

**TITLE: SUPPORTING STUDENTS WITH MEDICAL CONDITIONS POLICY**

**MODEL POLICY STATEMENT**

This **is not** a Local Authority model policy

Local changes have been made to the model policy by the College

The model policy used is **N/A**

<b>Policy Owner:</b>	<b>Vice Principal</b>	<b>Review period:</b>	<b>Biennial</b>
<b>Last Review:</b>		<b>Approving Committee:</b>	<b>FGB 06.12.2017</b>
<b>Next Review:</b>	<b>Autumn term 2019</b>	<b>Latest FGB adoption:</b>	<b>06. 12. 2017</b>

**IMPACT OF THIS POLICY**

## **DRAFT POLICY FOR SUPPORTING STUDENTS WITH MEDICAL CONDITIONS**

### **1. Policy statement**

Tavistock College wishes to ensure that students with medical conditions receive appropriate care and support at school. 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.

- This school is an inclusive community that aims to support and welcome students with medical conditions.
- This school aims to provide all students with all medical conditions the same opportunities as others at school.

### **Key Principles**

- The school 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 this school.
- Staff receive training on the impact medical conditions can have on students.
- This school understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.
- This school understands the importance of medication being taken as prescribed.

### **2. Policy framework**

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

1. This school is an inclusive community that aims to support and welcome students with medical conditions.
2. This school's medical conditions policy is drawn up in consultation with a range of local key stakeholders within both the school and health settings.
4. Staff understand what to do in an emergency for the most common serious medical conditions at this school.
5. All staff understand and are trained in the school's general emergency procedures.
6. This school has clear guidance on the administration of medication at school.
7. This school has clear guidance on the storage of medication at school.
8. This school has clear guidance about record keeping.
9. This school aims for the whole school 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. This school is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. The school is working towards reducing or eliminating these health and safety risks.
11. Each member of the school 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.

### **3. Key Roles and Responsibilities**

3.1 The Governing Body is responsible for:

- 3i. The overall implementation of the Supporting Students with Medical Conditions Policy and procedures at schools within the Tavistock College framework.
- 3ii. 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 school's Complaints Policy.
- iv. Ensuring that all students with medical conditions wherever possible are able to participate fully in all aspects of school life.
- v. Ensuring that relevant training is delivered to staff members who take on responsibility to support children with medical conditions.
- vi. Guaranteeing that information and teaching support materials regarding supporting students with medical conditions are available to members of staff with responsibilities under this policy.
- vii. Keeping written records of any and all medicines administered to individual students and across the school population
- viii. Ensuring the level of insurance in place reflects the level of risk.

3.2 The Principal is responsible for:

- i. The day-to-day implementation and management of the Supporting Students with Medical Conditions Policy and procedures of Tavistock College
- 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 relevant staff are aware of a child'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
- vii Ensuring the correct level of insurance is in place for teachers who support students in line with this policy.

3.3 The SENDCo is responsible for:

- I. Developing Individual Healthcare Plans (IHCPs) where necessary

3.4 All Staff are responsible for

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

3.5 School nurses are responsible for:

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

3.6 Parents and carers are responsible for:

- I. Keeping the school 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 school. Appendix 3
- III. Providing the school with the medication their child requires and keeping it up to date.
- IV. Collecting any leftover medicine at the end of the course or year.
- V. Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- VI. Where necessary, developing an Individual Healthcare Plan (IHCP) –Appendix 2 - for their child in collaboration with the SENDCo other staff members and healthcare professionals.

#### **4 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 by Tavistock College including teachers.

#### **5 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 on-going training as part of their development. This will always be at the start of an academic year.
- III. Staff who undertake responsibilities for delivering medical care under this policy will receive the following specific training:

- Use of epipen for anaphylaxis
- Managing asthma training
- Managing diabetes training
- Managing epilepsy
- Other specific training as required
- Producing an IHCP

- IV. The clinical lead for this training is the School Nurse
- V. No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility.
- VI. No staff member may administer drugs by injection unless they have received training in this responsibility
- VII. The Senior Leader responsible for CPD will keep a record of training undertaken and a list of teachers qualified to undertake responsibilities under this policy.

