

Supporting Students in need of Medical Assistance Policy



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1. Aims

This policy aims to ensure that:

- ▲ Students, staff and parents/carers understand how the College will support students with medical conditions.
- ▲ Students with medical conditions are properly supported to allow them to access the same education as other students, including college trips and sporting activities.

The governing board will implement this policy by:

- ▲ Making sure sufficient staff are suitably trained.
- ▲ Making staff aware of students' conditions, where appropriate.
- ▲ Making sure there are cover arrangements to ensure someone is always available to support students with medical conditions.
- ▲ Providing supply teachers with appropriate information about the policy and relevant students.
- ▲ Developing and monitoring individual healthcare plans (IHPs).

The named person with responsibility for implementing this policy is Stephen Corline, College Business Manager.

2. Legislation and statutory responsibilities

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 college with medical conditions.

It is also based on the Department for Education (DfE)'s statutory guidance on [supporting students with medical conditions at college](#).

3. Roles and responsibilities

3.1 The governing board

The governing board 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.

3.2 The Principal

The Principal will:

- ▲ Make sure all staff are aware of this policy and understand their role in its implementation.
- ▲ Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations.
- ▲ Ensure that all staff who need to know are aware of a student's condition.
- ▲ Take overall responsibility for the development of IHPs.
- ▲ Make sure that college staff are appropriately insured and aware that they are insured to support students in this way.
- ▲ Ensure that the college nursing service are contacted in the case of any student who has a medical condition that may require support at college, but who has not yet been brought to the attention of the college nurse.
- ▲ Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date.

3.3 Staff

Supporting students with medical conditions during college 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.

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.

3.4 Parents/carers

Parents/carers will:

- ▲ Provide the college with sufficient and up-to-date information about their child's medical needs.
- ▲ Be involved in the development and review of their child'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, and ensure they or another nominated adult are contactable at all times.

3.5 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.

4. Equal opportunities

The College is clear about the need to actively support students with medical conditions to participate in college trips and visits, or in sporting activities, and not prevent them from doing so.

The College will consider what reasonable adjustments need to be made to enable these students to participate fully and safely on college 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/carers and any relevant healthcare professionals will be consulted.

5. Being notified that a child has a medical condition

When the College is notified that a student has a medical condition, the college, working with other professionals will decide whether the student requires an IHP.

The college will make every effort to ensure that arrangements are put into place within two weeks, or before admission for students who are new to the College.

6. Individual Healthcare Plans (IHPs)

The Principal has overall responsibility for the development of IHPs for students with medical conditions. This has been delegated to the College's First Aid Lead.

Plans will be reviewed at least annually, or earlier if there is evidence that the student's needs have changed.

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/carers when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the College Business Manager will make the final decision.

Plans will be drawn up in partnership with the college, parents/carers and relevant healthcare professionals, such as a local NHS School Nurse, specialist or paediatrician, who can best advise on the student's specific needs. The student will be involved wherever appropriate.

IHPs will be linked to, or become part of, any Education, Health and Care Plan (EHCP). If a student has special educational needs (SEN) but does not have an EHC plan, the SEN will be mentioned in the IHP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The following will be considered 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 college needs to be aware of the student's condition and the support required.
- ▲ Arrangements for written permission from parents/carers and the College Business Manager for medication to be administered by a member of staff, or self-administered by the student during college hours.
- ▲ Separate arrangements or procedures required for college trips or other college activities outside of the normal timetable that will ensure the student can participate, e.g. risk assessments
- ▲ Where confidentiality issues are raised by the parent/carer or 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

7. Managing medicines

Prescription and non-prescription medicines will only be administered at college:

- ▲ when it would be detrimental to the student's health or attendance not to do so **and**
- ▲ where parents/carers' have provided written consent (verbal consent may be appropriate in rare circumstances and only where the situation demands this).

The only exception to this is where the medicine has been prescribed to the student without the knowledge of the parents/carers.

Students under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Anyone giving a student any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents/carers will always be informed.

The college will only accept prescribed medicines that are:

- ▲ In-date
- ▲ Labelled
- ▲ Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

The College will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely. Students will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to students and not locked away.

Medicines will be returned to parents/carers to arrange for safe disposal when no longer required.

7.1 Controlled drugs

[Controlled drugs](#) are prescription medicines that are controlled under the [Misuse of Drugs Regulations 2001](#) and subsequent amendments, such as morphine or methadone.

Where controlled drugs have been prescribed to a student and need to be taken in college hours, they must be stored and taken in the college's first aid office under staff supervision unless it has been explicitly agreed the student may have the controlled drug in their possession as part of their IHP.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

7.2 Students managing their own needs

Students who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents/carers and it will be reflected in IHPs.

Students will be allowed to carry their own medicines and relevant devices where this is appropriate. Staff will not force a student to take a medicine or carry out a necessary procedure if they refuse, but will follow the procedure agreed in the IHP and inform parents/carers so that an alternative option can be considered, if necessary.

7.3 Unacceptable practice

College 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/carers.
- ▲ Ignore medical evidence or opinion (although this may be challenged).
- ▲ Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal college activities, including lunch, unless this is specified in their IHPs.
- ▲ If the student becomes ill, send them to the college office or first aid 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 or otherwise make parents/carers feel obliged to attend college to administer medication or provide medical support to their child, including those with toileting issues.
- ▲ Prevent students from participating, or create unnecessary barriers to students participating in any aspect of college life, including college trips, e.g. by requiring parents/carers to accompany their child.
- ▲ Administer, or ask students to administer, medicine in college toilets.

8. Emergency procedures

Staff will follow the College'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.

If a student needs to be taken to hospital, staff will stay with the student until the parent/carer arrives, or accompany the student to hospital by ambulance.

9. Training

Staff who are responsible for supporting students with medical needs will receive suitable and sufficient training to do so.

The training will be identified during the development or review of IHPs. Staff who provide support to students with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the College Business Manager. Training will be kept up to date.

Training will:

- ▲ Be sufficient to ensure that staff are competent and have confidence in their ability to support the students.
- ▲ Fulfil the requirements in the IHPs.
- ▲ Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures.

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

This policy will be available on the College's website and on request from the College office.

10. Record keeping

Records are kept of all medicine administered to students for as long as these students are at the college. Parents/carers will be informed if their child has been unwell at college.

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

11. Liability and indemnity

The governing board will ensure that the appropriate level of insurance is in place and appropriately reflects the college's level of risk. Currently, the College's insurance policy is provided by the Torbay Maintained School Insurance Arrangement and details are available from the College Finance Office.

12. Complaints

Parents/carers with a complaint about the College's actions in regard to their child's medical condition should discuss these directly with the First Aid Lead in the first instance. If the First Aid Lead cannot resolve the matter, they will direct parents/carers to the College's complaints procedure.

13. Monitoring arrangements

This policy will be reviewed and approved by the governing board every 3 years.

14. Links to other policies

This policy links to the following policies:

- ▲ Accessibility plan
- ▲ Complaints
- ▲ Equality information and objectives
- ▲ Health and safety
- ▲ Safeguarding
- ▲ Special educational needs information report and policy