



Launceston College

A Multi Academy Trust

SUPPORTING PUPILS WITH MEDICAL CONDITIONS POLICY

Updated on: 23rd June 2017

Review by: LOR

Section 100 of the **Children and Families Act 2014 places a duty on** governing bodies of maintained Colleges, to make arrangements for supporting students at their College with medical conditions. In meeting the duty, the Local Governing Board, **must** have regard to guidance issued by the Secretary of State under this section. This means to take account of the guidance and to carefully consider it. Having done so, there would need to be a good reason to justify not complying with it.

This policy has been developed from guidance in “Supporting Students at College with Medical Conditions – December 2015”.

Aim

The aim is to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported in College so that they can play a full and active role in College life, remain healthy and achieve their academic potential.

Appendix L – LAUNCESTON COLLEGE

At Launceston College therefore, we will ensure that:

- Students at College with medical conditions will be supported so that they have full access to education, including College trips and physical education.
- We will consult health and social care professionals, students and parents to ensure that the needs of children with medical conditions are effectively supported according to the advice they provide.
- We will make reasonable adjustments to enable the above conditions to thrive and to provide the optimum learning environment for all children.
- For children with SEND, their needs will be managed according to the Special Educational Needs Code of Practice 0-25 September 2014 (DFE).
- No child with a medical condition will be denied admission or prevented from taking up a place in College because arrangements for their medical condition have not been made.
- Students’ health is not put at unnecessary risk from, for example infectious diseases. We will therefore not accept a child in College at times where it would be detrimental to the health of that child or others to do so.

The named persons responsible for policy implementation will always include: a designated senior leader and the first aider on duty.

Procedures:

In consultation with the Public Health Service and other training providers, arrangements will be made to ensure that:

- sufficient staff are suitably trained in First Aid, use of the advisory defibrillator, and administration of medicines relating to specific medical conditions and refresher courses will be undertaken at appropriate intervals as required to keep competencies up to date
- all relevant staff will be made aware of a child’s condition
- risk assessments for College visits, holidays, and other College activities outside of the normal timetable will be monitored and reviewed
- individual healthcare plans will be developed and then reviewed at least annually in consultation with parents, child, the first aider.

- advice relating to Individual Healthcare Plans will be followed when appropriate (see Appendix A)

Roles and responsibilities:

Supporting a child with a medical condition during College hours is not the sole responsibility of one person. A College's ability to provide effective support will depend to an appreciable extent on working cooperatively with other agencies. Partnership working between College staff, healthcare professionals (and where appropriate, social care professionals), local authorities, and parents and students will be critical (DfE December 2015).

Launceston College Local Governing Body will therefore endeavour to:

- ensure that the College's policy clearly identifies the roles and responsibilities of all those involved in the arrangements they make for supporting students at College with medical conditions
- ensure that sufficient staff have received suitable training and are competent before they take on the responsibility of supporting children with medical conditions

The Principal will endeavour to:

- ensure that all staff are aware of this policy and how they can contribute to its implementation
- ensure that all staff who need to know are aware of a child's condition
- ensure that staff are appropriately insured to support students
- ensure that sufficient staff have received suitable training and are competent to deliver against all healthcare plans drawn up in consultation with the College nurse and First aider.
- ensure that whole College awareness training will be updated yearly for administration of epi-pens and advice regarding asthma and diabetes

All College staff will endeavour to:

- provide support to students with medical conditions, although they cannot be required to administer medicines
- take account of medical conditions of any students that they teach
- follow specific identified First Aid procedures for students with medical conditions

The child's role in managing their own medical needs

After discussion with parents, children who are competent will be encouraged to take responsibility for managing their own medicines and procedures which may be reflected within an individual healthcare plan. This will relate to conditions specified as: asthma, diabetes, cystic fibrosis and anaphylaxis.

Children will be allowed to carry anti-histamine tablets, Creon capsules (Cystic Fibrosis), travel sickness tablets, asthma inhalers and epi-pens and relevant devices and therefore will be able to access their medicines for self-medication quickly and easily. All other medicines will be stored in the first aid room.

If a child refuses to take medicine or carry out a necessary procedure, staff will not force them to do so, but follow the procedure agreed in the individual healthcare plan. Parents will be informed so that alternative options can be considered.