## **6 The role of the child**

- I. Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- II. 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.
- III. If students refuse to take medication or to carry out a necessary procedure, parents 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 a teacher.
- V. When going on a trip outside of school pupils pick up their medicines from Rosemary's office and ensure that it is replaced.

## **7 Individual Healthcare Plans (IHCPs)**

- I. Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the pupil, parents/carers, Headteacher, Special Educational Needs Coordinator (SENDCO) and medical professionals.
- II. IHCPs will be easily accessible whilst preserving confidentiality.
- III. IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- IV. Where a pupil has an Education, Health and Care plan or special needs statement, the IHCP will be linked to it or become part of it.
- V. 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 and an adequate risk assessment is carried out.

## **8 Medicines**

- I. Where possible, it is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside of school hours.
- II. If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental agreement for a school to administer medicine form.
- III. No child will be given any prescription or non-prescription medicines without written parental consent. If parents wish their child to be given paracetamol, they should complete the relevant consent form at the start of the academic year and provide the college with a supply of this medication with their child's name on, per VI and VII below.
- IV. Where a pupil is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage the pupil to involve their parents while respecting their right to confidentiality.
- V. No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- VI. 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.
- VII. A maximum of four weeks supply of the medication may be provided to the school at one time.

VIII. Controlled drugs may only be taken on school 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.

IX. Medications will be stored in the medical room

X. Any medications left over at the end of the course will, if possible, be returned to the child's parents.

XI. Written records will be kept of any medication administered to children. Appendix 4

XII. Students will never be prevented from accessing their medication.

XIII. The School cannot be held responsible for side effects that occur when medication is taken correctly.

## **9 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.

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

II. If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive. Staff should not take children to hospital in their own car.

## **10 Avoiding unacceptable practice**

Tavistock College understands that the following behaviour is unacceptable:

- Assuming that students with the same condition require the same treatment.
- Preventing a student from accessing their medicine
- Ignoring the views of the pupil and/or their parents.
- Ignoring medical evidence or opinion.
- Sending students home frequently or preventing them from taking part in activities at school
- 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 school to administer medication or provide medical support, including toilet issues.
- Creating barriers to children participating in 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.

## **11 Insurance**

I. Teachers who undertake responsibilities within this policy are covered by the schools' insurance.

## **12 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)



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**13 Appendices**

<p><b>TAVISTOCK COLLEGE</b></p> <p><b>POLICIES AND PROCEDURES</b></p>
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Appendix 2 - Individual healthcare plan template  
**Tavistock College Individual Health Care Plan**

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

**Family Contact Information**

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

**Clinic/Hospital Contact**

Name

Phone no.

**G.P.**

Name

Phone no

Who is responsible for providing support in school

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, contra-indications, administered by/self-administered with/without supervision.

Daily care requirements

Specific support for the pupil'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

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to



**Appendix 2a – Staff who may be asked to lead on the creation of a IHCP:**

Vice Principal  
SENDCo  
Heads of Year  
Director of 6<sup>th</sup> form  
Key workers for students on SEN register

### Appendix 3 - Parental agreement for a school to administer medicine template

The school will not give your child medicine including paracetamol unless you complete and sign this form, and the school has a policy that the staff can administer medicine.

### **Tavistock College medicine administering form (including paracetamol)**

Name of child

Date of birth

Group/class/form

Medical condition or illness

#### **Medicine**

Name/type of medicine  
*(as described on the container)*

Expiry date

Dosage and method

Timing

Special precautions/other instructions

Are there any side effects that the school/setting needs to know about?

Self-administration – y/n  
Procedures to take in an emergency

#### **NB: Medicines must be in the original container as dispensed by the pharmacy Contact Details**

Name

Daytime telephone no.

Relationship to child  
Address

I understand that I must deliver the medicine personally to Head of Year administration staff. The above information is, to the best of my knowledge, accurate



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at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) \_\_\_\_\_ Date \_\_\_\_\_