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# SUPPORTING STUDENTS WITH MEDICAL NEEDS POLICY

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Person(s) Responsible:	Mr J Cleary
Governors' Committee:	Student Welfare and Community Committee
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## **Statement of intent**

Collingwood College wishes to ensure that students with medical conditions receive appropriate care and support. This policy has been developed in line with the Department for Education's guidance released in September 2015 with updates in December 2015 – "Supporting pupils at school with medical conditions".

Ofsted places a clear emphasis on meeting the needs of students with Special Educational Needs and Disabilities (SEND) and this includes children with medical conditions, in conjunction with the Equality Act (2010) and the SEND Code of Practice.

### **1. Key roles and responsibilities**

#### **The College is responsible for:**

- Promoting cooperation between relevant partners and stakeholders regarding supporting students with medical conditions.
- Providing support, advice and guidance to staff.
- Making alternative arrangements for the education of students who need to be out of College for fifteen College days or more, due to a medical condition.

#### **The Governing Board is responsible for seeking assurance that:**

- The overall implementation of the Supporting Students with Medical Conditions Policy and procedures of the College
- 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.
- Complaints regarding this policy are addressed as outlined in the College's Parental Concerns Policy.
- All students with medical conditions are supported to enable the fullest participation possible in all aspects of College life.
- Relevant training is delivered to staff members who take on responsibility to support children with medical conditions. Training will be reviewed with further training being provided by appropriate organisations such as St John Ambulance, every 3 years (in line with St John Ambulance guidance).
- Information and teaching support materials regarding supporting students with medical conditions are available to members of staff with responsibilities under this policy.
- Written records are kept of all medicines administered to individual students and across the College population (Appendix 1)
- The level of insurance in place reflects the level of risk.

#### **The Principal is responsible for:**

- The day-to-day implementation and management of the Supporting Students with Medical Conditions Policy and procedures of the 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 that need to know aware of a student's medical condition.
- Developing Individual Health Care Plans (IHCPs).
- Ensuring enough 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 and support staff who support students in line with this policy.
- Contacting the relevant organisations in the case of any student who has a medical condition.

### **Staff members are responsible for:**

- Being aware of how a child's medical condition may impact on them participating on a trip/visit.
- Taking appropriate steps to support students 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.
- 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.
- When necessary, creating a Risk Assessment which will be made accessible to staff.
- Record the administration of medication on students' SIMS records
- Record 'controlled medication' i.e. ADHD using the 'Record of controlled medicine administered' form (Appendix 1).

### **First aiders are responsible for:**

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

### **Parents and carers are responsible for:**

- Keeping the College informed about any changes to their child/children's health.
- Completing a parental agreement for College to administer medicine form before bringing medication into College (Appendix 2).
- 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 possible, medicines should only be administered at College where it would be detrimental to a child's health or College attendance not to do so.
- Where necessary, developing an IHCP for their child in collaboration with the SENCO, other staff members and healthcare professionals.
- Carrying out any action they have agreed to as part of the IHCP implementation, e.g. provide medicine and equipment and ensure they (or another nominated adult), can always be reached.
- Ensuring any long term medication that is held in College is collected when 'expired' and provide a replacement (if required).

## **2. 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 the College including teachers.

## **3. Training of staff**

- 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 appropriate training:
- The clinical lead for this training is the Deputy Administration Manager.

- No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility.
- No staff member may administer drugs by injection unless they have received training in this responsibility
- A record of training undertaken, and a list of staff qualified to undertake responsibilities under this policy will be kept centrally.

#### 4. **The role of the student**

- Students who are competent will be encouraged to take responsibility for managing their own medicines and procedures, although may require supervision.
- Where possible, students will be allowed to carry their own medicines and devices. Where this is not possible, their medicines will be in an easily accessible location.
- If students refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- Students will contribute to the discussions about their medical support needs and IHCP.

#### 5. **Individual Health Care Plans (IHCPs)**

(Should not be confused with Education, Health and Care Plans [EHCPs])

- Where necessary, an IHCP will be developed in collaboration with the student, parents/carers, Special Educational Needs Coordinator (SENCO)/Year Managers and medical professionals.
- IHCPs will be easily accessible whilst preserving confidentiality.
- IHCPs will be reviewed at least annually or when a student's medical circumstances change, whichever is sooner.
- Where a student has an IHCP or EHCP the IHCP will be linked to it or become part of it.
- Where a student is returning from a period of hospital education or alternative provision or home tuition, we will work with the Local Authority and education provider to ensure that the IHCP identifies the support the student needs to reintegrate.
- We will work with the relevant healthcare professionals to identify and agree what suitable training may be required following the development or review of an IHCP.