Managing medicines on College premises:

The governing body will ensure that the College's policy is clear about the procedures to be followed for managing medicines:

Medicines will only be administered at College when it would be detrimental to a child's health or College attendance not to do so

Only prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage accompanied by a College medicines form will be accepted. The exception to this is insulin which must still be in date, but will generally be available to Colleges inside an insulin pen or a pump, rather than in its original container. A three dose or less antibiotic treatment will not be accepted.

All medicines will be stored safely by the First Aider in the first aid room. Children will know 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 be always readily available to children and not locked away particularly when outside of College premises eg on College trips. Paracetamol or Ibuprofen will only be given with parental consent either written or with a phone call, there are medical consent forms available from the first aid room for students if parents wish to complete one.

Controlled drugs that have been prescribed for a pupil will be securely stored in a non-portable container and only named staff will have access. A record will be kept of any doses used and the amount of the controlled drug held in College. The first aider will administer a controlled drug to the child for whom it has been prescribed in accordance with the prescriber's instructions. A record will be kept of all controlled drugs administered to individual children, stating what, how and how much was administered, when and by whom and signed by first aider and the student. Any side effects of the medication to be administered at College will be noted.

When no longer required, medicines will be returned to the parent to arrange for safe disposal. Any needle tips or other sharps to be taken home by the student for disposal.

Record keeping

The first aider will ensure that written records are kept of all medicines administered to children. Records offer protection to staff and children and provide evidence that agreed procedures have been followed. Parents will be informed if their child has been unwell at College.

Emergency procedures

Where a child has an individual healthcare plan, this should clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other students in the College should know what to do in general terms, such as informing a teacher immediately if they think help is needed.

If a child needs to be taken to hospital, staff will stay with the child until the parent arrives, or accompany a child taken to hospital by ambulance if parents cannot be contacted. The member of staff will stay at the hospital until an appropriate family member can provide appropriate care.

Insurance and indemnity

Launceston College staff are permitted to undertake basic medical procedures and, as long as they have been adequately trained, will be covered under the Launceston College public liability insurance policy accordingly.

Training

At Launceston College, once the first aider or senior leader has been informed by the College nurse or parent of a specific medical condition, which may need either a healthcare plan or specific actions relating to care, the College nurse will advise on training and jointly commission adequate training with the cooperation of the College first aid service.

Complaints

Should parents or students be dissatisfied with the support provided they should discuss their concerns directly with the College, that is, with the first aider in the first instance, or the senior leader designated to oversee medical conditions. If for whatever reason this does not resolve the issue, they may make a formal complaint via the College's complaints procedure displayed on the College website.

Appendix 1 Advice on Individual Healthcare Plans from:

Supporting Pupils at College with Medical Conditions - Statutory Guidance for Governing Bodies of Maintained Colleges and proprietors of Academies in England” DfE December 2015

Individual healthcare plans can help to ensure that Colleges effectively support pupils with medical conditions. They provide clarity about what needs to be done, when and by whom. They will often be essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed, and are likely to be helpful in the majority of other cases, especially where medical conditions are long-term and complex. However, not all children will require one. The College, healthcare professional and parent should agree, based on evidence, when a healthcare plan would be inappropriate or disproportionate. A flow chart for identifying and agreeing the support a child needs and developing an individual healthcare plan

The format of individual healthcare plans may vary to enable Colleges to choose whichever is the most effective for the specific needs of each pupil. They should be easily accessible to all who need to refer to them, while preserving confidentiality. Plans should not be a burden on a College, but should capture the key information and actions that are required to support the child effectively. The level of detail within plans will depend on the complexity of the child's condition and the degree of support needed. This is important because different children with the same health condition may require very different support. Where a child has SEN but does not have a statement or EHC plan, their special educational needs should be mentioned in their individual healthcare plan.

Individual healthcare plans, (and their review), may be initiated, in consultation with the parent, by a member of College staff or a healthcare professional involved in providing care to the child. Plans should be drawn up in partnership between the College, parents, and a relevant healthcare professional, eg College, specialist or children's community nurse, who can best advise on the particular needs of the child. Pupils should also be involved whenever appropriate. The aim should be to capture the steps which a College should take to help the child manage their condition and overcome any potential barriers to getting the most from their education. Partners should agree who will take the lead in writing the plan, but responsibility for ensuring it is finalised and implemented rests with the College. **The governing body should ensure that plans are reviewed at least annually or earlier if evidence is presented that the child's needs have changed. They should be developed with the child's best interests in mind and ensure that the College assesses and manages risks to the child's education, health and social well-being and minimises disruption.** Where the child has a special educational need identified in a statement or EHC plan, the individual healthcare plan should be linked to or become part of that statement or EHC plan.

