

Supporting Students with Medical Conditions Policy



Definition

Students' medical needs may be broadly summarised as being of two types:

- (a) **Short-term**, affecting their participation in college activities which they are on a short term course of medication.
- (b) **Long-term**, potentially limiting their access to education and requiring extra care and support

College Ethos

The college has a responsibility for the health and safety of students in their care. The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of students with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all students at the college. This may mean making special arrangements for particular students so that they can access their full and equal entitlement to all aspects of the curriculum. In this case, individual procedures may be required. The College is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support that students with medical conditions (long or short term) may need.

The Children and Families Act 2014 places a duty on colleges to make arrangements for children with medical conditions. Students with medical conditions have the same right of admission to college as other children and cannot be refused admission or excluded from college on medical grounds alone. However, teachers and other college staff in charge of students have a common law duty to act 'in loco parentis' and must ensure the safety of all students in their care. To this end, the College reserves the right to refuse admittance to a child with an infectious disease, where there may be a risk posed to others or to the health of the child involved. This duty also extends to teachers leading activities taking place off the college site.

The prime responsibility for a child's health lies with the parent, who is responsible for the child's medication and must supply the college with all relevant information needed in order for proficient care to be given to the child. The college takes advice and guidance from a range of sources, including the School Nursing Service, Health professionals and the child's GP in addition to the information provided by parents. This enables the College to assess and manage risk and minimise disruption to the learning of the child and others who may be affected.

Aims

- ▲ To support students with medical conditions, so that they have full access to education, including physical education and educational visits.
- ▲ To ensure that college staff involved in the care of children with medical needs are fully informed and adequately trained by a professional where it is agreed to administer support or prescribed medication.
- ▲ To comply fully with the Equality Act 2010 for students who may have disabilities or special educational needs.
- ▲ To write, in association with healthcare professionals, Individual Healthcare Plans where necessary.
- ▲ To respond sensitively, discreetly and quickly to situations where a child with a medical condition requires support.
- ▲ To keep, monitor and review appropriate records.

Unacceptable Practice

While college staff will use their professional discretion in supporting individual students, it is unacceptable to:

- ▲ Prevent children from accessing their medication.
- ▲ Assume every child with the same condition requires the same treatment.
- ▲ Ignore the views of the child or their parents / carers; ignore medical advice.
- ▲ Prevent children with medical conditions accessing the full curriculum, unless specified in their Individual Healthcare plan.
- ▲ Penalise children for their attendance record where this is related to a medical condition.
- ▲ Prevent children from eating, drinking or taking toilet breaks where this is part of effective management of their condition.
- ▲ Require parents to accompany their child with a medical condition on a college trip as a condition of that child taking part.

Entitlement to Training

The College provides full access to the curriculum for every child wherever possible. We believe that students with medical needs have equal entitlement and must receive necessary care and support so that they can take advantage of this. However, we also recognise that employees have rights in relation to supporting students with medical needs, as follows:

Employees may:

- ▲ Choose whether or not they wish to be involved.
- ▲ Receive appropriate training.
- ▲ Work to clear guidelines.
- ▲ Bring to the attention of Senior Leadership any concern or matter relating to the support of students with medical conditions.

Expectations

It is expected that:

- ▲ Parents will inform college of any medical condition which affects their child.
- ▲ Parents will supply college with appropriate medication, with dosage information and regime clearly printed on the original container.
- ▲ Parents will ensure that medicines to be given in college are in date and clearly labelled.
- ▲ Parents will co-operate in training their children to self-administer medicine if this is appropriate, and that staff members will only be involved if this is not possible.
- ▲ Medical professionals involved in the care of children with medical needs will fully inform staff beforehand of the child's condition, its management and implications for the college life of that individual.
- ▲ The College will ensure that, where appropriate, children are involved in discussing the management and administration of their medicines and are able to access and administer their medicine if this is part of their Individual Healthcare plan (for example, an inhaler).
- ▲ College staff will liaise as necessary with Healthcare professionals and services in order to access the most up-to-date advice about a student's medical needs and will seek support and training in the interests of the student.
- ▲ Transitional arrangements between schools will be completed in such a way that the College will ensure full disclosure of relevant medical information, Healthcare plans and support needed in good time for the child's receiving establishment to adequately prepare.
- ▲ Individual Healthcare plans will be written, monitored and reviewed regularly and will include the views and wishes of the child and parent in addition to the advice of relevant medical professionals.

