town:</b>	
<b>Postcode:</b>	
<b>Medical condition(s):</b> Give a brief description of the medical condition(s) including description of signs, symptoms, triggers, behaviours.	
<b>Allergies:</b>	
<b>Date:</b>	
<b>Document to be updated:</b>	

#### 1.2 FAMILY CONTACT INFORMATION

<b>Name:</b>	
<b>Relationship:</b>	
<b>Home phone number:</b>	
<b>Mobile phone number:</b>	
<b>Work phone number:</b>	
<b>Email:</b>	



<b>Name:</b>	
<b>Relationship:</b>	
<b>Home phone number:</b>	
<b>Mobile phone number:</b>	
<b>Work phone number:</b>	
<b>Email:</b>	

<b>Name:</b>	
<b>Relationship:</b>	
<b>Home phone number:</b>	
<b>Mobile phone number:</b>	
<b>Work phone number:</b>	
<b>Email:</b>	

**1.3 ESSENTIAL INFORMATION CONCERNING THIS CHILD / YOUNG PERSON'S HEALTH NEEDS**

	<b>Name</b>	<b>Contact details</b>
<b>Specialist nurse (if applicable):</b>		
<b>Key worker:</b>		
<b>Consultant paediatrician (if applicable):</b>		
<b>GP:</b>		
<b>Link person in education:</b>		
<b>Class teacher:</b>		
<b>Health visitor/ school nurse:</b>		
<b>SEN co-ordinator:</b>		
<b>Other relevant teaching staff:</b>		



<b>Other relevant non-teaching staff:</b>		
<b>Headteacher:</b>		
<b>Person with overall responsibility for implementing plan:</b>		
<b>Any provider of alternate provision:</b>		

This child/ young person has the following medical condition(s) requiring the following treatment:

---



---

<b>Medical condition</b>	<b>Drug</b>	<b>*Dose</b>	<b>*When</b>	<b>*How is it administered?</b>

\*please refer to paragraph 7, fourth bullet point of the Trust Medical Conditions Policy document

<b>Does treatment of the medical condition affect behaviour or concentration?</b>	
<b>Are there any side effects of the medication?</b>	
<b>Is there any ongoing treatment that is not being administered in academy? What are the side effects?</b>	



Any medication will be stored:

---

## 2. ROUTINE MONITORING (IF APPLICABLE)

Some medical conditions will require monitoring to help manage the child/ young person’s condition.

<b>What monitoring is required?</b>	
<b>When does it need to be done?</b>	
<b>Does it need any equipment?</b>	
<b>How is it done?</b>	
<b>Is there a target?</b> <b>If so, what is the target?</b>	

## 3. EMERGENCY SITUATIONS

An emergency situation occurs whenever a child/ young person needs urgent treatment to deal with their condition.

<b>What is considered an emergency situation?</b>	
<b>What are the symptoms?</b>	
<b>What are the triggers?</b>	
<b>What action must be taken?</b>	
<b>Are there any follow up actions (e.g. tests or rest) that are required?</b>	

## 4. IMPACT ON CHILD’S LEARNING

<b>How does the child’s medical condition effect learning?</b>	
--	--



i.e. memory, processing speed, coordination etc	
<b>Does the child require any further assessment of their learning?</b>	

**5. IMPACT ON CHILD’S LEARNING and CARE AT MEAL TIMES**

	Time	Note
Arrive at academy		
Morning break		
Lunch		
Afternoon break		
Finish of academy day		
After school club (if applicable)		
Other		

Please refer to home-academy communication diary

Please refer to academy planner

**6. CARE AT MEAL TIMES**

<b>What care is needed?</b>	
<b>When should this care be provided?</b>	
<b>How’s it given?</b>	
<b>If it’s medication, how much is needed?</b>	
<b>Any other special care required?</b>	

**7. PHYSICAL ACTIVITY**





<b>Are there any physical restrictions caused by the medical condition(s)?</b>	
<b>Is any extra care needed for physical activity?</b>	
<b>Actions before exercise</b>	
<b>Actions during exercise</b>	
<b>Actions after exercise</b>	

### 8. TRIPS AND ACTIVITIES AWAY FROM THE ACADEMY

<b>What care needs to take place?</b>	
<b>When does it need to take place?</b>	
<b>If needed, is there somewhere for care to take place?</b>	
<b>Who will look after medicine and equipment?</b>	
<b>Who outside of the academy needs to be informed?</b>	
<b>Who will take overall responsibility for the child/young person on the trip?</b>	

### 9. ACADEMY ENVIRONMENT

<b>Can the academy environment affect the child's medical condition?</b>	
<b>How does the academy environment affect the child's medical condition?</b>	
<b>What changes can the academy make to deal with these issues?</b>	
<b>Location of academy medical room</b>	

### 10. EDUCATIONAL, SOCIAL & EMOTIONAL NEEDS



Pupils with medical conditions may have to attend clinic appointments to review their condition. These appointments may require a full day’s absence and should not count towards a child’s attendance record.

<b>Is the child/young person likely to need time off because of their condition?</b>	
<b>What is the process for catching up on missed work caused by absences?</b>	
<b>Does this child require extra time for keeping up with work?</b>	
<b>Does this child require any additional support in lessons? if so what?</b>	
<b>Is there a situation where the child/young person will need to leave the classroom?</b>	
<b>Does this child require rest periods?</b>	
<b>Does this child require any emotional support?</b>	
<b>Does this child have a ‘buddy’ e.g. help carrying bags to and from lessons?</b>	

### 11. STAFF TRAINING

Headteachers are responsible for making sure staff have received appropriate training to look after a child/young person. Academy staff should be released to attend any necessary training sessions it is agreed they need.

<b>What training is required?</b>	
<b>Who needs to be trained?</b>	
<b>Has the training been completed?</b> Please sign and date.	

**Please use this section for any additional information for this child or young person.**

-----

-----

-----



-----

-----

-----

-----

	Name	Signature	Date
<b>Young person</b>			
<b>Parent(s)/carer(s)</b>			
<b>Healthcare professional</b>			
<b>Academy representative</b>			
<b>School nurse</b>			

*This general Individual Healthcare Plan was based on a version developed from a plan originally designed by a subgroup of the Health Conditions in Schools Alliance, on behalf of the North West Paediatric Diabetes Network.*