



Supporting Students with Medical Needs Policy

ABOUT THIS DOCUMENT:

Purpose: This policy outlines how Creating Tomorrow College supports learners with health care needs and manages medication in college.

The aim is to ensure that the processes and approaches are consistent, so as to ensure the health and safety of all, and that ensure learners with medical needs are able to access all learning opportunities.

Compiled by K Latham & G Ivett, December 2020

Agreed by Directors

SIGNED

DATE

Review Date December 2022

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Wellbeing in our Trust

Managing learners' medical conditions can be challenging and this document aims to set out procedures to be followed to minimize what can be a difficult process.

We are all 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
 - CIC (confidential counselling support available through Perkbox account).
 - The Teacher Support Line telephone number 08000 562561 or website www.teachersupport.info

1. Aims

At Creating Tomorrow College we are a fully inclusive setting and our purpose is to help create happy, successful adults. This policy supports all staff in ensuring our learners can access all learning activities in our college irrespective of their medical needs.

This policy aims to promote and embed Creating Tomorrow College's Core Values:

Determination	Aspiration	Resilience	Empathy
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The core values define how we expect all staff and learners to conduct themselves on a day-to-day basis and act as a guide to promote safe and positive behavior, this applies to what happens in the classroom, on the playground and in the activities we deliver, including supporting learners in managing medical needs.

This policy aims to ensure that:

- Learners, staff and parents understand how our college will support learners with medical conditions
- Learners with medical conditions are properly supported to allow them to access the same education as other learners, including college trips and sporting activities

The governing board will implement this policy by:

- Ensuring close liaison with other agencies (particularly the NHS) and parents as necessary
- Making sure sufficient staff are suitably trained
- Making staff aware of a learner's condition and its effects, where appropriate
- Ensuring procedures are in place to ensure safe and effective administration of medical procedures, including medication
- Making sure there are cover arrangements to ensure someone is always available to support learners with medical conditions
- Providing supply teachers with appropriate information about the policy and relevant learners
- Developing and monitoring individual healthcare plans (IHPs)

The named person with responsibility for implementing this policy is Gareth Ivett

2. Legislation and statutory responsibilities

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

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

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

3. Roles and responsibilities

3.1 The governing board

The governing board has ultimate responsibility to make arrangements to support learners with medical conditions. The governing board will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting young people with medical conditions.

3.2 The Director of College

The Director of College will:

- Make sure all staff are aware of this policy and understand their role in its implementation
- 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 the development of IHPs
- Make sure that college staff are appropriately insured and aware that they are insured to support learners in this way
- Contact the nursing service in the case of any learner who has a medical condition that may require support at college, but who has not yet been brought to the attention of the college nurse
- Ensure that systems are in place for obtaining information about a young person's medical needs and that this information is kept up to date

3.3 Medical and Welfare Assistant

The medical and welfare assistant will:

- Provide first aid, emergency care and treatment for sick and injured learners or staff during the college day.
- Provide care and support for learners with chronic conditions, e.g. Diabetes, asthma, epilepsy, allergies and immune compromised conditions, and record and maintain individual care plans and emergency medical care for pupils with chronic conditions.
- Manage, store and administering medications according to NCC and college policies.

- Liaise with all educational and health agencies i.e. Social services, Physiotherapy, O.T and Dentist, and support learners, staff and parents on a 1:1 basis if appropriate and required.
- Maintain safe disposal of clinical waste, medicines and body fluids as defined by the Controlled Waste Regulations Act.
- Maintain a safe and hygienic work environment in the medical and hygiene suite, including any equipment and mobility aids used for learner care.
- Check and maintain equipment for use in college i.e. power wheelchair/hoists:
 - for condition, ensuring batteries are charged and report any defect to the HWTM and/or the appropriate agency or carer.
- Support staff with clinical information and/or tutor individual staff with the support of the Children and Young Peoples Nurse (College Nurse) who will assess competencies.

3.4 Staff

Supporting learners with medical conditions during college hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to learners with medical conditions. This includes the administration of medicines.

Within support staff roles and responsibilities, the requirement to support learners with medical conditions is clear and as such staff will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.

Teachers will take into account the needs of learners with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a learner with a medical condition needs help.

Staff leading a trip off-site must be aware of the learners' medical needs in their group and as such training will be provided for any member of staff in this position.

3.5 Learners (over the age of 18) / Parents

Parents will:

- Provide the college with sufficient and up-to-date information about their young person's medical needs
- Be involved in the development and review of their young person's IHP
- Carry out any action they have agreed to as part of the implementation of the IHP e.g. provide medicines and equipment
- Bring medication into college in person and if required collect any medication in person

3.6 Learners (under the age of 18)

Learners with medical conditions will often be best placed to provide information about how their condition affects them. Learners should be supported to be as involved in discussions about their medical support needs as they are able to be, and to contribute to the development of their IHPs. They are also expected to comply with their IHPs.

3.7 College nurses and other healthcare professionals

Our college nursing service will notify the college when a learner has been identified as having a medical condition that will require support in college. This will be before the learner starts college, wherever possible.

Healthcare professionals, such as GPs and paediatricians, will liaise with the college nurses and notify them of any learners identified as having a medical condition, as well as any substantive changes in the effects of that condition.

College nurses have a responsibility to ensure any staff trained to support learners with medical needs are competent in their roles.

The college nurse will liaise with college when writing an Individual Healthcare Plan and will sign off each plan, along with parent and college.

4. Equal opportunities

Our college is clear about the need to actively support learners with medical conditions to participate in college trips and visits, or in sporting activities, and not prevent them from doing so.