Insurance

The Governing Body of The Spires College ensures that an appropriate level of insurance is in place and reflects the level of risk presented by children with medical conditions. Currently this is provided by the Torbay LA Maintained School insurance arrangements.

Information

Children with serious medical conditions will have their photo and brief description of condition, along with any other necessary information, in the staffroom, SEND department and main school office. Children with medical conditions which may require emergency attention, e.g. epilepsy, diabetes, will have their names and an Individual Healthcare Plan and all adults dealing with the child will have their attention drawn to this information. All other medical conditions will be noted from children's SIMs records and this information will be accessible to class teachers and other relevant staff.

First Aid Trained Staff

The College ensures that there are a sufficient number of staff training in First Aid. A range of training is offered e.g. First Aid at Work, Emergency First Aid at Work, Sports First Aid. These staff are first aid trained but are not nurses, doctors or medics. For medical advice and treatment beyond first aid, families must contact their GP.

The College will offer regular training so that every member of staff can be trained in the use of Epi Pens.

The College has a designated First Aid Officer. The College has arrangements to substitute for the absence of the First Aid Officer using internal, suitably trained staff and an external agency.

The College has a defibrillator on the main school campus and will ensure that this is properly maintained and available for use.

Calling the Ambulance Service

If a student has sustained an injury and requires to attend hospital. School First Aid qualified staff will assess whether to call an ambulance. Staff will ensure that they are aware of guidance issued by the local ambulance service so that they can judge whether the ambulance service is likely to attend as a priority.

If it is unlikely that an ambulance will evacuate the child, or there is likely to be a long delay, parents will be asked to attend school and take their children to Accident and Emergency.

In exceptional circumstances where the student will not be evacuated by ambulance and parents cannot collect their child, then students will be accompanied to hospital by a member of staff if this is deemed appropriate.

Parents must always be called in a medical emergency, but do not need to be present for a child to be taken to hospital. The accompanying member of staff must hand over responsibility to the parent or carer before returning to College from the hospital.

Administration of medicines

The college encourages parents/carers to work with their children to administer medicines at home. However, if students need to take medicine or inhalers at college their parent/carer must complete the relevant section in the 'Information for Parents/Carers and Students Booklet Reply Sheet'. All medication must be provided by parents/carers for their own child, in the original packaging clearly labelled with the following information:

- ▲ Child's name
- ▲ Name of medication
- ▲ Dosage
- ▲ Frequency of dosage
- ▲ Date of dispensing
- ▲ Storage requirements (if important)
- ▲ Expiry date

All medication, including painkillers that are available over the counter, must be handed to a first aid officer for safe storage in a locked cabinet in the medical room. Medication with a direction stating that a specified time must lapse between each dosage will not normally be administered until after the student has been in college for that length of time, e.g. if four hours is required between each

dosage and the student was present for morning registration at 8.30 am, the medication will not be administered until 12.30 pm.

Students who use inhalers for asthma should always carry an inhaler with them and there is a communal blue salbutamol inhaler kept in the reception office to be used with a disposable spacer in an emergency. Students with allergies that require them to have an epipen prescribed for emergency use must carry one epipen with them and provide the college with a spare epipen, which will be kept in the college reception office.

Essential medicines will be administered on Educational Visits, subject to the conditions above. A risk assessment may be needed before the visit takes place. Staff supervising the visit will be responsible for safe storage and administration of the medicine during the visit.

Before administering any medicine, staff must check that the medicine belongs to the child, must check that the dosage they are giving is correct, and that written permission has been given. Any child refusing to take medicine in college will not be forced to do so, and parents will be informed about the dose being missed. All doses administered will be recorded.

Staff will record any doses of medicines given to students in accordance to any plan agreed with parents. Children self-administrating asthma inhalers do not need to be recorded.

It is the responsibility of parents/carers to notify the college if there is a change in dosage requirements, or the discontinuation of a young person's need for medication.

Adopted:	February 2017	Review Due:	January 2020
Reviewed:	June 2017		
Amended:	June 2017		