



The  
**Maltby** Learning Trust

# Supporting Pupils with Medical Needs Policy – Covid-19 Update

Date Last Reviewed: March 2021  
Reviewed by: Executive Director of Primary Education  
Approved by: Chief Executive Officer

## INTRODUCTION

Within the Maltby Learning Trust we have a full commitment to ensuring that all students accessing education within our Academies are supported in whatever way necessary in order to enable them to succeed and maximise their potential. This policy has been formulated to enable Academies to make provision for students with medical needs and ensure that their needs are met.

**Covid-19** – Within periods of Covid-19 restriction, our aim is to ensure that students with medical needs can continue to access education in a safe manner. This means that sensible, proportionate steps will be taken to assess and manage any identified risk to the student or staff. Robust risk assessments, developed with input from parents and medical professionals, will enable reasonable adjustments to be made in meeting individual student's needs, allowing them to access a high quality of educational offer. This policy has been updated to provide a framework for this process to operate under.

## RATIONALE

The Maltby Learning Trust values the abilities and achievements of all its students, and is committed to providing for each student the best possible environment for learning. We actively seek to remove the barriers to learning and participation that can hinder or exclude individual students, or groups of students. This means that equality of opportunity must be reality for our students. We make this a reality through the attention we pay to the different groups of students within our Academies.

**Covid-19** - During periods of Covid-19 restriction, additional barriers may be faced by children with specific medical needs who may fall within vulnerable groups. For these students it is important that Academies work closely with parents to formulate a package of support that either allows the student to directly access the Academy or be provided with appropriate learning opportunities remotely.

## LEGISLATIVE FRAMEWORK

The Children and Families Act 2014 states that arrangements for supporting students at school with medical conditions must be in place and those students at a school or Academy with medical conditions should be properly supported so that they have full access to education, including Academy trips and physical education.

This policy meets the requirements under [Section 100 of the Children and Families Act 2014](#), which places a duty on governing boards to make arrangements for supporting students at their Academy with medical conditions. It is also based on the Department for Education's statutory guidance: [Supporting pupils at school with medical conditions](#). The policy also makes provision for the Trust to meet its obligations under the Equality Act 2010. This policy is compliant with our funding agreement and articles of association.

Many students, at some point during their time at school, will have a medical condition which may affect their potential to learn and their participation in Academy activities. For most, this will be short term (perhaps finishing a course of medication or treatment) other students may have a medical condition that, if not properly managed, could limit their access to education.

This policy should be read alongside the MLT Administration of Medicines Policy, Intimate Care Policy and First Aid Policy. The Academy Trust commits to ensuring that it makes every effort to ensure the wellbeing of all students, staff and adults on site.

**Covid-19** – Periods of Covid-19 restriction bring additional challenges for students and their families as well as for Academies in trying to meet student's needs. The placing of restrictions on access to school does not change the Trust's statutory duty to make reasonable adjustments in order to provide an equal access to education for students with medical condition. However, careful planning must take place to ensure that this takes place in a manner which protects the wellbeing of the student and members of staff.

## AIMS AND OBJECTIVES

- To ensure that students with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in Academy life, remain healthy and achieve their academic potential.
- To establish a positive relationship with parents and carers, so that the needs of the student can be fully met. Parents of students with medical conditions are often concerned that their child's health will deteriorate when they attend school. This is because students with long-term and complex medical conditions may require on-going support, medicines and care while at school to help them manage their condition and keep them well. Other students may require interventions in particular emergency circumstances. It is also the case that student's health needs may change over time, in ways that cannot always be predicted, sometimes resulting in extended absences. It is therefore important that parents feel confident that their child's medical condition will be supported effectively by the Academy and that they will be safe.
- To work in close partnership with health care professionals, staff, parents and students to meet the needs of each child. In making decisions about the support they provide it is crucial that academies consider advice from healthcare professionals and listen to and value the views of parents and students.
- To ensure any social and emotional needs are met for students with medical conditions – Students may be self-conscious about their condition and some may be bullied or develop emotional disorders such as anxiety or depression around their medical condition.
- To minimise the impact of any medical condition on a child's educational achievement – In particular, long term absences due to health problems affect student's educational attainment, impact on their ability to integrate with their peers and affect their general wellbeing and emotional health. Reintegration back into the Academy should be properly supported so that students with medical conditions fully engage with learning and do not fall behind when they are unable to attend. Short term absences, including those for medical appointments, (which can often be lengthy), also need to be effectively managed.
- To ensure that a Health Care Plan is in place for each child with a medical condition and for some students who may be disabled or have special educational needs, that their Education, Health and Care Plan is managed effectively.

