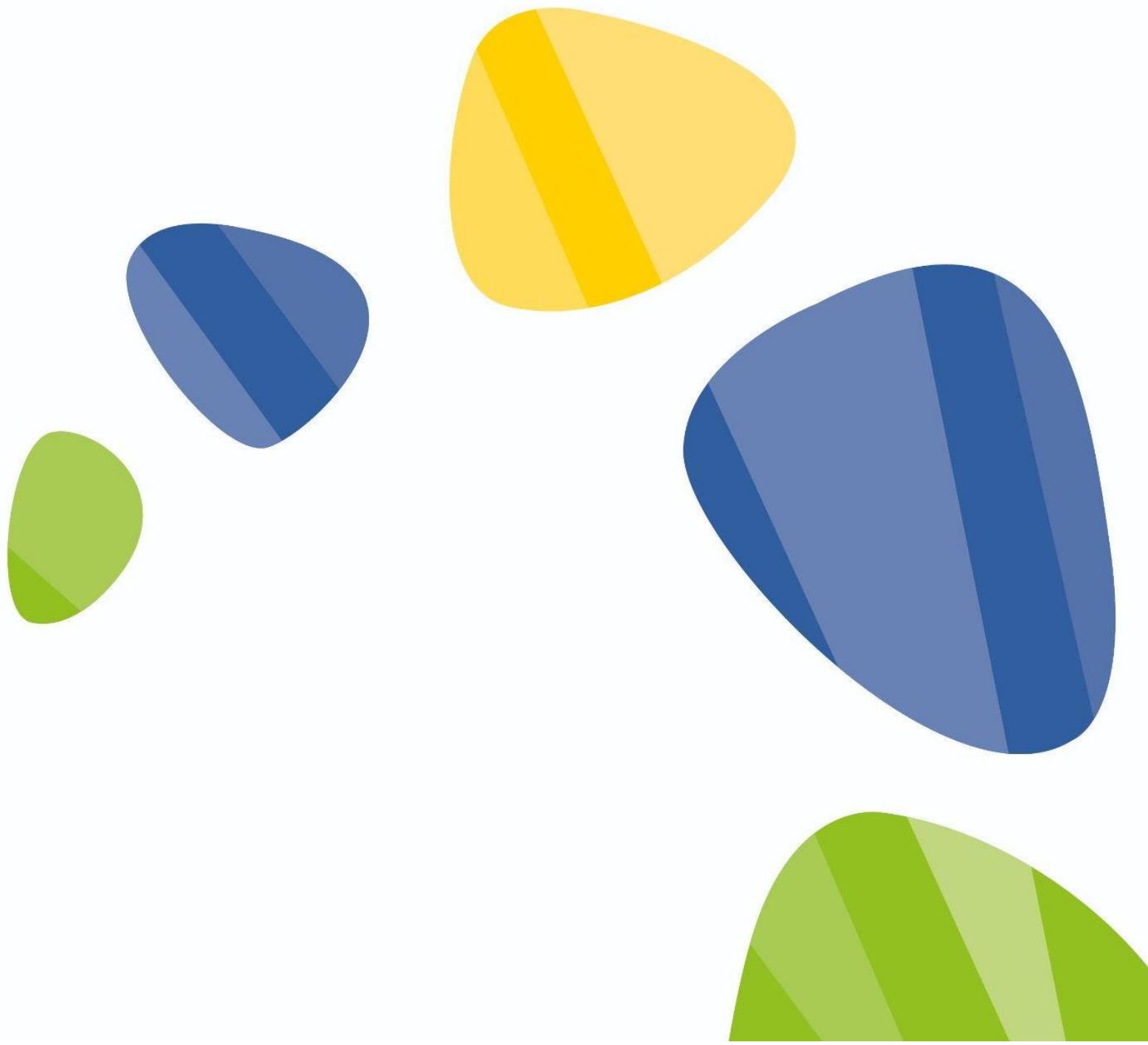




Celebrating Differences As Strengths

Supporting Students with Medical Needs Policy



About this document:

Purpose & Scope: This policy aims to ensure that:

- Students, staff and families understand how our college will support students with medical conditions
- Students with medical conditions are properly supported to allow them to access the same education as other students

Complied by: Gareth Ivett & Asia Malinowska	Date: September 2024
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Wellbeing in our Trust

We may all be affected by poor physical and mental health at times during our lives and it is important the appropriate support is available in a timely manner.

Health and wellbeing is everyone's responsibility and we encourage an open and honest culture whereby anyone can discuss any issues they may have.

