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BC/HSP/013	Approved	SEN Governors	5 November 2014	013

Supporting Students with Medical Conditions

POLICY

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.

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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 their

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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

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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	
Reason for medication	
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)

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:
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*Parent/Carer with parental responsibility