#### 6. **Medicines**

- Where possible, it is preferable for medicines to be prescribed in frequencies that allow the student to take them outside of school hours.
- If this is not possible, the parents/carers of the student must complete and sign a parental agreement form for the College to administer medicine.
- No student will be given any prescription or non-prescription medicines without written parental 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 parents while respecting their right to confidentiality.
- No student 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 the College at one time.
- 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.

- Where applicable, drugs (according to their classification) may be stored in locked secure areas until required to be taken by students.
- Medications will be stored in the First Aid areas at each office.
- Any medications left over at the end of the course will be returned to the student's parents (via the student), apart from controlled medication which must be collected by a parent.
- Written records will be kept of any medication administered to students.
- Students will be informed how they can access their medication for self-medication (i.e. inhalers and auto injectors) and will never be prevented from accessing their medication.
- Collingwood College cannot be held responsible for side effects that occur when medication is taken correctly.
- Sharps boxes are available for the disposal of needles and other sharps.
- PHS yellow bins are provided for the disposal of blood and other bodily fluids (swabs and dressings).

## 7. **Emergencies**

- Medical emergencies will be dealt with under the College's emergency procedures and when necessary in conjunction with the relevant risk assessment.
- Where an 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 informing a teacher.
- If a student needs to be taken to hospital, a member of staff will remain with the student until their parents arrive.
- The College has 4 defibrillators, one in each reception area (Kingston, Barossa and 6<sup>th</sup> Form Centre) which are stored in unlocked but alarmed cabinets and a further one which is in the Sports Hall. These are clearly visible and easily accessible.

**In all cases students will be treated individually according to their needs.**

## 8. **Insurance**

Members of staff who undertake responsibilities within this policy are covered by the College's insurance.

# ANNEX

## COVID-19

Additional adaptations related to the Supporting Students with Medical Needs Policy at Collingwood College

Sept 2020

Key Roles and responsibilities

### **The Principal is responsible for:**

- Ensuring that our Covid-19 Risk Assessment is adhered to in College.

### **Staff members are responsible for:**

- Ensuring that any student presenting with Covid symptoms in a classroom are sent to first aid and emailing the Covid email
- Ensuring that any student presenting with Covid symptoms are put in our isolation room until collect by parents/carers and associated siblings are also collected from College at the same time.
- Ensuring appropriate PPE protection is worn by first aiders when dealing with anyone presenting with Covid symptoms in First Aid
- Log Covid related incidents on our Covid email

### **Parents and carers are responsible for:**

- Ensuring that if their child/children present with Covid symptoms they are kept at home
- Ensure they advise the Attendance Manager on the absence line
- Ensure they isolate the child and family members (based on the current Government guidelines) pending a Covid 'negative' test result from the affected person

### **The role of the student:**

- Students must remain at home if they have any Covid symptoms and isolate with their family members (based on the current Government guidelines) pending a Covid 'negative' test result from the affected person

### **Medicines**

- Bins are available for the disposal of Covid-19 PPE, used by first aid staff in both Barossa and Kingston first aid areas.



## Parental agreement for Collingwood to administer medicine

Please complete and sign this form to enable the College to administer your child's medication.

Date for review to be initiated by	
Student's name	
Student's date of birth	
Form	
Medical condition or illness	
<b>Medicine</b>	
Name/type of medicine (as described on the container)	
Expiry date of medication	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the College needs to know about?	
Self-administration	Yes / No
Procedures to take in an emergency	

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

<b>Contact details</b>	
Name	
Daytime telephone number	
Relationship to student	
Email address	
I understand that I must deliver the medicine personally to	Barossa Reception or Kingston Reception

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to Collingwood staff administering the medicine in accordance with the College's policy. I will inform the College immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped. I understand that it is my responsibility to replace medication when it expires and that it is also my responsibility to collect the medication and dispose of it and where necessary, provide replacement medication.

Parent/Carer's signature:

Date: