

Macmillan  
Academy

**SUPPORTING STUDENTS  
AT SCHOOL WITH MEDICAL  
CONDITIONS POLICY**

## **POLICY DETAILS**

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<b>Staff name and job title:</b>	Elizabeth Donaldson - SENDCO
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## **POLICY REVISION AND APPROVAL HISTORY**

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## **1. Introduction**

- 1.1 From 1 September 2014 The Children and Families Act 2014 places a statutory duty on governing bodies of maintained schools, proprietors of academies and management committees to make arrangements for supporting students at their schools with medical conditions whilst they are at school.
- 1.2 This policy has been developed in accordance with, guidance from Tees Valley Public Health Shared Service and the Department for Education's (DfE's) document entitled 'Supporting Students' at school with medical conditions, December 2015'.
- 1.3 There is no legal requirement for school staff to administer medicines. Staff are expected to do what is reasonable and practical to support the inclusion of all students. The DfE states that the Children and Families Act 2014 places a duty on schools to 'make arrangements to support students at their school with medical conditions'.
- 1.4 The Governing Body of Macmillan Academy and Endeavour Academies Trust take seriously its responsibility to comply with their duties under the Equality Act 2010 to support disabled students and those students who have special education needs (SEN). For students with SEN, this policy should be read in conjunction with the SEN Code of Practice.
- 1.5 The Headteacher and all academy staff treat medical information including information about prescribed medicines confidentially. The Lead First Aid Practitioner and Estates Manager should agree with the parent/carer who else should have access to records and other information about the student.
- 1.6 Throughout this policy we have used the term 'parent/carer' to indicate a person with legal parental responsibilities.
- 1.7 The aims of this policy are:
  - 1.7.1 To ensure that all students with medical conditions, in terms of physical and mental health, are supported in the academy so that they can play a full and active role in academy life, remain healthy and achieve their academic potential.
  - 1.7.2 To ensure the safe administration of medicines to students where necessary.
  - 1.7.3 To ensure the on-going care and support of students with long term medical needs via a healthcare plan.
  - 1.7.4 To explain the roles and responsibilities of academy staff in relation to medicines.
  - 1.7.5 To clarify roles and responsibilities of parents in relation to student's attendance during and following illness.
  - 1.7.6 To outline to parents and academy staff the safe procedures for bringing medicines into the academy when necessary and their storage.
  - 1.7.7 To outline the safe procedure for managing medicines on academy education visits.

## **2. Roles and Responsibilities**

- 2.1 We will ensure that the Governing Body, academy staff and parents/carers understand and fulfil their responsibilities.

### **2.1.1 Governing Body**

- Arrangements are in place to support students with medical conditions. In doing so they should ensure that such students can access and enjoy the same opportunities as any other student

- In making these arrangements, the Governing body will consider that many of the medical conditions that require support at the academy will affect quality of life and may be life-threatening. Some will be more obvious than others. The Trustees will therefore ensure that the focus is on the needs of each individual student and how their medical condition impacts on their academy life
- Ensure that arrangements to support students with medical conditions give parents/carers and students the confidence in the academy's ability to provide effective support for medical conditions in the academy. The arrangements should show an understanding of how medical conditions impact on a student's ability to learn, as well as increase their confidence and promote self-care
- Ensure that staff are properly trained to provide the support that students need
- Ensure that the arrangements that the academy put in place are sufficient to meet their statutory responsibilities and should ensure that policies, plans, procedures and systems are properly and effectively implemented
- Ensure that this policy is reviewed regularly and is accessible to parents and academy staff
- Ensure that this policy is implemented effectively, including nominating the person who has overall responsibility
- Ensure that the policy sets out how complaints may be made and will be handled concerning the support provided to students with medical conditions
- Ensure that the policy is explicit about what practice is not acceptable
- Ensure that written records are kept of all medicines issued
- Ensure that the policy sets out what should happen in emergency situations
- Ensure that the policy sets out clearly how staff will be supported in carrying out their role to support students with medical conditions, and how this will be reviewed, identifying how training needs are assessed, and how and by whom training will be commissioned and provided
- Ensure that the policy covers the role of individual healthcare plans, and who is responsible for their development, in supporting students at the academy with medical conditions
- Ensure the healthcare plans are reviewed at least annually or earlier if evidence is presented that student's needs have changed
- Ensure that healthcare plans are developed with the student's best interests in mind and ensure that as an academy we assess and manage risks to the student's education, health and social wellbeing and minimise disruption
- Ensure that the appropriate level of insurance is in place and appropriately reflect the level of risk. When deciding what information should be recorded on individual healthcare plans, the Governing Body should consider the following:
  - 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 absence 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, (some students will be able to