The college will consider what reasonable adjustments need to be made to enable these learners to participate fully and safely on college trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that learners with medical conditions are included. In doing so, learners, their parents and any relevant healthcare professionals will be consulted.

5. Being notified that a young person has a medical condition

When the college is notified that a learner has a medical condition, the process outlined below will be followed to decide whether the learner requires an IHP.

The college will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for learners who are new to our college.

See Appendix 1.

6. Individual healthcare plans

The Director of College has overall responsibility for the development of IHPs for learners with medical conditions.

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

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

- What needs to be done

- When
- By whom

in order to ensure that the learner is able to access education as effectively as possible.

Not all learners with a medical condition will require an IHP. It will be agreed with a healthcare professional and the learner / parents when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is not a consensus, the Director of College will make the final decision.

Plans will be drawn up in partnership with the college, learner / parents and a relevant healthcare professional, such as the college nurse, specialist or paediatrician, who can best advise on the learner's specific needs. The learner will be involved unless not appropriate.

IHPs will be linked to, or become part of, any education, health and care (EHC) plan.

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 Director of College is responsible, with the college healthcare professionals, for considering the following when deciding what information to record on IHPs:

- The medical condition, its triggers, signs, symptoms and treatments
- The learner'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 lessons
- Specific support for the learner'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 learner 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 learner'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 learner's condition and the support required
- Arrangements for written permission from the learner, parents and the Director of College for medication to be administered by a member of staff, or self-administered by the learner during college hours
- Separate arrangements or procedures required for college trips or other college activities outside of the normal college timetable that will ensure the learner can participate, e.g. risk assessments

- Where confidentiality issues are raised by the learner/parent, the designated individuals to be entrusted with information about the learner's condition
- What to do in an emergency, including who to contact, and contingency arrangements

7. Managing medicines

Prescription and non-prescription medicines will only be administered at college:

- When it would be detrimental to the learner's health or college attendance not to do so **and**
- Where we have learner's / parents' written consent

The only exception to this is where the medicine has been prescribed to the learner without the knowledge of the parents.

Anyone giving a learner any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents will always be informed.

The college will only accept prescribed medicines that are:

- In-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

The college will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely. Learners will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to learners and not locked away.

Parents will be asked to collect any medicines for safe disposal when no longer required.

7.1 Controlled drugs

[Controlled drugs](#) are prescription medicines that are controlled under the [Misuse of Drugs Regulations 2001](#) and subsequent amendments, such as morphine or methadone.

At the college all controlled drugs are kept in a secure cupboard in the medical office and only named staff have access.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

7.2 Administration of medication

At Creating Tomorrow College all medication is administered by a trained member of staff. They are supported by another member of class staff who has had appropriate training delivered by the college nursing team.

7.3 Learners managing their own needs

Learners who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents and it will be reflected in their IHPs.

Learners will be allowed to carry their own medicines and relevant devices wherever possible. Staff will not force a learner to take a medicine or carry out a necessary procedure if they refuse, but will follow the procedure agreed in the IHP and inform parents so that an alternative option can be considered, if necessary.

7.4 Unacceptable practice

College staff should use their discretion and judge each case individually with reference to the learner's IHP, but it is generally not acceptable to:

- Prevent learners from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every learner with the same condition requires the same treatment
- Ignore the views of the learner or their parents
- Ignore medical evidence or opinion (although this may be challenged)
- Send young people with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal college activities, including lunch, unless this is specified in their IHPs
- If the learner becomes ill, send them to the college office or medical room unaccompanied or with someone unsuitable
- Penalise learners for their attendance record if their absences are related to their medical condition, e.g. hospital appointments
- Prevent learners from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Require parents, or otherwise make them feel obliged, to attend college to administer medication or provide medical support to their learner, including with toileting issues. No parent should have to give up working because the college is failing to support their young person's medical needs
- Prevent learners from participating, or create unnecessary barriers to learners participating in any aspect of college life, including college trips, e.g. by requiring parents to accompany their young person
- Administer, or ask learners to administer, medicine in college toilets

8. Emergency procedures

Staff will follow the college's normal emergency procedures (for example, calling 999). All learners' IHPs will clearly set out what constitutes an emergency and will explain what to do.

If a learner needs to be taken to hospital, staff will stay with the learner until the parent arrives, or accompany the learner to hospital by ambulance.

9. Training

Staff who are responsible for supporting learners with medical needs will receive suitable and sufficient training to do so, together with others as necessary to provide appropriate cover.

The training will be identified during the development or review of IHPs. Staff who provide support to learners with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the Director of College. Training will be kept up to date.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the learners
- Fulfil the requirements in the IHPs
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

10. Record keeping

The governing board will ensure that written records are kept of all medicine administered to learners. Parents will be informed if their learner has been unwell at college.

IHPs are kept in a readily accessible place which all staff are aware of.

11. Liability and indemnity

The trust board will ensure that the appropriate level of insurance is in place and appropriately reflects the college's level of risk.

As part of multi academy trust the college and Creating Tomorrow Trust, are members of the Department for Education's risk protection arrangement (RPA). Each college displays the Insurance certificate and further information can be provided upon request.

12. Complaints

Learners, or Parents, with a complaint about the management of their medical condition should discuss these directly with the college tutor in the first instance. If they cannot resolve the matter, they will be directed to the college's complaints procedure.

13. Monitoring arrangements

This policy will be reviewed and approved by the governing board every 2 years.

14. Links to other policies

This policy links to the following policies:

- Complaints
- Equality information and objectives
- First aid
- Health and safety
- Safeguarding
- Special educational needs information report and policy

Appendix 1: Being notified a young person has a medical condition