**Covid-19** – To ensure that student's needs are met in a manner which is safe and appropriate for their needs.

**Covid-19** – To ensure that if a student is in a vulnerable group, their educational needs are met through either carefully planned, controlled access to the Academy with rigorous

social distancing measures in place or through the provision of high-quality remote learning opportunities.

**Covid-19** – To ensure that appropriate and rigorous planning and risk assessment has taken place to protect staff who are administering treatment. This could be through the provision of Personal Protective Equipment (PPE) or through routines and timings being altered to minimise risks.

## ROLES AND RESPONSIBILITIES

Supporting a student with a medical condition during Academy hours is not the sole responsibility of one person. Partnership working between Academy staff, healthcare professionals, and parents and students will be critical.

**Covid-19** – At times of Covid-19 restriction, it is particularly important that all members of the Academy community work collectively to ensure the wellbeing of our most vulnerable students. This can both be through ensuring access to learning and through acting as a critical partner in ensuring risks to all stakeholders are carefully controlled.

### **The Board of the Maltby Learning Trust/Academy Local Governance Committee:**

The MLT Board/Academy LGC has ultimate responsibility to make arrangements to support students with medical conditions. The governing board will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting students with medical conditions. They are responsible for ensuring that each Academy is appropriately insured, and that staff are aware that they are insured to support students.

**Covid – 19** – The Trust Board/Academy LGC will ensure that measures implemented to ensure the safety of students with medical conditions and the staff meeting their needs during times of Covid-19 outbreak are rigorous and sufficient. This could be, for example, ensuring that academies have adequate supplies of PPE, ensuring policies and protocols include reference to Covid-19 and are robustly implemented, and that adequate risk assessment has taken place on a whole trust/individual Academy level to safely meet the needs of students with medical conditions.

### **Academy Principal:**

The Academy Principal will:

- Ensure that a policy is in place to meet the needs of students with medical conditions.
- Ensure that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation.
- Ensure that all staff who need to know are aware of the student's condition
- Ensure that staff have received suitable training and are competent before they take on responsibility to support students with medical conditions.
- Ensure that sufficient trained staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations.
- Take overall responsibility for the development of IHPs.
- Ensure that the school nursing service is contacted in the case of any student who has a medical condition that may require support at the Academy but who has not yet been brought to the attention of the school nurse.

- Ensure that systems are in place for obtaining information about a student's medical needs and that this information is kept up to date.

**Covid-19** – Ensure that a detailed risk assessment and planning process has been undertaken and that this includes provision for meeting the needs of students with medical conditions.

**Covid-19** – Ensure that key staff have reviewed the Individual Care Plans/risk assessed the individual situation of students with medical conditions, taking into account revised policy and guidance, and seeking specialist medical advice where needed prior to the student's readmission to the Academy.

**Covid-19** – Work to identify students who are highly vulnerable or whose treatment presents particular risks to staff. Consult with parents and medical professionals in revising Care Plans and producing risk assessments prior to the student's readmission to the Academy or alternatively, if risks are too great to provide high quality remote learning opportunities. In these cases, moving equipment or services to the home should be considered to enable the student to be better supported out of the school environment.

**Covid-19** – Ensure that sufficient stocks of PPE are in place and that areas of the Academy designated for treatment are adequate and meet the additional requirements in period of Covid-19 restriction.

**Covid-19** – Ensure that any additional training required is accessed (for example, in the safe use of PPE) prior to a child being readmitted to the Academy.

### **Academy Staff:**

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

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

Teachers will take into account the needs of students with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a student with a medical condition needs help.

**Covid-19** – All staff will be required to use at least basic PPE (gloves, fluid resistant apron) when administering any form of treatment. In MLT Academies, face masks will also be provided for use where plans require this to be in place. Where an Individual student's plans require higher levels of PPE (such as those with tracheostomies), staff should be provided with additional guidance and training prior to caring for the student.

**Covid-19** – Staff should ensure they have read and understood a student's revised Individual Care Plan/Risk Assessment prior to the child being admitted into the Academy and have notified leaders of any additional training or other requirement identified.

**Covid-19** – Some students with particular vulnerabilities may be unable to attend the Academy during periods of Covid-19 restriction. Staff will be expected to provide meaningful learning opportunities remotely for these students.