take responsibility for medication, this should 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 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 education visits or other academy activities outside of the normal academy timetable that will ensure the student can participate.
- 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 whom to contact, and contingency arrangements/ Some student's may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan.

### **2.1.2 Headteacher**

- Ensure policy development and implementation
- Ensure all staff are aware of the policy and understand their role in implementation
- Ensure staff who need to know are aware of individual student's medical conditions
- Ensure sufficient trained numbers of staff are available to implement and adhere to this policy and deliver against healthcare plans
- Have overall responsibility for student's individual healthcare plans
- Ensure that medicines are safely stored
- Ensure academy staff are appropriately insured
- Inform academy nursing service in the case of any student who has a medical condition that may require support but who is not known to the service
- Ensure parents are aware of the academy's 'Managing Medicines in School Policy'
- Ensure that the policy is reviewed annually.

### **2.1.3 All Academy Staff**

- To follow the procedures outlined in this policy
- Any member of staff may be asked to support students with medical conditions although they cannot be required to do so
- Any member of academy staff should know what to do and respond accordingly when they become aware a student with a medical condition needs help
- Staff should not take on responsibility to support a student with a medical condition without being authorised/trained to do so.

#### **2.1.4 Lead First Aid Practitioner**

- To follow the procedures outlined in this policy using the appropriate forms
- To complete a healthcare plan in conjunction with parents and relevant healthcare professionals for students with complex or long-term medical needs (Healthcare plans should be in place before the start of the new academy term and if this is not possible, i.e. due to new diagnosis within 2 weeks)
- To share medical information as necessary to ensure the safety of a student
- To retain confidentiality
- To take all reasonable precautions to ensure the safe administration of medicines
- To manage and maintain the administration and recording of medicines required on a short-term basis, e.g. course of antibiotics
- Ensure that only medicines which have been prescribed to a student are administered (exception to over-the-counter medication in exceptional circumstances only)
- Ensure that when administering medicines that the medicines are in its original container/outer packaging and where it has a pharmacy label showing the student's name, dosage instructions and that the product is in date, with the exception to an insulin pen or pump, rather than its original container
- Ensure that over the counter medication/pain relief is in date and in its original packaging
- Be aware that only medicines which have been prescribed, other than painkillers agreed by the medicines in academy's team, with prior agreement, for a student can be administered in the academy
- Inform the Estates Director of any controlled drugs required by students
- Count and record tablets when brought to First aid room and when collected again
- Challenge and agree the use of painkillers, such as paracetamol or ibuprofen, in exceptional circumstances.
- To contact parents with any concerns without delay
- To contact the emergency services if necessary, without delay
- To keep the first aid room and first aid boxes stocked with supplies

#### **2.1.5 Education Visits Coordinator – see 'Medicines on Education Visits'**

- Students must NOT bring painkillers into the academy.
- Individual staff training record is held by Human Resources.

