



Adopted: 10th July 2017 FGB

First Adopted by the FGB on 22nd September 2014

Contents:

1. Policy Statement	p2
2. Policy framework	p2
3. Policy aim	p3
4. Key roles and responsibilities	p4
5. Definitions	p5
6. Training of staff	p5
7. The role of the student	p6
8. Individual Healthcare Plans (IHCPs)	p6
9. Medicines	p6
10. Emergencies	p7
11. Avoiding unacceptable practice	p7
12. Insurance	p7
13. Complaints	p8
14. Appendices	
1. Individual healthcare plan implementation procedure	
2. Individual healthcare plan template	
3. Model Record of medicine administered to an individual student template	
4. Model Staff training record – administration of medicines	
5. Model letter inviting parents to contribute to individual healthcare plan development	

Policy statement

Sidmouth College wishes to ensure that students with medical conditions receive appropriate care and support whilst at the college. This policy has been developed in line with the Department for Education's guidance released in April 2014 – "Supporting students at school with medical conditions". Ofsted places a clear emphasis on meeting the needs of students with SEN and Disabilities.

The College is an inclusive community that aims to support and welcome students with medical conditions.

The College aims to provide all students with all medical conditions the same opportunities as others at school.

We will help to ensure they can:

be healthy	stay safe
enjoy and achieve	make a positive contribution
achieve economic well-being.	

- The College ensures all staff are aware of their duty of care to children and young people in the event of an emergency and know what to do in an emergency.
- All staff understand the common medical conditions that affect children at the College.
- Staff receive training on the impact medical conditions can have on students.
- The College understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.
- The College understands the importance of medication being taken as prescribed.

Policy framework

These points provide the essential framework of the College's medical conditions policy.

1. The College is an inclusive community that aims to support and welcome students with medical conditions.
2. The College's medical conditions policy is drawn up in consultation with a range of local key stakeholders within both the education and health settings.
3. The medical conditions policy is supported by a clear communication plan for staff, parents and other key stakeholders to ensure its full implementation.
4. Staff understand what to do in an emergency for the most common serious medical conditions at the College.
5. All staff understand and are trained in the College's general emergency procedures.
6. The College has clear guidance on the administration of medication at school.
7. The College has clear guidance on the storage of medication at school.
8. The College has clear guidance about record keeping.
9. The College aims for the whole college environment to be inclusive and favourable to students with medical conditions – within reasonable adjustment. This includes the physical environment, as well as social, sporting and educational activities.

10. The College is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. The College is working towards reducing or eliminating these health and safety risks.

11. Each member of the College and health community knows their roles and responsibilities in maintaining and implementing an effective medical conditions policy.

12. This policy is regularly reviewed, evaluated and updated where necessary. Reviews will take place at least annually.

Policy Aim

1. The College is an inclusive community that aims to support and welcome students with medical conditions because:

- a. The College understands that it has a responsibility to make the college welcoming and supportive to students with medical conditions who currently attend and to those who may enrol in the future.
- b. The College aims to provide anyone with diagnosed medical conditions the same opportunities as others at the college.
- c. Students with medical conditions are encouraged to take control of their condition. We aim for students to feel confident in the support they receive from the College to help them do this.
- d. The College aims to include all students with medical conditions in all college activities.
- e. Parents/carers of students with medical conditions feel secure in the care their children receive at the College.
- f. The College ensures all staff understand their duty of care to children and young people in the event of an emergency.
- g. The College understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.
- h. All staff understand the common medical conditions that affect children at the College. Staff receive training on the impact this can have on students.
- i. The medical conditions policy is understood and supported by the whole college and local health community.

2. The College's medical conditions policy has been drawn up in consultation with a range of local key stakeholders within both the education and health settings

- a. The College has consulted on the development of this medical conditions policy with a range of key stakeholders within both the education and health settings. These key stakeholders include:

Students with medical conditions	Parents/carers
School nurse	Principal
Special educational needs coordinator	Pastoral care team members
Members of staff trained in first aid	College governors.
Local healthcare staff	Senior Leadership Team members

- b. The views of students with various medical conditions were actively sought and considered central to the consultation process.
- c. All key stakeholders were consulted during development of the policy and as comments on a draft policy

- d. The College recognises the importance of providing feedback to those involved in the development process and is committed to acknowledging input and providing follow-up to suggestions put forward.