The Trustees of Creating Tomorrow take the health and wellbeing of all employees seriously and are committed to supporting our staff. The Trustees ensure that support for staff is available through:

- Effective line management
- Commitment to reducing workload
- Supportive and professional working environments
- Employee support programs
 - Health Assure (confidential counselling support available through Perkbox account).
 - Education Support: telephone number 08000 562561 or website www.educationsupport.org.uk

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Aims

At Creating Tomorrow College, we aim to ensure that a student's medical needs are never a barrier to accessing the full curriculum.

This policy aims to ensure that:

- Students, staff and families understand how our college will support students with medical conditions
- Students with medical conditions are properly supported to allow them to access the same education as other students

The board of trustees will implement this policy by:

- Making sure sufficient staff are suitably trained
- Making staff aware of student's condition, where appropriate
- Making sure there are cover arrangements to ensure someone is always available to support students with medical conditions
- Developing and monitoring individual healthcare plans (IHPs)
-

The named person with responsibility for implementing this policy is the Assistant Principal.

Legislation & Statutory Responsibilities

This policy meets the requirements under [Section 100 of the Children and Families Act 2014](#), which places a duty on trust boards to make arrangements for supporting students at their school with medical conditions.

It is also based on the Department for Education's statutory guidance: [Supporting students at school with medical conditions](#).

This policy also complies with our funding agreement and articles of association.

Roles & Responsibilities

The Board of Trustees

The Board of Trustees holds ultimate responsibility for ensuring that students with medical conditions are supported. They ensure that:

- -Sufficient staff have received suitable training.
- The staff are competent in administering medication.

The Principal

The Principal will:

- Ensure all staff are aware of this policy and understand their role in its implementation.

Assistant Principal

The Assistant Principal will:

- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations
- Take overall responsibility for liaising with the health care professionals and families to ensure the development of IHPs
- Ensure that College staff are appropriately insured and aware of their responsibilities.
- Ensure that systems are in place to obtain and update information about students' medical needs and that this information is kept up to date

Staff

All staff may be required to support students with medical conditions, including administering medication. Staff will receive suitable training and will only be expected to administer medication when they have achieved the necessary level of competency. Staff leading off-site education must be aware of students' medical needs and have appropriate training.

Staff will:

- Not administer medication without proper training.
- Follow all protocols for medication administration.

No student will be allowed to start at the College if the required staff are not trained in administering their medication.

Families

Families must provide the College with up-to-date information about their child's medical needs and supply the necessary medication and equipment. They are responsible for ensuring that medication is delivered to the College in a safe, secure manner and for collecting any remaining medication when required.

Students

Students with medical conditions should actively participate in discussions about their care and adhere to their Individual Healthcare Plans (IHPs). Those over 18 are expected to manage their own medication and ask for support when necessary.

Equal Opportunities

Our College is committed to ensuring that students with medical conditions are supported to participate fully in off-site education. We will make reasonable adjustments and conduct risk assessments to ensure students with medical conditions are included in all activities. In doing so, we will consult with students, their families, and relevant healthcare professionals.

Managing Medicines

Storage of Medication

- All medications must be stored in a locked medication cabinet, and a log will be maintained for each individual student.
- If medication needs to be stored in a fridge, the temperature must be taken and recorded daily.
- Prescription medications will only be administered at College when it would be detrimental to the student's health or attendance not to do so and when the College has received written consent.
- Non-prescription medications should be self-administered by students over 18. For students under 18, written permission from guardians is required.

Trips, Movement Between Campuses and Work Experience

Campus Leaders must ensure that any medication taken out on trips or work experience is returned at the end of the day. Every instance of medication being taken off site must be clearly recorded, including the amount of tablets/volume of medication signed out, administered and signed back in. While on trips or work experience, staff must keep all student medications, including painkillers, and follow proper protocols for administration.

*When students are on work experience without College staff, they must manage their own medication. The work experience mentor must be made aware of the medication the student has brought with them and where it is kept.

Family and Student Responsibilities

Families and students are responsible for providing all relevant medical information to ensure the college is able to provide proper care and support.

The college will take no responsibility if families and students fail to provide adequate medical information to support appropriate care.

Administration of Medication

If it is deemed appropriate for staff to administer medication then they must:

- Check maximum dosages and the timing of the last dose before administering any medication.