#### **2.1.6 Parent/Carer**

- To provide the academy with adequate information about their child's medical needs prior to the student starting the academy; and any changes, such as higher/lower dosage
- Support the academy with input to create individual student healthcare plans, their development and review as required
- Complete relevant paperwork/consent required by the academy
- Support the academy by following the procedures for bringing medicines and equipment into the academy in line with policy
- To only request medicines to be administered in the academy when essential

- To ensure that medicines are in date and in its original container with administration details and that asthma inhalers are not empty
- Adhere to support the management of non-prescriptive painkiller use
- To notify the academy of changes in a student's medical needs, e.g. when medicine is no longer required or when a student develops a new need, e.g. Asthma.

### **3. Individual Healthcare Plans (IHCP)**

- 3.1 The main purpose of an Individual Healthcare Plan for a student with long term medical needs is to identify the level of support that is needed while the student is in the academy. IHCP should be agreed and drawn up in partnership between the academy, parent/carers and healthcare professionals. See Medical Conditions Policy.

### **4. Staff Indemnity in Relation to Academy Staff**

- 4.1 Endeavour Academies Trust fully indemnifies its employees against claims for alleged negligence, providing they are acting within the scope of their employment. For the purposes of indemnity, the administration of medication falls within this definition and hence staff can be reassured about the protection that their employer provides. The indemnity would cover the consequences that might arise where an incorrect dose is inadvertently given or where the administration is overlooked. In practice indemnity means the Trust and not the employee will meet the cost of damages should such a claim for alleged negligence be successful. It is very rare for academy staff to be sued for negligence and instead the action will usually be between the parent/carer and the employer.

## **5. Training**

### **5.1 First Aid Team Training**

- 5.1.1 Staff involved in Supporting Students with Medical Conditions Staff involved in the administration of medicines undertake relevant training as directed by the Estates Director
- 5.1.2 The Estates Director will ensure that staff allocated to the roles of administering medicines are adequately training
- 5.1.3 The Estates Director will name staff responsible for administering medicines, or delegate the role to the Lead First Aid Practitioner as appropriate
- 5.1.4 The Lead First Aid Practitioner will ensure that all staff are updated on the medical needs of other students, be able to access the names of the students with IHCP; be aware of the changes to students' medical needs; aware of who the lead staff are when faced with an issue to do with administering medicines.

### **5.2 Wider Staff Training**

- 5.2.1 All staff receive annual health and safety training, including what action to take in an emergency situation. Epilepsy/Diabetes and Adrenaline Auto



Injection Device (AAID) training is offered to staff annually (this is optional).

- 5.2.2 The Lead First Aid Practitioner informs relevant staff of any students with medical conditions and can access IHCP's via SIMS and Specialist Provision.
- 5.2.3 Supply staff are provided with a 'Supply Induction Pack' outlining First Aid provision within the academy.
- 5.2.4 The Lead First Aid Practitioner is available should any member of staff require advice and support.

## **6. Storage of Medicines in The Academy**

- 6.1 Prescribed medicines, i.e. antibiotics must be stored in a lockable cabinet/fridge in the First Aid Room
- 6.2 Adrenaline auto injection device (Epi-pens) must be stored in the First Aid Room, and be easily accessible and labelled with the student's name
- 6.3 Asthma inhalers should be stored in the First Aid Room and be easily accessible and labelled with the student's name
- 6.4 Antihistamine eye drops for severe hay fever must be stored in the First Aid Room
- 6.5 Students are allowed to carry their own inhalers/diabetes devices/auto adrenaline injection devices where appropriate. The student's parent/carers should submit this request in the relevant section of medication consent form. Students should only be allowed to carry their own medicines if they are competent to self-administer the medicine without need for any supervision
- 6.6 Large volumes of medicines should not be stored in the academy. Staff should only store, supervise and administer medicines that have been prescribed or painkillers that have been pre-agreed for an individual student
- 6.7 First aid staff and students with medical conditions that require medicines storing must be aware of where the medicines are stored and how to access them
- 6.8 We recommend that parent/carers take receipt of medicines at the end of each term and return back to the academy at the start of each term and inform the academy when any medication is due to expire
- 6.9 Students that need two or more medicines each should be stored together. Staff must not transfer medicines from its original container
- 6.10 Only authorised staff and First Aid trained staff have access to the First Aid room
- 6.11 Only authorised staff have access to medication within in the first aid room.
- 6.12 Some drugs administered in the academy may be classified as controlled drugs e.g. Methylphenidate, Midazolam. Controlled drugs must be handled in the same way as any drug except that they are not suitable to be carried by a student and should be stored in the locked medicines cabinet, housed in the Medical Room. The exception to this is Emergency Epilepsy Medication (i.e. Midazolam/Bucolam).

## **7. Disposal of Medicines/Medical Supplies**

- 7.1 Academy staff should not dispose of medicines by for example flushing tablets or medicines down the toilet. Expired/no longer required medicines should be

disposed of as agreed with parents/carer. If parents do not collect the expired/no longer required medicines within the specified time frame the academy uses a third-party waste management company (twice a year) to dispose of any expired medication. This should be recorded on the student's medication sheet – it is advised that this is documented and undertaken by two members of staff.

- 7.2 Expiry dates of all medicines held in the academy should be checked before every administration. A check of expiry dates should be undertaken of all medicines in the academy on a half termly basis.
- 7.3 The renewal of any medicine which has passed its expiry date is the responsibility of the parents. Ideally parents should be reminded at least 14 days in advance of medicines expiring that they need to arrange a replacement supply.
- 7.4 Under the Health and Safety (Sharp Instruments in Healthcare) Regulations 2013 (the Sharp Regulations) the academy must ensure that risks of sharps injuries are adequately assess and appropriate control measure are in place for the safe handling and removal of sharps.
- 7.5 All Sharps are disposed of in a Sharps container held in the First Aid Room and are removed from site by a third-party professional waste management company on a quarterly basis.

## **8. Administration of Medicines in the Academy**

- 8.1 No medicine should be administered unless clear written instructions to do so have been obtained from a doctor. The academy reserves the right to refuse responsibility for the administration of medicine in some instances. Non-prescription painkillers usage should be accepted where written permission for that particular medicine has been obtained from the child's parent and/or carer.
- 8.2 All students who require medication to be given during academy hours should have clear instructions where and to whom they report. This procedure will only be necessary where medicines have to be taken for an extended period of time or retained by the academy for emergency purposes. Copies are to be kept in student's medical/confidential file.
- 8.3 Parents/Carers must take responsibility to update the academy of any changes in administration for routine or emergency medication and maintain an in-date supply of the medication.
- 8.4 Any unused or time expired medication must be handed back to the parents/carers for disposal or disposed of.
- 8.5 All medicines must be clearly labelled with the student's name, route i.e. mode of administration oral/aural etc, dosage, frequency and name of medication being given. oral medication must be in original packs with the original prescription label.
- 8.6 Changes to instructions should only be accepted when received in writing. A fresh supply of correctly labelled medication should be received as soon as possible.
- 8.7 A record of medication given in the academy must be kept in the First Aid Room.

- 8.8 Wasted dosages, e.g. tablets dropped on floor should be recorded and disposed of as per guidance on disposal of medicines. Wasted doses should not be administered.
- 8.9 Liquid medicines should be administered with a suitable graduated medicine spoon or syringe
- 8.10 First Aid staff and trained staff must be issued with disposable protective gloves to be used where appropriate
- 8.11 Staff who are asked to handle hazardous material, e.g. "sharps" should request specific information regarding disposal.
- 8.12 Medication administration ideally should take place in the First Aid Room where the medication is stored and all necessary paperwork should be available at the time of the administration of medicine. This should include a consent form and record of medication.
- 8.13 Medication should be administered to the student at a time.
- 8.14 It is expected that the student should be known to the person administering the medicine and that the staff member positively identifies the student at time of administration by confirming name/date of birth and/or comparing with recent academy photo.
- 8.2 Prior to administration staff should check:
- The student's identity
  - That there is written consent from parent/carer
  - The medication name, strength and dose instructions match the details on the consent form
  - The name on the label matches the student's identity
  - The medicine is in date
  - The student has not already been given the medicine.
- 8.3 Where a student refuses to take medication:
- Staff should not force the student to take it the academy should inform the student's parents as a matter of urgency.
  - Where such action is considered necessary to protect the health of the student the academy should call the emergency services
  - Records of refused/non-administration or doses should be made in the student's medicines administration record.