Signed by

_____ Principal Date: _____
_____ Chair of Governors Date: _____

1. Key roles and responsibilities

1.1. The Local Authority (LA) is responsible for:

- i. Promoting cooperation between relevant partners and stakeholders regarding supporting students with medical conditions.
- ii. Providing support, advice and guidance to schools/colleges and their staff.
- iii. Making alternative arrangements for the education of students who need to be out of school for fifteen days or more due to a medical condition.
- iv. Making available suitable training to school/college staff in supporting students with medical conditions to ensure that Individual Healthcare Plans can be delivered effectively.
- v. Home to school transport and the development of transport healthcare plans for students with life threatening conditions.
- vi. Ensuring the level of insurance in place reflects the level of risk.

1.2 The Governing Body is responsible for:

- i. The overall implementation of the Supporting Students with Medical Conditions Policy and its associated procedures.
- ii. 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.
- iii. Handling complaints regarding this policy as outlined in the College's Complaints Policy.
- iv. Guaranteeing that the relevant training, information and teaching support materials regarding supporting students with medical conditions are made available to members of staff with responsibilities under this policy.

1.3 The Principal and Senior Leadership Team are responsible for:

- i. The day-to-day implementation and management of the Supporting Students with Medical Conditions Policy and its associated procedures.
- ii. Ensuring the policy is developed effectively with partner agencies.
- iii. Making staff aware of this policy.
- iv. Liaising with healthcare professionals regarding the training required for staff.
- v. Ensuring staff that need to know are made aware of a student's medical condition.

- vi. Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations. A list of staff training is maintained on the College's common Resources drive
- vii. Ensuring that all students with medical conditions wherever possible are able to participate fully in all aspects of school life.
- viii. Designating responsibility for key functions identified within this policy to specific members of staff, and making other staff aware of this.
- ix. Ensuring that every effort is made to put appropriate arrangements in place within two weeks of being notified of a medical condition or of the student joining the College. The exception to this is for students moving to the College as part of the Year 6 transition process when arrangements should be in place for the start of the new academic year.

1.4 Staff members are responsible for:

- I. Taking appropriate steps to support students with medical conditions.
- II. Where necessary, making reasonable adjustments to include students with medical conditions into lessons.
- III. Completing risk assessments for trips, visits, holidays, and other college activities outside the normal timetable, including individual ones for those students with medical conditions participating in those activities.
- IV. Administering medication, if they have agreed to undertake that responsibility.
- V. Overseeing the administering of injections, if they have been trained and agreed to do so.
- VI. Undertaking training to achieve the necessary competency for supporting students with medical conditions, if they have agreed to undertake that responsibility.
- VII. Familiarising themselves with procedures detailing how to respond when they become aware that a student with a medical condition needs help.
- VIII. Keeping written records of any and all medicines administered to individual students and across the college population
- IX. Designated staff members are responsible for developing and monitoring Individual Healthcare Plans (IHCPs), liaising with healthcare professionals, and contacting the school nursing service in the case of any student who has a medical condition (diagnosed/notified or suspected).
- X. Designated staff members are responsible for liaising with the school transport service in the case of students with life threatening conditions to ensure that suitable transport healthcare plans are developed for those students.
- XI. Designated staff members are responsible for overseeing the arrangements for school administered vaccinations

1.5 School nurses are responsible for:

- I. Notifying the College when a student has been identified with requiring support in college due to a medical condition.
- II. Liaising locally with lead clinicians on appropriate support.

- III. Providing Level 1 Sexual Health Drop-In.

1.6 Parents and carers are responsible for:

- I. Keeping the College informed about any changes to their child/children's health.
- II. Completing a parental agreement for school to administer medicine form before bringing medication into the College.
- III. Providing the College with the medication their child requires and keeping it up to date.
- IV. Collecting any leftover medicine at the end of the course of treatment or academic year, whichever is the sooner.
- V. Discussing medications with their child/children prior to requesting that a staff member administers or oversees the administration of that medication.
- VI. Where necessary, developing an Individual Healthcare Plan (IHCP) – see Appendix 2 - for their child in collaboration with the designated staff members and healthcare professionals.

2 Definitions

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

3 Training of staff

- I. Staff will receive training on the Supporting Students with Medical Conditions Policy as part of their new starter induction.
- II. Staff will receive regular and ongoing training as part of their development. This will normally be at the start of an academic year.
- III. Staff who undertake responsibilities for delivering medical care under this policy will receive the following training from appropriately qualified persons:-
 - Use of epipen for anaphylaxis *(from the school nurse)*
 - Managing asthma training *(from a specialist asthma nurse or other professional)*
 - Managing diabetes training *(from a specialist diabetes nurse or other professional)*
 - Managing epilepsy *(from the school nurse)*
 - Managing 'The Right for Children' process which may include liaising with healthcare professionals to include a healthcare plan
 - Other specific training as required
- IV. No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility.
- V. No staff member may administer drugs by injection unless they have received training in this responsibility
- VII. The Senior Leadership Team will ensure that a record of training undertaken and a list of staff qualified to undertake responsibilities under this policy is maintained.

4 The role of the student

- I. Students who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- II. Whilst in College students will place their medication in the locked First Aid room. The main exceptions to this are asthma inhalers, blood glucose testing meters and adrenaline pens which students will carry with their belongings at all times. Spare items may be kept in the locked First Aid room if appropriate, and suitable alternative arrangements will be made where necessary, for example when students are out on trips and visits.
- III. If students refuse to take medication or to carry out a necessary procedure, parents or carers will be informed so that alternative options can be explored.
- IV. Where appropriate, students will be encouraged to take their own medication under the supervision of the College First Aiders or other suitably competent staff members.

5 Devon Assessment Framework (DAF) and Individual Healthcare Plans (IHCPs)

- I. Where a student has already been through The Right for Children Process any Individual Healthcare Plan (IHCP) that is necessary will be linked to or become part of that DAF.
- II. If it is identified that an IHCP is required for a student who has not already been through the DAF Process then this will be developed in collaboration with the student, parents/carers, Principal, Special Educational Needs Coordinator (SENCO) and medical professionals, and may contribute to the development of The Right for Children for that student if appropriate.
- III. IHCPs or the corresponding parts of The Right for Children will be easily accessible to those needing them to support the student whilst preserving confidentiality.
- IV. Stand-alone IHCPs will be reviewed at least annually or when a student's medical circumstances change, whichever is sooner. The corresponding parts of a The Right for Children will be reviewed in line with the review frequencies set down in that process.
- V. Where a student is returning from a period of hospital education, alternative provision, or home tuition, the College will work with the LA and education provider to ensure that the The Right for Children (or IHCP) identifies the support the student needs to reintegrate and an adequate risk assessment is carried out.

6 Medicines

- I. Where possible, it is preferable for medicines to be prescribed in frequencies that allow the student to take them outside of college hours.
- II. If this is not possible, prior to staff members administering any medication, the parents/carers of the student must complete and sign a 'parental agreement for a school to administer medicine' form.
- III. No student under 16 should be given any prescription or non-prescription medicines without written parental/carer's consent.
- IV. Where a student is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage the student to involve their parents while respecting their right to confidentiality – in this circumstance the medical practitioner prescribing the medication will have already made a judgement on the competence of the child to have that medication.
- V. No student under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- VI. Medicines MUST be **in date, labelled clearly** with the student's name, and provided in the **original container** as dispensed by the pharmacist (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.

- VII. In line with safeguarding duties the College has to ensure that students' health is not put at risk from, for example, infectious diseases. The College, therefore, does not have to accept a student in college at times when it is considered this would be detrimental to the health of the individual student or others even if they have appropriate medication, support or The Right for Children (IHCP) in place.
- VIII. The College will follow the guidance outlined in the Department for Education document 'Mental Health and Behaviour in Schools' (June 2014) when making arrangements to support students with mental health problems. The College also has a policy relating to Self-Injury. Where appropriate a student with a diagnosed mental health problem will have a The Right for Children (or IHCP) developed so that all parties are aware of how the mental health problem will be managed in college.
- IX. A maximum of two weeks supply of the medication may be provided to the college at one time.
- X. Controlled drugs 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 Drugs Policy - Students.
- XI. Medications will be stored in the locked First Aid room cupboards when the student is at college. Suitable alternative arrangements will be agreed when the student is on trips, visits etc, and it is not practicable for medication to be stored in the First Aid room.
- XII. Any medications left over at the end of the course of treatment will, if possible, be returned to the student's parents or carers.
- XIII. Written records will be kept of any medication administered to students or self-administered by the student but overseen by a staff member
- XIV. Students will never be prevented from accessing their medication.
- XV. The College cannot be held responsible for side effects that occur when medication is taken correctly.
- XVI. Parents/carers may request a copy of the record of medicines administered to their child, or self-administered under the oversight of a member of staff. Parents/carers will be informed if their child refuses to take prescribed medicine at the time specified or fails to report for the purposes of routine health checks or the taking of medication.

