

**SUPPORTING PUPILS WITH**

**MEDICAL CONDITIONS POLICY**

January 2019

# Statement of intent

Unity College wishes to ensure that pupils 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 December 2015 – “Supporting pupils at college 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.

# 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 colleges and their staff.

The G**overning Body is responsible for:**

* The overall implementation of the Supporting Pupils with Medical Conditions Policy and procedures.
* Ensuring that the Supporting Pupils 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 pupils 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 pupils 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 pupils](#_Appendix_3_-) and [across the college population](#_Appendix_4_-).
* Ensuring the level of insurance in place reflects the level of risk.

**The Headteacher is responsible for:**

* The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures of Unity 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.
* Ensuring a sufficient number of trained members of staff are available to implement the policy..
* Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.

**Staff members are responsible for:**

* Taking appropriate steps to support children with medical conditions.
* Where necessary, making reasonable adjustments to include pupils with medical conditions into lessons.
* Administering medication, if they have agreed to undertake that responsibility.
* Undertaking training to achieve the necessary competency for supporting pupils 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 pupil with a medical condition needs help.
* The college’s Educational Visits Coordinator is responsible for all risk assessments related to college visits and activities out of college.

**The college’s first aider is responsible for:**

* Overseeing procedures when a child has been identified with requiring support in college due to a medical condition.
* Liaising locally with the college nurse and lead clinicians on appropriate support.
* Developing Individual Healthcare Plans (IHCPs) and storing them securely.
* Contacting the college nursing service in the case of any child who has a medical condition.
* Transitional arrangements between colleges.

**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](#_Appendix_2_-) form 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 Healthcare Plan](#_Appendix_1_–) (IHCP) for their child in collaboration with the college first aider, college nurse and any other staff members and healthcare professionals.

# 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 Unity College, including teachers.

# Training of staff

* Teachers and support staff will receive relevant training on the Supporting Pupils with Medical Conditions Policy depending on their specific role in college.
* Teachers and support staff will receive general and where appropriate specific, regular and ongoing training as part of their development.
* No staff member may administer drugs by injection unless they have received training in this responsibility.
* No staff member to supervise the administering of meds other than those listed and trained.
* A record of training undertaken, and a list of teachers qualified and their responsibilities under this policy.

# The role of the child

* Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
* Where possible, pupils 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.
* If pupils refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
* Where appropriate, pupils will be encouraged to take their own medication under the supervision of a listed and trained member of staff.

#

# Individual Healthcare Plans (IHCPs)

* Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the pupil, parents/carers, college first aider, deputy headteacher pastoral, Special Educational Needs Manager and medical professionals.
* IHCPs will be easily accessible whilst preserving confidentiality. Once completed they will be available to all relevant stakeholders.
* IHCPs will be reviewed at least annually or when a child’s medical circumstances change, whichever is sooner. This will be overseen by the deputy head pastoral.
* 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.
* 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 frequencies that allow the pupil to take them outside of college hours.
* If this is not possible, prior to staff members (those listed and trained) administering any medication, the parents/carers of the child must complete and sign a [parental agreement for a college to administer medicine](#_Appendix_2_-) form.
* No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
* 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.
* 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.
* 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 Misuse of drugs act.
* Medications will be stored in the First Aid room.
* Any medications left over at the end of the course will be returned to the child’s parents.
* Written records will be kept of any medication administered to children.
* Pupils will never be prevented from accessing their medication unless it is deemed unsafe to do so.
* Unity 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.

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

If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

#

# Avoiding unacceptable practice

* Unity College understands that the following is unacceptable:
* Assuming that pupils with the same condition require the same treatment.
* Ignoring the views of the pupil and/or their parents.
* Ignoring medical evidence or opinion.
* Sending pupils home frequently or preventing them from taking part in activities at college
* Sending the pupil to the first aid room or college office alone if they become seriously ill or injured.
* Penalising pupils with medical conditions for their attendance record where the absences relate to their condition.
* Making parents feel obliged or forcing parents to attend college to administer medication or provide medical support, including toilet issues.
* Creating barriers to children participating in college life, including college trips.
* Refusing to allow pupils 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.
* Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions. Those who wish to see the documents should contact the business manager.

#

# Complaints

* The details of how to make a complaint can be found in the Complaints Policy.