### **Parents:**

Provide the Academy with sufficient and up-to-date information about their student's medical needs.

Be involved in the development and review of their student's IHP and may be involved in its drafting.

Carry out any action they have agreed to as part of the implementation of the IHP e.g. provide medicines and equipment.

Make reasonable requests of the Academy to support their student's needs and listen to medical and educational advice on how these reasonable adjustments can be made.

**Covid-19** - Inform the Academy about any increased risk to their child through periods of Covid-19 restriction so the Academy can plan, and risk assess accordingly.

**Covid – 19** – Inform the Academy immediately if their child displays any Covid-19 symptoms and seek a test for them in a timely manner, informing the Academy of the result.

### **Students:**

Students with medical conditions will often be best placed to provide information about how their condition affects them. Students should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs. They are also expected to comply with their IHPs.

**Covid-19** – Ensure, particularly during times of Covid-19 restriction, that they take an age appropriate level of responsibility for managing their own condition, recognising their vulnerability and respecting the social distancing and other measures within their Individual Health Care Plan.

### **Healthcare Professionals:**

The school nursing service/specialist nursing teams are responsible for notifying the Academy when a student has been identified as having a medical condition that will require support in the Academy. This will be before the student starts to attend an Academy, wherever possible.

They will take a lead role in ensuring that students with medical conditions are properly supported in while attending the Academy, including supporting staff on implementing a student's plan and providing training and supervision where required.

Healthcare professionals, such as GPs and pediatricians, will liaise with the Academy's nurses and notify them of any students identified as having a medical condition.

**Covid-19** – Provide specialist support in formulating risk assessments and planning to meet the needs of children with medical problems during times of Covid-19 restriction, including taking a lead role in ensuring the Academy plans to minimise any medical risk to the student.

## **4. EQUAL OPPORTUNITIES**

The Maltby Learning Trust is committed to meeting its obligations under the Equality Act 2010. As such all Academies are clear about the need to actively support students with medical conditions to participate in trips and visits, or in sporting activities, and not prevent them from doing so.

Each MLT Academy will consider what reasonable adjustments need to be made to enable these students to participate fully and safely on trips, visits and sporting activities. Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that students with medical conditions are included. In doing so, students, their parents and any relevant healthcare professionals will be consulted.

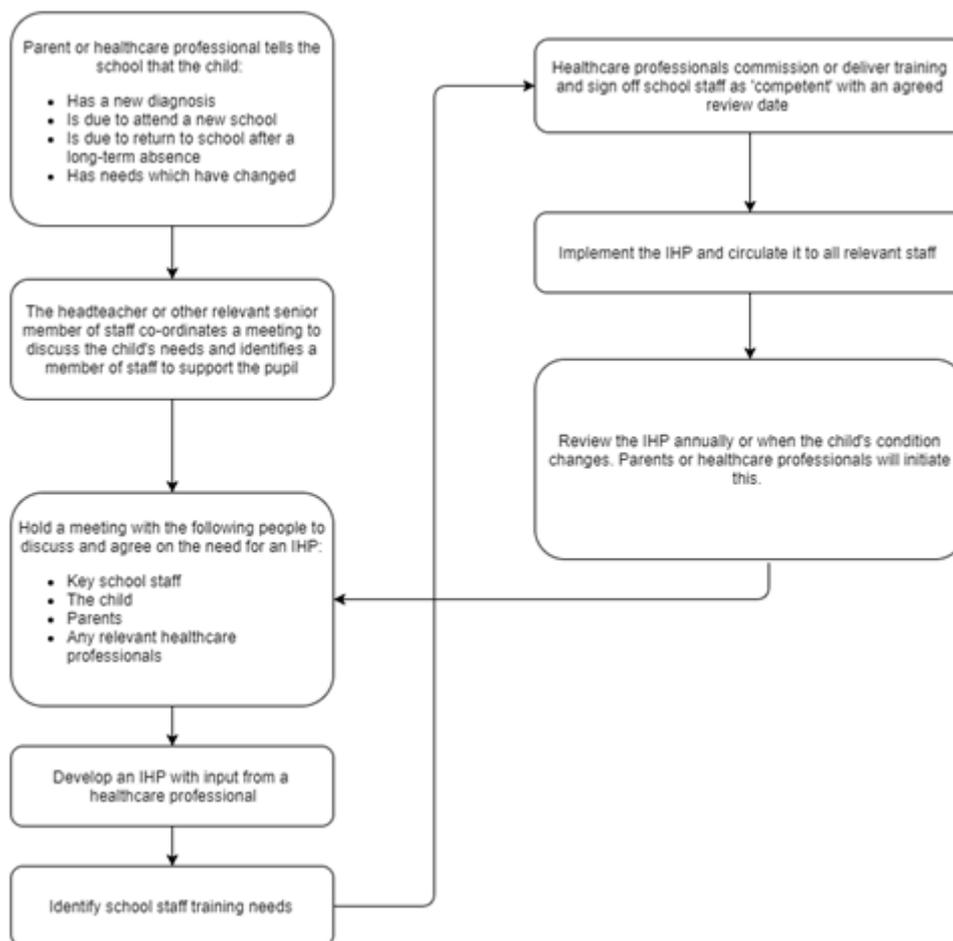
**Covid-19** – During a period of Covid-19 restriction, the Academy obligations under the Equality Act (2010) do not change. However, all activities will be subject to further scrutiny and staff and leaders will need to seek assurance that they can be carried out whilst managing any risk to the student with a medical condition or staff prior to it being approved.