Where a child is returning to College following a period of hospital education or alternative provision (including home tuition), Colleges should work with the local authority and education provider to ensure that the individual healthcare plan identifies the support the child will need to reintegrate effectively.

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 pupil'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 eg crowded corridors, travel time between lessons;
- specific support for the pupil'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, (some children will be able to take responsibility for their own health needs), including in emergencies. If a child is self-managing their 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 child'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 child'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 pupil during College hours;
- separate arrangements or procedures required for trips or other College activities outside of the normal College timetable that will ensure the child can participate, eg risk assessments;
- where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child's condition; and
- what to do in an emergency, including whom to contact, and contingency arrangements. Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan

Appendix 2

The following flowchart will act as a basic model to follow by the named responsible professionals.

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Parent or healthcare professional informs the College that the child is newly diagnosed, or is due to start a new College, or is returning to College after an absence, or the child's needs have changed

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graph TD; A[Parent or healthcare professional informs the College that the child is newly diagnosed, or is due to start a new College, or is returning to College after an absence, or the child's needs have changed] --> B[Meeting to discuss and agree on the need for an Individual Healthcare Plan to include key College staff, relevant healthcare professional(s), parent and child. Reports to be provided if appropriate]; B --> C[Agreement is reached on who will write the plan, this MUST have input from the healthcare professional and relevant training needs for staff must be identified]; C --> D[Healthcare professional commissions or delivers relevant training for staff in consultation with designated senior leader]; D --> E[Individual Healthcare Plan is made available to all staff and reviewed annually or when the child's condition changes, this will be initiated by parent or healthcare professional];
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Meeting to discuss and agree on the need for an Individual Healthcare Plan to include key College staff, relevant healthcare professional(s), parent and child.
Reports to be provided if appropriate

Agreement is reached on who will write the plan, this MUST have input from the healthcare professional and relevant training needs for staff must be identified

Healthcare professional commissions or delivers relevant training for staff in consultation with designated senior leader

Individual Healthcare Plan is made available to all staff and reviewed annually or when the child's condition changes, this will be initiated by parent or healthcare professional

Appendix B - BIDEFORD COLLEGE

STATEMENT OF INTENT

Bideford College wishes to ensure that students with medical conditions receive appropriate care and support at College. This policy has been developed in line with the Department for Education's guidance released in April 2014 "Supporting pupils at school with medical conditions".

Ofsted places a clear emphasis on meeting the needs of pupils with SEN and Disabilities and this includes children with medical conditions. At Bideford College, we aim to ensure that students:

- Stay as healthy as is reasonably practicable.
- Stay Safe.
- Enjoy and achieve.
- Make a positive contribution.
- That staff – Feel confident in knowing what to do in an emergency.

Bideford College understands that certain medical conditions can be potentially life-threatening – particularly if ill-managed or misunderstood. The College understands the importance of medication being taken as prescribed. All staff understand the common medical conditions that affect children at this College. Staff receive training on the impact medical conditions can have on students. Bideford College aims to enable full inclusion for all students where reasonably practicable.

DEFINITIONS

- "Medication" is defined as any prescribed or over the counter medicine.
- "Prescription medication" is defined as any drug or device prescribed by a doctor.
- A "staff member" is defined as any member of staff employed at Bideford College, including teachers.

KEY ROLES AND RESPONSIBILITIES

The Local Authority (LA) is responsible for:

- Promoting cooperation between relevant partners and stakeholders regarding supporting pupils with medical conditions.
- Providing support, advice and guidance to schools and their staff.
- Making alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a medical condition.

The Governing Body is responsible for:

- The overall implementation of the Supporting Students with Medical Conditions Policy and procedures of Bideford College.
 - Ensuring that the Supporting Students with Medical Conditions Policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
 - Handling complaints regarding this policy as outlined in the College's Complaints Policy.
 - Ensuring that all students with medical conditions are able to participate fully in all aspects of College life.
 - Ensuring that relevant training provided by the LA is delivered to staff members who take on responsibility to support children with medical conditions.
 - Guaranteeing that information and teaching support materials regarding supporting students with medical conditions are available to members of staff with responsibilities under this policy.
 - Keeping written records of any and all medicines administered to individual students.
 - Ensuring the level of insurance in place reflects the level of risk.

