



St Augustine's Catholic College

Supporting Children with Medical Conditions

Principle:

- Students at college with medical conditions should be properly supported so that they have full access to education, including day trips, residential visits and sporting activities.
- The Governing Body must ensure that arrangements are in place in college to support students with medical conditions. In so doing, they should ensure that such students can access and enjoy the same opportunities at college as any other student.
- In making their arrangements, the Governing Body should take into account that many of the medical conditions that require support at college will affect quality of life and may be life-threatening. Some will be more obvious than others. The Governing Body should therefore ensure that the focus is on the needs of each individual student and how their medical condition impacts on their college life.
- The Governing Body should ensure that the college's management consult health and social care professionals, students and parents/carers to ensure that the needs of students with medical conditions are effectively supported.
- The Governing Body should ensure that their arrangements give parents/carers and students confidence in the College's ability to provide effective support for medical conditions in college.
- No student with a medical condition should be denied admission or prevented from taking up a place in college because arrangements for their medical condition have not been made. However, in line with safeguarding duties, students' health must not be put at unnecessary risk from, for example, infectious disease. A student with a medical condition does not therefore have to be accepted in college at times where it would be detrimental to the health of that student, or others to do so.

Policy implementation:

- The college has a named person who has overall responsibility for the implementation of this policy. This person Mrs Helen Hicks.
- The named person is responsible for:
 - ensuring that sufficient staff are suitably trained
 - ensuring that all relevant staff are aware of the student's condition
 - ensuring that all necessary records and documents, including the student's Individual Health Care Plan, are accessible to those that need them but that they are treated as confidential and stored accordingly
 - cover arrangements are in place in case of staff absence or staff turnover to ensure someone is always available
 - supply teachers are adequately briefed
 - ensure that additional service providers (eg after college sports club coaches) are aware of a student's condition and any relevant procedures, including emergency procedures
 - risk assessments are carried out for college visits and other college activities which are outside of the normal timetable, and
 - monitoring of individual healthcare plans.

College Procedures:

- Once the college has been notified that a student has a medical condition which requires additional support, the College should develop an 'Individual Health Care Plan' (IHCP) for that student.
- Where a student is new to the College, arrangements should be in place in time for the start of the relevant college term.
- Where a student is moving between schools or a new diagnosis is received mid-term, every effort should be made to ensure that arrangements are put in place within two weeks.
- The College recognises that it does not have to wait for a formal diagnosis before providing support to students. In cases where a student's medical condition is unclear, or where there is a difference of opinion, judgements will need to be made about what support to provide based on available evidence.

Individual Health Care Plans (IHCPs)

- IHCPs should help to ensure that the College effectively supports students with medical conditions.
- They should clearly state what needs to be done, when and by whom and, as a consequence identify the level of training required for specific members of staff.
- The College, healthcare professional and parents/carers should agree, based on available evidence, whether an IHCP would be appropriate or disproportionate. If consensus cannot be reached, the Head Teacher should take the final decision.
- A flow chart for identifying and agreeing the support a student needs and developing an IHCP is provided.
- IHCPs may vary in format depending on the needs of each student.
- The level of detail with an IHCP will vary depending upon the complexity of the student's condition and the level of support required.
- Where a student has 'Special Educational Needs' (SEN) but does not have a Statement or Education, Health and Care Plan (EHCP), their SEN should be mentioned in their IHCP.
- IHCPs and their review may be initiated, in consultation with parents/carers, by a member of the College staff or a healthcare professional involved in providing care to the student.
- Effective plans should be drawn up in partnership between the College, parents/carers, relevant healthcare professionals and, where appropriate, the student.
- The aim of an IHCP is to identify the steps which the College should take to help the student manage their condition and overcome any potential barriers to getting the most from their education.
- Those involved in producing the plan should agree who will take the lead in writing the plan but the responsibility for ensuring that it is finalised and implemented, rests with the College.
- All plans must be reviewed at least annually, or earlier if evidence is presented that the student's needs have changed.
- All plans should be developed with the student's best interests in mind and ensure that the College assesses and manages risks to the student's education, health and social well-being and minimises disruption.
- Where a student has a SEN identified in a 'statement' or EHCP, the IHCP should be linked to, or become part of that statement or EHCP.
- Where a student is returning to college following a period of hospital education or alternative provision, including home tuition, the College should work with the local authority and education provider to ensure that the IHCP identifies the support the student will need to reintegrate effectively.
- When deciding what information should be recorded on an IHCP, the following points should be considered:
 - the medical condition, its triggers, signs, symptoms and treatments
 - the student's resulting needs including medication 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 etc
 - 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 etc
 - the level of support needed, including in emergencies. If a student is self-managing their medication, this should be clearly stated with the 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 Head Teachers for medication to be administered by a member of staff, or self-administered by the student during college hours
 - any separate arrangements or procedures required for college trips or other college activities outside of the normal college timetable that will ensure the student can participate (eg risk assessments)
 - where confidentiality issues are raised by the parents/carers or students, the designated individuals to be entrusted with information about the student's condition, and
 - what to do in an emergency, including whom to contact and contingency arrangements. Some students may have an emergency healthcare plan prepared by their lead clinician that could be used to inform the development of their IHCP.