**Covid-19** – During periods of Covid-19 restriction, the frequency of trips, visits and other activities either will be substantially reduced, or they may not take place at all. If a visit does take place, the needs of children with medical conditions and the safe management of that condition will form part of the risk assessment process.

## 5. BEING NOTIFIED THAT A STUDENT HAS A MEDICAL CONDITION

When the Academy is notified that a student has a medical condition, the process outlined below will be followed to decide whether the student requires an IHP.

The Academy will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for students who are new to the Academy.



A proactive approach is taken towards students with medical needs. Every student with a long term or complex medical need will be offered a home visit from the Inclusion Manager and/or class teacher at the onset of condition or change in condition. This enables the Academy / parents to identify potential issues/difficulties before a student returns to the Academy. Issues identified in the past have included access to classrooms, toilet facilities, additional adult support, lunchtime procedures and emergency procedures. A Health Care Plan (**Appendix 1 – Form A**) will be produced for any student with long term/complex medical needs and will be reviewed on a regular basis.

To assist students with long term or complex medical needs, the Academy will also consider whether any/all of the following is necessary:

- Adapting equipment, furniture or classrooms to enable the student to access a particular aspect of the curriculum or area of the Academy. To determine the needs and response, the Academy will involve the home and hospital support service.
- Arranging for additional adult support throughout specific parts of the Academy day.
- Adapting lesson plans.
- Establishing a phased attendance programme.
- Ensuring that there are procedures in place for the administration of medicine;
- Training for Support Staff/Teachers on a specific medical condition.
- Providing a programme of work for students who are absent from the Academy for significant periods of time.
- Providing appropriate seating during assembly/carpet time.
- Ensuring there is adequate supervision during play times so that the health and safety of all students is not compromised.
- Ensuring that arrangements are made to include a student with medical needs on Academy visits.

**Covid-19** – Assessing any risks associated with caring for the student during a period of Covid-19 restriction, particularly with relation to any treatment/intimate care needs which might require PPE to be used (see Intimate Care Policy).

**Covid-19** – During a period of Covid-19 restriction, all the measures outlined above will take place remotely through phone or video conference contact. Where site surveys are needed these should be carried out whilst maintaining social distancing.

**Covid-19** - All planned measures must also have specific reference to any adjustment which will be required during a time of Covid-19 restriction and this should be referenced in training and risk assessment/planning processes.

**Covid-19** - The plans should consider the measures necessary to ensure that the wellbeing of staff caring for the student is safeguarded at all times, including procedural and specific PPE requirements. If specific PPE requirements are not in place senior leaders should delay the student's admission until all requirements are fulfilled.

**Covid-19** - If a child is considered clinically extremely vulnerable, a detailed risk assessment should take place, involving all relevant medical expertise, prior to their readmission. This will ensure risks are either acceptably managed other educational

options can be considered, such as remote learning. Decisions should be taken by the Academy Principal in consultation with SENDCos.

## INDIVIDUAL HEALTH CARE PLANS

An Individual Healthcare Plan (**Appendix 1 – Form A**) is a document that sets out the medical needs of a student, what support is needed within the Academy day and details actions that need to be taken within an emergency situation. They provide clarity about what needs to be done, when and by whom. The level of detail within the plans will depend on the complexity of the student's condition and the degree of support needed. This is important because different students with the same health condition may require very different support.