The Executive Principal is responsible for:

- The day-to-day implementation and management of the Supporting Students with Medical Conditions Policy and procedures of Bideford College.
- Ensuring the policy is developed effectively with partner agencies.
- Making staff aware of this policy.
 - Liaising with healthcare professionals regarding the training required for staff.
- Making staff who need to know aware of a child's medical condition.
- Developing Individual Healthcare Plans (IHCPs).
 - Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
 - If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.

- Ensuring the correct level of insurance is in place for teachers who support students in line with this policy.
- Contacting the school nursing service in the case of any child who has a medical condition.

Staff members are responsible for:

- Taking appropriate steps to support children with medical conditions.
- Where necessary, making reasonable adjustments to include students with medical conditions into lessons.
- Administering medication, if they have agreed to undertake that responsibility. Designated staff only.
- Undertaking training to achieve the necessary competency for supporting students with medical conditions, if they have agreed to undertake that responsibility.
- Familiarising themselves with procedures detailing how to respond when they become aware that a student with a medical condition needs help.

School nurses are responsible for:

- Notifying the College when a child has been identified with requiring support in College due to a medical condition.
- Liaising locally with lead clinicians on appropriate support.
- The College Nurse is responsible for administering injections.

Parents and carers are responsible for:

- Keeping the College informed about any changes to their child/children's health.
- Completing a Parent/Carer Agreement for the College to Administer Medicines form (Appendix 1) before bringing medication into College.
 - Providing the College with the medication their child requires and keeping it up to date.
 - Collecting any leftover medicine at the end of the course or year.
 - Discussing medications with their child/children prior to requesting that a staff member administers the medication.
 - Where necessary, developing an Individual Health Care Plan (IHCP) for their child in collaboration with the Executive Principal, other staff members and healthcare professionals.

The role of the child:

- Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- Where possible, students will be allowed to carry their own medicines and devices. Where this is not possible, their medicines will be located in an easily accessible location (Medical Room). Kept in a locked cabinet.
- If students refuse to take medication or to carry out a necessary procedure, parents/carers will be informed so that alternative options can be explored.
- Where appropriate, students will be encouraged to take their own medication under the supervision of the Nurse/designated staff member.

TRAINING OF STAFF

Teachers and support staff will receive training on the Supporting Students with Medical Conditions Policy as part of their new starter induction. Teachers and support staff will receive regular and ongoing training as part of their development.

Teachers and support staff who undertake responsibilities under this policy will receive the following training externally:

Asthma / Cystic Fibrosis / Diabetes / Epilepsy / Epipen / First Aid / Vagal Nerve stimulator training
The clinical lead for this training is Linda Buckland.

No staff member may administer medicines / prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering.

No staff member may administer drugs by injection unless they have received training in this responsibility.

The HR Officer will keep a record of training undertaken and a list of staff/teachers qualified to undertake responsibilities under this policy.

INDIVIDUAL HEALTHCARE PLANS (IHCPs) Where necessary, an Individual Healthcare Plan (IHCP) (Appendix 1) will be developed in collaboration with the student, parents/carers, Executive Principal, Special Educational Needs Coordinator (SENCo) and medical professionals. IHCPs will be easily accessible whilst preserving confidentiality.

- IHCPs will be reviewed at least annually or when a child's medical circumstances change,

whichever is sooner.

- Where a student has an Education, Health and Care plan or special needs statement, the IHCP will be linked to it or become part of it.
- Where a child is returning from a period of hospital education or alternative provision or home tuition, we will work with the LA and education provider to ensure that the IHCP identifies the support the child needs to reintegrate.

MEDICINES

- Where possible, it is preferable for medicines to be prescribed in order that allows the student to take them outside of College hours.
- If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a Parent/Carer Agreement for the College to Administer Medicine (Appendix See attached) up to date.
- No child will be given any prescription or non- prescription medicines without written parent/carer consent except in exceptional circumstances.
- Where a student is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage the student to involve the parents/carers while respecting their right to confidentiality

- No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- Medicines MUST be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- A maximum of four weeks supply of the medication may be provided to College at one time.
- Controlled drugs (Ritalin) may only be taken on College premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence which will be dealt with under our Drug and Alcohol Policy.
- Medications will be stored in the Medical Room (Locked cupboard).
- Any medications left over at the end of the course will be returned to the child's parents/carers.
 - Written records will be kept of any medication administered to children and signed for by the person giving the medication.
 - Students will never be prevented from accessing their medication.
 - Bideford College cannot be held responsible for side effects that occur when medication is taken correctly.