Roles and responsibilities:

- **The Governing Body must ensure that:**

- arrangements are in place within the College to support students with medical conditions, including making sure that a policy for supporting students with medical conditions is developed and implemented
- Students with medical conditions are supported to enable the fullest participation possible in all aspects of college life, including day trips, residential visits and sporting activities
- sufficient staff have received suitable training and are competent before they take on responsibility to support students with medical conditions, including the administration of prescriptive medicines. It should be noted that a First Aid certificate does not constitute sufficient training, however it may be that written instructions from the parent/carer on the medication might be; and
- designated staff can access the necessary information and teaching support materials as needed.

- **Head Teachers should ensure that:**

- the College's policy is developed and effectively implemented with partners
- all staff are made aware of the policy and the College's obligation to support students with medical conditions and understand their role in the process, including the induction of new staff
- IHCPs are developed for individual students as required
- sufficient trained staff are available to implement all IHCPs including dealing with emergencies
- college staff are appropriately insured to support students as an IHCP may require, and
- they contact the College nursing service in the case of a student who has a medical condition that may require support at college but who has not, as yet, been brought to the attention of the college nurse.

- **College staff should:**

- be aware that they may be asked to provide support to students with medical conditions, including the administration of medicines, although they cannot be required to do so
- be included in meetings regarding a student's medical condition if they have been identified as a key member of staff who is providing support
- be aware of the needs of students with medical conditions that they teach, including those that they take on day trips, college residential visits and sporting activities
- receive sufficient and suitable training and achieve the necessary level of competence before they take on the responsibility to support students with medical conditions, and
- be aware of how to respond to a student with a medical condition when s/he needs help, what constitutes an emergency in each particular case and how to respond.

- **Parents/carers should:**

- provide the College with sufficient and up to date information about their child's medical needs
- be involved in the development and review of IHCPs, and
- carry out their role/s as designated within that plan

- **Students should:**

- help the College as best as they are able to depending upon their age by informing the College as to how their condition affects them
- be involved as much as possible in the discussions about their condition and the development of their IHCP, and
- comply with the plan as best as they are able to, including the management of their own medicines and procedures as outlined in their IHCP.

Managing medicines on college premises:

- Medicines should only be administered at college when it would be detrimental to a student's health not to. Where clinically possible medicines should be prescribed in dose frequencies which enable them to be taken outside college hours.

- No student under 16 should be given prescription or non-prescription medicines without their parents/carers written consent, except in exceptional circumstances where the medication may have been given to them without the parents/carers knowledge. If this is the case, every effort should be made to encourage the student to involve their parents/carers whilst respecting their right to confidentiality.
- The College can only accept 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. The exception to this is insulin, which must be in date but will generally be available inside an insulin pen or a pump rather than in its original container.
- All medicines should be stored safely. Students should know where their medicines are at all times and be able to access them immediately. Where relevant, they should know who holds the key to the storage facility.
- Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should always be readily available to students and not locked away. This is particularly important to remember when outside college premises.
- Students who have been prescribed a controlled drug may legally have it in their possession but must be aware that passing it to another child for use is an offence.
- The College should keep all controlled drugs that students are not self-managing securely stored in a non-portable container which only named members of staff should have access to. They should however be easily accessible in the event of an emergency.
- College staff can only administer a controlled drug to the student for whom it has been prescribed.
- College staff should administer medicine in accordance with the prescriber's instructions.
- The College must keep a record of all medicines administered to individual students, stating what, how and how much was administered, when and by whom. Any observed side effects should be noted.
- When no longer required, medicines should be returned to the parents/carers who are responsible for arranging for their safe disposal.
- Sharp boxes should always be used for the disposal of needles and other sharps.

Unacceptable Practice:

Although college staff should use their discretion and judge each case on its merits, with reference to the student's IHCP, it is not generally acceptable practice to:

- prevent students from easily accessing their inhalers and medication and administering their medication as and when necessary
- assume that every student with the same condition requires the same treatment
- ignore the views of the student or their parents/carers, or ignoring medical evidence or opinion (however this may still be challenged)
- frequently send students with medical conditions home or prevent them from staying for normal college activities, including lunch, unless this is specified in their IHCP
- send the student to the College office or medical room unaccompanied or with someone unsuitable if they become ill
- penalise students for their attendance record if absences are related to their medical condition (eg hospital appointments)
- prevent students from drinking, eating or taking toilet or other breaks whenever they need in order to manage their medical condition effectively
- require parents/carers or make them feel obliged to attend college to administer medication or provide medical support for their child, including toileting issues
- prevent students from participating, or create unnecessary barriers to students participating in any aspect of college life, including college trips, eg by requesting parents/carers to accompany the child.

Complaints:

- Parents/carers who are dissatisfied with the support provided by the College should, in the first instance, discuss their concerns directly with the College.
- If for whatever reason, this does not resolve the issue, parents/carers may pursue their complaint more formally by following the procedures as outlined in the college's Complaints Policy.

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