7 Emergencies

- I. Medical emergencies will be dealt with under the school's emergency procedures.
- II. Where an Individual Healthcare Plan (IHCP) is in place, it should detail:
 - What constitutes an emergency.
 - What to do in an emergency.

This information will need to be added to The Right for Children if it does not already contain such details and an IHCP is not being created due to the existence of The Right for Children.

- I. Students will be informed in general terms of what to do in an emergency such as telling a teacher.
- II. If a student needs to be taken to hospital, a member of staff will remain with that student until their parents/carers or other authorised adult arrives. Staff should only take students to hospital in a private car, taxi etc. as a last resort.

8 Avoiding unacceptable practice

The College understands that the following behaviour is unacceptable:

- Assuming that all students with the same condition require the same treatment.
- Preventing a student from accessing their inhalers and/or medication and administering it when and where necessary
- Ignoring the views of the student and/or their parents/carers.
- Ignoring medical evidence or opinion (although this may be challenged).
- Sending students home frequently or preventing them from taking part in activities at school unless specified in their The Right for Children (or IHCP)
- Sending the student to the medical room or school office alone or with unsuitable accompaniment if they become ill.
- Penalising students with medical conditions for their attendance record where the absences relate to their condition.
- Making parents feel obliged or forcing parents to attend college to administer medication or provide medical support, including toileting issues.
- Creating unnecessary barriers to students participating in any aspect of school life, including school trips.
- Refusing to allow students to eat, drink or use the toilet when they need to in order to manage their condition effectively.

9 Insurance

I. Staff who undertake responsibilities within this policy are covered by the Devon County Council insurance.

II. In 2014 the authority is insured with QBE Insurance (Europe) Ltd. The amount of cover provided by this policy is no less than £5 million.

The following treatments are generally agreed as being acceptable to insurers:-

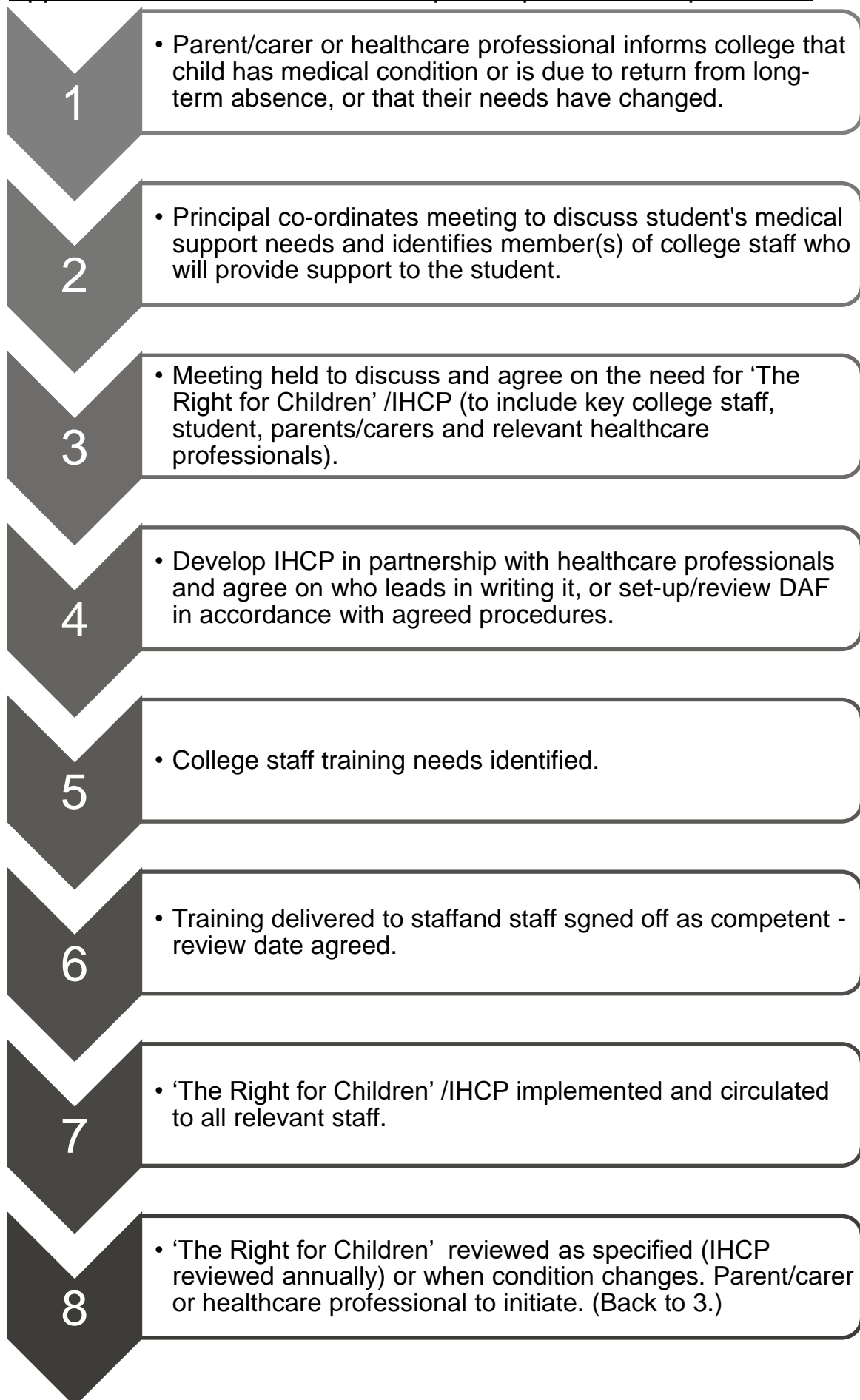
- Ear/nose drop application
 - Inhalers and nebulisers limited to the provision of assistance to user in application or fitting of mask
 - Injections limited to the administration of pre-packaged doses (intramuscular or subcutaneous only) required in a pre-planned emergency
 - Medipens (EpiPens, AnaPens and other auto-injectors) for anaphylactic shock with a pre-assembled pre-dosed epipen containing epinephrine or adrenaline.
 - Oral medication administered as prescribed by a Health Care Professional subject to the terms of the medication policy and obtaining the necessary parental consent forms for the student
 - Temperature taking via ear only subject to referral of variation from specified limits to the appropriate Health Care Professional
 - Topical medication and application of patches using pre-prescribed medication creams and lotions only
- III. 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 Business Manager.

10 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 Principal
- Stage 3 – Complaint Heard by Governing Bodies' Complaints Appeal Panel (CAP)

Appendix 1 - Individual healthcare plan implementation procedure



Appendix 2 - Individual Healthcare Plan (IHCP) template

Sidmouth College Individual Health Care Plan

Child's name

Tutor Group

Date of birth

Child's address

Medical diagnosis or condition **

Date diagnosed

Family Contact Information

Contact 1: Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Contact 2: Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Clinic/Hospital Contact

Clinic/Hospital

Primary Contact Name

Phone no.

G.P.

G.P. Surgery

G.P. Name

Phone no.

Plan date

Plan developed with

Who is responsible for providing support in school

Who is responsible in an emergency?

** Continue on a separate sheet if multiple conditions have been diagnosed each requiring distinct care and/or support.

Describe medical needs and give details of child'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, contraindications, administered by/self-administered with/without supervision.

Daily care requirements

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

Arrangements for school visits/trips etc.

Other information

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

Staff training needed/undertaken – who, what, when

Form copied to

Date of next scheduled review

Appendix 3 - Staff training record – Administration of Medicines

**Sidmouth College
Record of staff training/briefing – Administration of Medicines**

Name of staff member:

--

Type of training received:

--

Date of training completed:

--

Training provided by:

--

Profession and title:

--

I confirm that the above named member of staff has received the training/briefing described above and is competent to support students at the College with the necessary treatment/administration of medicines. I recommend that the training is updated at least add frequency of refresher training recommended.

Trainer's signature _____

Date _____

Suggested review date _____

I confirm that I have received the training detailed above, and that I am willing to undertake the procedures taught in order to support students at the College.

Staff signature _____

Date _____

Training record updated/form filed by: _____

Appendix 4 - Model letter inviting parents/carers to contribute to Individual Healthcare Plan development

Dear add details of parents'/carers' name,

Re: Developing an Individual Healthcare Plan for your child add student's name

Thank you for informing us of your child's medical condition. I enclose a copy of the College's policy for supporting students with medical conditions for your information.

A central requirement of the policy is for an Individual Healthcare Plan to be prepared, setting out what support each student needs and how this will be provided. Individual Healthcare Plans are developed in partnership with the College, parents/carers, students, and the relevant healthcare professional(s) who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although Individual Healthcare Plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts their ability to participate fully in college life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's Individual Healthcare Plan has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will include add details of team. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I or add name of other staff lead would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely,

Jim Ingham-Hill

Principal