EMERGENCIES

Medical emergencies will be dealt with under the College's emergency procedures.

Where an Individual Healthcare Plan (IHCP) is in place, it should detail:

- What constitutes an emergency.
- What to do in an emergency.

Students will be informed in general terms of what to do in an emergency such as telling a teacher.

If a student needs to be taken to hospital, a member of staff will remain with the child until their parents/carers arrive.

AVOIDING UNACCEPTABLE PRACTICE Bideford College understands that the following behaviour is unacceptable:

- Assuming that students with the same condition require the same treatment.
- Ignoring the views of the student and/or their parents/carers.
- Ignoring medical evidence or opinion.
 - Sending students home frequently or preventing them from taking part in activities at College where reasonably practicable.
 - Sending the student to the medical room alone if they become ill.
 - Penalising students with medical conditions for their attendance record where the absences relate to their condition.
 - Making parents/carers feel obliged or forcing them to attend College to administer medication or provide medical support, including toilet issues.
- Creating barriers to students participating in College life, including College trips.
 - Refusing to allow students to eat, drink or use the toilet when they need to in order to manage their condition.

INSURANCE

Teachers who undertake responsibilities within this policy are covered by the College's insurance.

The College will maintain an appropriate indemnity insurance to cover staff providing support to students with medical conditions.

Full written insurance policy documents are available to be viewed by members of staff who are providing support to students with medical conditions. Those who wish to see the documents should contact the College Business Manager.

COMPLAINTS

The details of how to make a complaint can be found in the Complaints Policy:

Stage 1 - Complaint Heard by Staff Member
 Stage 2 - Complaint Heard by College Principal
 Stage 3 - Complaint Heard by Governing Bodies' Complaints Appeal Panel (CAP)

ASSOCIATED POLICIES/PROCEDURES

Health & Safety Policy

Safeguarding Policy and Procedure

Special Educational Needs / Disability (SEN/D) policy

REVISION HISTORY

003 Review due to new SEN/D policy (Nov14)

002 DCC update Sep11 (Dec11)

001 Original document

APPENDIX 1 – PARENT/CARER AGREEMENT FOR THE COLLEGE TO ADMINISTER MEDICINE

PARENT/CARER AGREEMENT FOR BIDEFORD COLLEGE TO ADMINISTER MEDICINE

Note to Parents/Carers

The College will not give your child medicine unless you complete and sign this form as the College has a policy that staff can administer medicine.

All medicines must be in the original container as dispensed by the pharmacy, with the young person's name, its contents, the dosage and the prescribing doctor's name.

Prescribed Medication

Date _____

Child's name _____

Date of birth _____

Tutor group _____

Name & strength of medicine _____

How much to give (dose to be given) _____

When to be given _____

Number of tablets/quantity to be given to the College _____

Time limit (how long your child needs to take the medication) _____

____ Day/s ____ Week/s

I give permission for my child to carry their own asthma inhalers

Yes / No / Not applicable (delete as required)

I give permission for my child to carry their own asthma inhalers and manage its use

Yes / No / Not applicable (delete as required)

I give permission for my teenage child to carry their adrenaline auto injector for anaphylaxis (Epipen)

Yes / No / Not applicable (delete as required)

I give permission for my child to carry and administer their own medication in accordance with the agreement of the College and medical staff

Yes / No / Not applicable (delete as required)

Reason for medication _____

Daytime phone number of the parent / adult contact _____

Alternative contact in the event of an emergency _____

Name and phone number of GP _____

Agreed review date to be initiated by (named member of staff)

I confirm that the medicine detailed above has been prescribed by a doctor, and that I give my permission for the College authorised person

to administer the medicine to my child during the time they are at College. I will inform Bideford College immediately, in writing, if there is any change in the dosage or frequency of the medication or if the medicine is stopped. I also agree that I am responsible for collecting any unused or out of date supplies and that I will dispose of the supplies.

The above information is, to the best of my knowledge, accurate at the time of writing.

Parent's/Carer's signature*: _____

Date: _____

*Parent/Carer with parental responsibility