Individual healthcare plans may be initiated by a member of Academy staff, the school nurse or another healthcare professional involved in providing care to the student. The principal has overall responsibility for the development of IHPs for students with medical conditions. This is normally delegated to the Academy SENDCo.

Plans will be drawn up in partnership with the Academy, parents and a relevant healthcare professional, such as the school nurse, specialist or paediatrician, who can best advise on the student's specific needs. Throughout the process all stakeholders should consider the whole child and whether they are best supported through a formal EHCP application. The IHP will form part of the evidence base for this process which, if successful will afford the child additional protection and accrue additional funding to enable the Academy to meet their needs. The student will be involved wherever appropriate. IHPs will be linked to, or become part of, any Education, Health and Care (EHC) plan. If a student has SEN but does not have a statement or EHC plan, the SEN will be mentioned in the IHP. They should be developed in the context of assessing and managing risks to the student's education, health and social well-being and to minimise disruption.

Plans will be developed with the student's best interests in mind and will set out:

- What needs to be done
- When
- By whom

Not all students with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is not a consensus, the principal will make the final decision.

Parents will receive a copy of the Health Care Plan with the originals kept by the Inclusion Leader. Medical notices, including pictures and information on symptoms and treatment are placed in the staff room, medical room and kitchen and given to the student's class teacher for quick identification, together with details of what to do in an emergency.

The level of detail in the plan will depend on the complexity of the student's condition and how much support is needed. The MLT and Academy Principals/SENDCos, will consider the following when deciding what information to record on IHPs:

- The medical condition, its triggers, signs, symptoms and treatments

- The student's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons
- Specific support for the student's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions
- The level of support needed, including in emergencies. If a student is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the student's medical condition from a healthcare professional, and cover arrangements for when they are unavailable
- Who in the Academy needs to be aware of the student's condition and the support required?
- Arrangements for written permission from parents and the Principal for medication to be administered by a member of staff or self-administered by the student during Academy hours.
- Separate arrangements or procedures required for Academy trips or other Academy activities outside of the normal Academy timetable that will ensure the student can participate, e.g., risk assessments.
- Where confidentiality issues are raised by the parent/student, the designated individuals to be entrusted with information about the student's condition
- What to do in an emergency, including who to contact, and contingency arrangements

**Covid-19** – All Individual Care Plans should be reviewed in periods of Covid-19 restriction and a risk assessment process undertaken to assess how a child's needs can be met. This plan should determine how a student's needs can be acceptably managed whilst maintaining health and safety. The review should consider how routines and treatment options can be adjusted to minimise staff contact, and what PPE requirements should be built into the plan in order to adequately protect staff from any risk. This should always be carried out in close consultation with medical services.

**Covid-19** - If a child is considered clinically extremely vulnerable, a detailed risk assessment should take place, involving all relevant medical expertise, prior to their readmission. This will ensure risks are either acceptably managed or other educational options can be considered, such as remote learning. Decisions should be taken by the Academy Principal in consultation with SENDCos.

**Covid-19** – For students whose condition and treatment require the use of Aerosol Generating Procedures (AGPs) for example, tracheostomies, further, more complex procedures should be implemented (see Intimate Care Policy - Appendix 2). As care for these students requires a higher level of protection, including the use of FFP3 face masks, students with these high levels of need should not be admitted to the Academy during time of Covid-19 restriction unless all protective equipment is in place. This is essential to ensure the staff providing care are safeguarded. While appropriate measures are put in place the student should be provided with remote learning opportunities.

**Covid-19** – As plans are reviewed the need for, and availability of, staff with specialist training should be considered. Some staff who have vulnerabilities during times of Covid-19 restriction may not be in school or it may be considered too great a risk for them to

carry out a particular procedure. Retraining needs and timelines should be built into the planning process.

**Covid-19** – If, during time of Covid-19 restriction, risk assessments determine that a student's needs are best met out of the Academy because the risks to students or staff are too great, moving equipment or services to the home should be considered to enable the student to be better supported out of the school environment. In these cases, remote learning should be put in place.

## ADMINISTERING MEDICINES

Separate administration of medicines and first aid policies are in place and should be read alongside this policy.

## UNACCEPTABLE PRACTICE

Academy staff should use their discretion and judge each case individually with reference to the student's IHP, but it is generally not acceptable to:

- Prevent students from easily accessing their inhalers and medication, and administering their medication when and where necessary.
- Assume that every student with the same condition requires the same treatment
- Ignore the views of the student or their parents in making reasonable adjustments to the educational provision.
- Ignore medical evidence or opinion (although this may be challenged).
- Send students with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal Academy activities, including lunch, unless this is specified in their IHPs\*.
- If the student becomes ill, send them to the Academy office or medical room unaccompanied or with someone unsuitable.
- Penalise students for their attendance record if their absences are related to their medical condition, e.g. hospital appointments.
- Prevent students from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively.
- Require parents, or otherwise make them feel obliged, to attend school 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.
- Prevent students from participating, or create unnecessary barriers to students participating in any aspect of Academy life, including Academy trips, e.g., by requiring parents to accompany their student.
- Administer, or ask students to administer, medicine in school toilets.

**Covid-19** – Fail to take the concerns of students or parents seriously during times of Covid-19 restriction

**Covid-19** – Carry out tasks without ensuring familiarity with the revised IHP, failing to use the planned for PPE or appropriate procedures. This puts child, staff member and other members of the Academy community at unnecessary risk.

**Covid-19** – Failing to provide a clear rationale, developed in consultation with health professionals and Academy Principals, when asking a student who is clinically extremely vulnerable not to attend the provision because the risks to themselves or staff are felt to be too great.

## EMERGENCY PROCEDURES

Staff will follow the Academy's normal emergency procedures (for example, calling 999). All students' IHPs will clearly set out what constitutes an emergency and will explain what to do. In emergency situations, where possible, the procedure identified on a student's Healthcare Plan will be followed. When this is not available, a qualified First Aider will decide on the emergency course of action. If it is deemed a student needs hospital treatment as assessed by the First Aider the procedures outlined in **Form H (Appendix 3)** must take place.

The most appropriate member of staff accompanies student to hospital with all relevant health documentation (Inc. tetanus and allergy status), the health plan and student details. A clear explanation of the incident must be given (as a statement) if witness does not attend. A senior member of staff should attend the hospital to speak to parents if deemed necessary. A member of staff will always stay with a student who has been taken to hospital until parents arrive.

## HYGIENE AND INFECTION CONTROL

All staff should be aware of normal precautions for avoiding infections and follow basic hygiene procedures e.g. basic hand washing. The medical room has full access to protective disposable gloves and care is taken with spillages of blood and body fluid. Full guidance can be found in the Intimate Care Policy and First Aid Policy.

**Covid-19** – During times of Covid-19 restriction further measures around hygiene and infection control are implemented and stringently applied. Please see the Intimate Care Policy and/or First Aid Policy for details.

## SPORTING ACTIVITIES

Some students may need to take precautionary measures before or during exercise. Staff supervising such activities should be aware of relevant medical conditions and any preventative medicine that may need to be taken and emergency procedures.

## EDUCATIONAL VISITS

We actively support students with medical conditions to participate in Academy trips and visits, or in sporting activities but are mindful of how a student's medical condition will impact on their participation. Arrangements will always be made to ensure students with medical needs are included in such activities unless evidence from a clinician such as a GP or consultant states that this is not possible.

A risk assessment will be completed at the planning stage to take account of any steps needed to ensure that students with medical conditions are included. This will require consultation with parents and students and advice from the school nurse or other healthcare professionals that are responsible for ensuring that students can participate. A copy of the student's health care plan should be taken with the student on an Educational Visit.

The class teacher must also ensure that medication such as inhalers and epi-pens are taken on all Academy trips and given to the responsible adult that works alongside the student throughout the day. A First Aid kit must be taken on all Academy trips. The Trip Leader must ensure that all adults have the telephone number of the Academy in case of an emergency.

An HSE approved first aider should attend all Academy trips. The first aider provisions at the destination of the trip should be included as part of the risk assessment. The party leader must ensure that all necessary medicines are taken on the trip. This will mean checking the medical requirements of the class and ensuring that any student with a specific medical condition has access to prescribed medicine whilst on the trip. First Aid trained staff administering medication to students on Academy trips should follow the guidelines above (see also Administration of medicines Policy).

## EXTRA-CURRICULAR CLUBS/ACTIVITIES

It is the responsibility of those running clubs (from outside providers) to liaise with parents/carers and to send home a medical form for completion. Academies must ensure that all clubs know how to obtain medical assistance, where the medical room is, location of the medication and how to dial for an outside line if they need to call an ambulance.