## **9. Record and Audit Trail of Medicines in The Academy**

- 9.1 Each student who receives prescribed medicine at the academy must completed a permission form for each medication they are to receive.
- 9.2 As directed by The Lead First Aid Practitioner; first aid staff are responsible for recording information about the medicine and about its use.
- 9.3 The prescribers written instructions and the medication register should be checked on every occasion when the medication is administered and completed by the member of staff administering the medicine. The academy record will be retained for a period of 5 years.
- 9.4 The following information should be recorded on the Student Medication Register:

- 9.4.1 Details of the prescribed medicine that has been received by the academy
- 9.4.2 The date and time of administration of medicine and the dose given
- 9.4.3 Details of any reactions or side effects to medication
  
- 9.5 The amount of medicine left in stock:
  - 9.5.1 All movements of prescribed medicine within the academy and outside the academy on education visits for example;
  - 9.5.2 When the medication is handed back to the parent/carer at the end of the course of the treatment. If a parent/carer has requested a student self-administers their medicine with supervision a record of this should be made on the Student Medication Register. Changes to instructions should only be accepted when made in writing. A fresh supply of correctly labelled medication should be obtained as soon as possible.

## **10. Hygiene and Infection Control**

- 10.1 All staff should be familiar with normal precautions for avoiding infection and must follow basic hygiene procedures. Staff have access to protective disposable gloves and take care when dealing with spillages of blood or other bodily fluids and disposing of dressings and equipment. Where specialist or enhanced hygiene arrangements are required, these should be covered by an appropriate risk assessment written in consultation with parent/carers/health care professional.

## **11. Intimate or Invasive Treatment**

- 11.1 Intimate or invasive treatment by academy staff should be avoided wherever possible. Any such requests will require careful assessment. Some academy staff are understandably reluctant to volunteer to administer intimate or invasive treatment because of the nature of the treatment or fears about accusations of abuse.
- 11.2 Parents/carer's and Headteacher must respect such concerns and undue pressure should not be put on staff to assist in treatment unless they are entirely willing. The Operations Manager along with the Lead first aid practitioner will provide appropriate training for academy staff willing to give medical assistance.
- 11.3 Where intimate or invasive treatment is required, it should be subject to an individual risk assessment.

## **12. Emergency Treatment**

- 12.1 In the event of an emergency staff should contact the emergency services using 999. Where an individual health care plan has been agreed and arrangements put in place to deliver any emergency treatment this should be undertaken by authorised individuals.
- 12.2 Qualified First Aiders in the academy may also be able to offer support. Should a student need to go to hospital, parent/carers must be contacted, if an urgent transfer to hospital is needed a member of staff should always accompany the student to hospital and stay with them until the student's parent/carer arrives.
- 12.3 Healthcare professionals are responsible for any urgent decisions on medical treatment when parent/carers are not available. Where students are taken off

- site on educational visits or work experience then the arrangements for the provision of medication must be considered in consultation with parents and risk assessments and arrangements put in place for each individual student.
- 12.4 Controlled drugs taken out of the academy for off- site education visits or work experience must be held in a lockable container.
  - 12.5 Emergency medication should always be readily accessible and never locked away.
  - 12.6 Parents/carers have the responsibility to provide the academy with an epi-pen to be stored as a spare in case of emergencies. They must also ensure that their child has an epi-pen on their persons at all times whilst in the academy. The academy do hold spare epi-pens however, this is not a guarantee that your child will be allocated one, should they need it, depending on demand.
  - 12.7 Student's known to have asthma must have a reliever inhaler available with them at all times in the academy. If students are carrying their own inhalers ideally a spare inhaler should be held by the academy.
  - 12.8 Student's known to have epilepsy have individual healthcare plans and manage their condition well in the academy. Staff must be mindful of triggers of an attack and seek First Aid support: Anxiety, Stress, Tiredness, Flashing/Flickering lights and student's feeling generally unwell.

### **13. PE and Out of Academy Activities**

- 13.1 Education Visit Group Leaders must check student medication records and take any student medication that needs administering and adhere to this policy.
- 13.2 Asthma relievers should always be available during physical education, sports activities and education visits.
- 13.3 A spare inhaler and spacers should also be available and stored in a place where they can be readily accessed if the primary inhaler cannot be accessed.
- 13.4 Students with asthma should participate in all aspects of academy life, including physical activities.
- 13.5 They need to take their relevant inhaler with them on all off-site activities. Some student's may need to take their reliever asthma medication before any physical exertion.
- 13.6 Asthma medicine should be clearly labelled with the student's name.
- 13.7 The expiry date of the medicine should be checked every six months.
- 13.8 Students with epilepsy should be included in all activities. Extra care may be needed in some areas such as swimming. Concerns about safety should be discussed with the student and parents as part of the IHCP.

### **14. Treatment of Attention Deficit Hyperactivity (ADHD)**

- 14.1 When medication is prescribed for ADHD it is usually part of a comprehensive treatment programme and always under the supervision of a specialist childhood behavioural problems. Methylphenidate (Ritalin, Equasym and Medikinet) and dexamphetamine are used in the treatment of ADHD and a lunch time dose is usually needed.
- 14.2 In some cases, once symptoms are stabilised a longer acting version of Methylphenidate is used (Concerta XL, Equasym XL and Medikinet XL). There are legally categorised as controlled drugs and should be treated in the same way as other medicines administered in the academy.

- 14.3 However, they should not be carried by the student and should be kept securely in a locked cabinet.

## **15. Management of Diabetes**

- 15.1 Students who have diabetes must have emergency supply kits available at all times. This kit should include a quick acting glucose in the form of glucose sweets or drinks. Most students will also have a concentrated glucose gel preparation, e.g. Gluogel. These are used to treat low blood glucose levels (hypoglycaemia). The kit should also contain a form of longer acting carbohydrate such as biscuits. Students with diabetes will generally need to undertake blood glucose monitoring at lunchtime before PE and if they are feeling 'hypo'.
- 15.2 This should be administered in the First Aid Room.
- 15.3 Emergency Treatment Staff should seek support from The Lead First Aid Practitioner, the First Aid Team.

## **16. Salbutamol Inhalers**

- 16.1 Macmillan Academy is aware of the guidance, 'The use of emergency salbutamol inhalers in schools from the Department of Health' (March, 2015), which gives guidance on the use of emergency salbutamol inhalers in schools.
- 16.2 The document can be found at:  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/416468/emergency\\_inhalers\\_in\\_schools.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/416468/emergency_inhalers_in_schools.pdf)

## **17. Management of Epilepsy**

- 17.1 Students who have epilepsy are identified from student personal data when joining the academy. As detailed at point 3 of this policy students would be issued with an IHCP. Most students with epilepsy manage well and this will not impact on their time in the academy. Students with epilepsy do not normally need their prescribed medication during the academy day. This is managed in their home environment. Should a student require medication in the day this will be managed and administered by trained staff and procedures detailed at point 8 of this policy will be adhered to.



Stockton Road  
Middlesbrough  
TS5 4AG



01642 800800



[enquiries@endeavour-academies.org.uk](mailto:enquiries@endeavour-academies.org.uk)  
[www.endeavour-academies.org.uk](http://www.endeavour-academies.org.uk)