- Require a witness for medication administration, and all doses must be logged and signed.
- Prior to administration ensure that the accompanying paperwork outlines how the number/volume of tablets/medication and that matches with the tablets/medication in hand
- Ensure that the medication is in date
- Ensure only the stated dose, outlined on the package and paperwork is administered
- Verbally gain agreement with either the young person or another member of staff that the medication to be administered is the same on the blister strip as the packaging.
- Update paperwork following administration to reflect the new amount of tablets/volume of medication on hand

Students over 18 should administer their own medication where appropriate. Students under 18, who are competent, will be encouraged to take responsibility for managing their own medicines, with this arrangement agreed upon with their families. All paperwork expectations outlined in this policy must be followed, following administration.

In emergencies, staff will assist with medication administration, following the creation of care plans, and notifying families when necessary.

Controlled Drugs

Controlled drugs are prescription medicines that are controlled under the Misuse of Drugs Regulations 2001. All controlled drugs must be kept in a secure safe in the staff office. Controlled drugs will be easily accessible in an emergency, and a record of any doses used and the amount held will be kept.

Individual Health Care Plans (IHP)

The Assistant Principal has overall responsibility for ensuring the development of IHPs for students with medical conditions. This has been delegated to Carole Wilson-Frizzell, who liaises with health professionals (with responsibility for the health care of the student)

Plans will be reviewed at least annually, or earlier if there is evidence that the student's needs have changed.

Plans will be developed with the student's best interests in mind and will set out:

- What needs to be done
- When
- By whom

Not all students with a medical condition will require an IHP. It will be agreed with a healthcare professional and the young person (if over 18) when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is not a consensus, the principal will make the final decision.

Plans will be drawn up in partnership with the college, the young person, families and a relevant healthcare professional, such as a specialist or paediatrician, who can best advise on the student's specific needs.

IHPs will be linked to, or become part of, any education, health and care (EHC) plan. If a student has SEN but does not have a statement or EHC plan, the SEN will be mentioned in the IHP.

The level of detail in the plan will depend on the complexity of the young person's condition and how much support is needed. The Assistant Principal, with healthcare professionals, will consider the following when deciding what information to record on IHPs:

- The medical condition, its triggers, signs, symptoms and treatments
- The student's resulting needs, including medication (dose, side effects and storage) 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, e.g. crowded corridors, travel time between curriculum activities
- 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
- The level of support needed, including in emergencies. If a student is self-managing their medication, this will be clearly stated with 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 the young person (if over 18) and the principal for medication to be administered by a member of staff, or self-administered by the student during college hours.
- Where confidentiality issues are raised by the family/student, the designated individuals to be entrusted with information about the student's condition
- What to do in an emergency, including who to contact, and contingency arrangements

Unacceptable Practice

It is generally unacceptable practice to:

- Prevent students from accessing their inhalers or medication when necessary.
- Ignore students' or their families' views or medical evidence.
- Send students home unnecessarily for reasons related to their medical condition.
- Penalise students for absences related to their medical condition, such as hospital appointments.

- Create unnecessary barriers preventing students from participating in college activities, including trips.

Emergency Procedures

Staff will follow the College's normal emergency procedures, including calling 999. All staff will familiarise themselves with students' care plans, which will clearly outline emergency procedures. If a student needs to be taken to the hospital, staff will stay with the student until a family member arrives or accompany them in the ambulance.

Training

Staff responsible for supporting students with medical needs will receive suitable and sufficient training. This training will be identified upon receiving information about a student's medical condition and will be updated regularly to ensure competency.

Training will:

- Ensure staff are confident and competent in supporting students.
- Address the requirements in care plans and cover preventative and emergency measures.
- Healthcare professionals will provide confirmation of staff proficiency in medical procedures and medication administration.

Record Keeping

The Board of Trustees will ensure that written records are kept for all medication administered to students. Families will be informed if their child has been unwell at College, and appropriate consent will be obtained for students over 18.

Care Plans will be kept in an accessible location known to all relevant staff.

Liability & Indemnity

The Board of Directors will ensure that the appropriate level of insurance is in place and reflects the College's level of risk. As an academy, Creating Tomorrow College and the Creating Tomorrow Academies Trust are members of the Department for Education's Risk Protection Arrangement (RPA). Each campus displays the insurance certificate, and further information is available upon request

Complaints

Families and students with complaints regarding the College's handling of medical conditions should first discuss them directly with the Principal or nominated member of the college senior leadership team. If the Principal/Senior Leader cannot resolve the matter, families will be directed to the College's formal complaints procedure.

Monitoring Arrangements

This policy will be reviewed and approved by the Board of Trustees every two years.