## BREAKFAST CLUB AND AFTER SCHOOL CLUB

Each club must have access to a trained First Aider and a first aid kit. Each club must also have access to the Academy's medical room. On the booking forms parents must state any medical needs and allergies and provide a contact number in case of emergency. Any student who requires medicine must have written confirmation from the parent.

## STAFF TRAINING

Any member of Academy staff providing support to a student with medical needs must have received suitable training. It is the responsibility of the School Nurse to lead on identifying with other health specialists and agreeing with the Academy, the type and level of training required, and putting this in place. The school nurse or other suitably qualified healthcare professional should confirm that staff are proficient before providing support to a specific student.

Training must be sufficient to ensure that staff are competent and have confidence in their ability to support students with medical conditions, and to fulfil the requirements as set out in individual healthcare plans. They will need to understand the specific medical conditions they are being asked to deal with, their implications and preventative measures.

Staff should not give prescription medicines or undertake health care procedures without appropriate training (updated to reflect individual healthcare plans at all times) from a healthcare professional (**See Appendix 2 – Training record**). A first-aid certificate does not constitute appropriate training in supporting students with medical conditions.

It is important that all staff are aware of the Academy's policy for supporting students with medical conditions and their role in implementing that policy. Each Academy should ensure that training on conditions which they know to be common within their Academy is provided (e.g., asthma, epi pen, sickle cell, diabetes) Parents can be asked for their views

and may be able to support Academy staff by explaining how their student's needs can be met but they should not provide specific advice, nor be the sole trainer (see administration of medicines policy).

**Covid-19** – Special consideration should be given to any additional training needs born out of adjustments made to care plans during times of Covid-19 restriction. As a minimum provision, staff should be provided with Appendix 4 of this document which gives instruction on the safe use of PPE. Medical advice should be sought for any clinical training needs.

**Covid-19** – Consideration should be made during time of Covid-19 restriction of the availability of staff with specialist training to perform this role. Some staff may not be in school or may have vulnerabilities which make it too great a risk for them to carry out a particular procedure.

**Covid-19** – As outlined in the Intimate Care Policy, staff who may be required to perform AGPs on students will require the use of an FFP3 mask. These masks should be 'fit tested' for suitability prior to an individual using them. This 'Fit testing' can only be carried out by a trained individual.

## RECORD KEEPING

The MLT Trust Board and Local Governance Committee will ensure that written records are kept of all medicine administered to students (see Administration of Medicines Policy). Parents will be informed if their child has been unwell at school.

IHPs are kept in a readily accessible place which all staff are aware of.

## LIABILITY AND INDEMNITY

The Trust Board will ensure that the appropriate level of insurance is in place and appropriately reflects the Academy's level of risk.

The MLT is insured through Zurich insurance and full indemnity is provided to staff providing appropriate medical care through the public liability section of the policy. Further information is provided via the following link:

<https://newsandviews.zurich.co.uk/strategic-focus/supporting-schools-pupils-medical-conditions/>

## COMPLAINTS

Should parents or students be dissatisfied with the support provided they should discuss their concerns directly with the Year Group Leader, a member of SLT or the Principal.

If they do not feel they have been able to resolve the issue, then parents may make a formal complaint via the Trust's complaint procedure. Information regarding this can be found on the Academy website.

Making a formal complaint to the Department for Education should only occur if it comes within scope of section 496/497 of the Education Act 1996 and after other attempts at resolution have been exhausted. In the case of academies, it will be relevant to consider whether the Academy has breached the terms of its Funding Agreement or failed to

comply with any other legal obligation placed on it. Ultimately, parents (and students) will be able to take independent legal advice and bring formal proceedings if they consider they have legitimate grounds to do so.

## APPENDIX 1 - FORM A: INDIVIDUAL HEALTHCARE PLAN

Name of Academy/setting

Student's name

Group/class/form

Date of birth

Student's address

Medical diagnosis or condition

Date

Review date


### Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to student

Phone no. (work)

(home)

(mobile)


### Clinic/Hospital Contact

Name

Phone no.


### G.P.

Name

Phone no.


Who is responsible for providing support in school

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

--

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

Daily care requirements

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

Arrangements for Academy visits/trips etc.

Other information

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

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

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

**APPENDIX 2 – FORM E (STR) STAFF TRAINING RECORD**

<b>Staff Training Record – Administrations of Medicines</b>	
<b>Name of Academy / setting</b>	
<b>Name</b>	
<b>Type of Training received</b>	
<b>Date of Training Completed</b>	
<b>Training provided by</b>	
<b>Profession and Title</b>	
<p>I confirm that the member of staff named above has received the training and is competent to carry out any necessary treatment covered in this training.</p> <p>Signed:</p> <p>I recommend that this training is updated (please state how often).....</p>	
<p>I confirm that I have received the training detailed above.</p>	
<b>Staff Signature</b>	
<b>Date</b>	
<b>Suggested Review Date</b>	

## APPENDIX 3 – FORM H - CONTACTING EMERGENCY SERVICES

### Request for an ambulance.

Dial 999, ask for an ambulance and be ready with the following information.

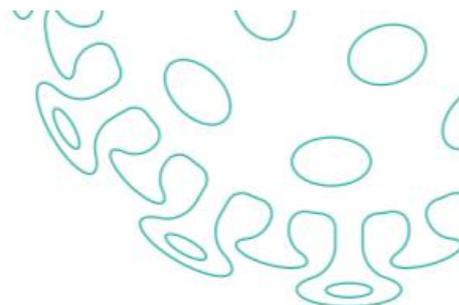
1. Your telephone number	
2. Give your location	
3. State that the post code is	
4. Give exact location in the Academy	
5. Give your name	
6. Give Name of student and a brief description of the student's symptoms	
7. Inform ambulance control of the best entrance and state that the crew will be met and taken to the student.	
8. Stay with the student and keep the operator informed of any change in behaviour.	

Speak clearly and slowly and be ready to repeat information if asked

Keep a completed copy of this form by the telephone



Public Health  
England



# Putting on personal protective equipment (PPE) for non-aerosol generating procedures (AGPs)\*

Please see donning and doffing video to support this guidance: [https://youtu.be/-GncQ\\_ed-9w](https://youtu.be/-GncQ_ed-9w)

## Pre-donning instructions:

- Ensure healthcare worker hydrated
- Tie hair back
- Remove jewellery
- Check PPE in the correct size is available

- 1** Perform hand hygiene before putting on PPE.



- 2** Put on apron and tie at waist.



- 3** Put on facemask – position upper straps on the crown of your head, lower strap at nape of neck.



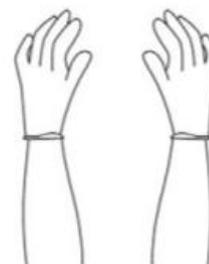
- 4** With both hands, mould the metal strap over the bridge of your nose.

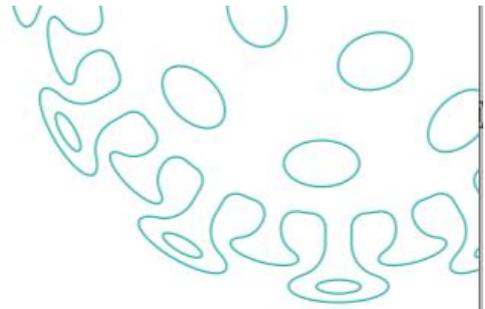


- 5** Don eye protection if required.



- 6** Put on gloves.





# Taking off personal protective equipment (PPE) for non-aerosol generating procedures (AGPs)\*

Please see donning and doffing video to support this guidance: [https://youtu.be/-GncQ\\_ed-9w](https://youtu.be/-GncQ_ed-9w)

• PPE should be removed in an order that minimises the risk of self-contamination

• Gloves, aprons (and eye protection if used) should be taken off in the patient's room or cohort area

**1** Remove gloves. Grasp the outside of glove with the opposite gloved hand; peel off.  
Hold the removed glove in the remaining gloved hand.



Slide the fingers of the un-gloved hand under the remaining glove at the wrist.

Peel the remaining glove off over the first glove and discard.



**2** Clean hands.



**3** Apron.  
Unfasten or break apron ties at the neck and let the apron fold down on itself.



Break ties at waist and fold apron in on itself – do not touch the outside – **this will be contaminated.** Discard.



**4** Remove eye protection if worn.  
Use both hands to handle the straps by pulling away from face and discard.



**5** Clean hands.



**6** Remove facemask once your clinical work is completed.



Untie or break bottom ties, followed by top ties or elastic, and remove by handling the ties only. Lean forward slightly. Discard. DO NOT reuse once removed.

**7** Clean hands with soap and water.

