

# Exmouth Community College



## MEDICAL CONDITIONS POLICY

<b>Policy Details</b>	<b>Date</b>
Policy Written	Graham Allen
Policy Reviewed by	Human Resources Committee / FGB
Policy ratified by governors	09.10.18 and 16.10.18
Review Cycle	Annual
Policy Review date	Autumn 1 2019

# **POLICY STATEMENT**

**Exmouth Community College is an inclusive community that welcomes and supports students with medical conditions.**

**This College provides all students with any medical condition the same opportunities as others at College.**

We will help to ensure they can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic wellbeing once they have left College.

The College makes sure all staff understand their duty of care to children and young people in the event of an emergency.

All staff feel confident in knowing what to do in an emergency.

This College understands that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood.

This College understands the importance of medication and care being taken as directed by healthcare professionals and parents.

All staff understand the medical conditions that affect students at this College. Staff receive training on the impact medical conditions can have on students.

The named member of College staff responsible for this medical conditions policy and its implementation is: Mr G Allen

## **1. This College is an inclusive community that supports and welcomes students with medical conditions.**

- This College is welcoming and supportive of students with medical conditions. It provides children with medical conditions with the same opportunities and access to activities (both College based and out-of-College) as other students. No child will be denied admission or prevented from taking up a place in this College because arrangements for their medical condition have not been made. This College will listen to the views of students and parents.
- Students and parents feel confident in the care they receive from this College and the level of that care meets their needs.
- Staff understand the medical conditions of students at this College and that they may be serious, adversely affect a child's quality of life and impact on their ability to learn.
- All staff understand their duty of care to children and young people and know what to do in the event of an emergency.
- The whole College and local health community understand and support the medical conditions policy.
- This College understands that all children with the same medical condition will not have the same needs.
- The College recognises that duties in the Children and Families Act (England only), the Equality Act (England, Wales and Scotland) and the Disability Discrimination Act (Northern Ireland only) relate to children with disability or medical conditions is anticipatory.

## **2. This College's medical conditions policy is drawn up in consultation with a wide**

**range of local key stakeholders within both the College and health settings.**

- Stakeholders should include students, parents, College nurse, College staff, governors, the College employer and relevant local health services.

**3. The medical conditions policy is supported by a clear communication plan for staff, parents\* and other key stakeholders to ensure its full implementation.**

- Students, parents, relevant local healthcare staff, and other external stakeholders are informed of and reminded about the medical conditions policy through clear communication channels.

**4. All staff understand and are trained in what to do in an emergency for children with medical conditions at this College**

- All College staff, including temporary or supply staff, are aware of the medical conditions at this College and understand their duty of care to students in an emergency.
- All staff receive training in what to do in an emergency and this is refreshed at least once a year.
- All children with a medical condition at this College have an individual healthcare plan (IHCP), which explains what help they need in an emergency.
- In most cases the IHCP will be kept within the School Information Management System (SIMS) and can be run as a report, drawing on the most current information.

Where identified as being necessary, more detailed Individual Health Care Plans (IHCP) will be developed between Exmouth Community College, healthcare professionals and parents so that the steps needed to help a student manage their condition and overcome any potential barriers to getting the most from their education are identified. Where appropriate the IHCP will include:

- a) The student's medical condition, its triggers, symptoms, medication needs and the level of support needed in an emergency. Also it must include any treatments, time, facilities, equipment, testing and access to food or drink (where it is used to manage their condition), dietary requirements and environmental issues such as crowded corridors and travel time between lessons
- b) Specific support for the student's education, social and emotional needs, such as how will absences be managed, requirements for extra time to complete exams, use of rest periods or counselling sessions
- c) Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support from a healthcare professional
- d) Cover arrangements and who in the academy needs to be aware of the student's condition and the support required including supply staff
- e) Arrangements for written permission from parents for medication
- f) Arrangements or procedures for school trips or other academy activities outside the normal timetable; completion of risk assessments for visits and academy activities outside the normal timetable
- g) The designated individuals to be entrusted with the above information
- h) Procedures in the event of the student refusing to take medicine or carry out a necessary procedure

Relevant information from the IHCP will accompany a student should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing the IHP within emergency care settings.

**5. All staff understand and are trained in the College's general emergency procedures.**

- All staff, including temporary or supply staff, know what action to take in an emergency and receive updates at least yearly.
- If a student needs to attend hospital, a member of staff (preferably known to the student) will stay with them until a parent arrives, or an ambulance/paramedic. They will not take students to hospital in their own car.
- The College has two defibrillators (Telfer Centre and KS3 Reception). These can be used by staff without the need for training as instructions are given at time of use.

**6. This College has clear guidance on providing care and support and administering medication at College.**

- This College understands the importance of medication being taken and care received as detailed in the student's IHP.
- This College will make sure that there are several members of staff who have been trained to administer the medication and meet the care needs of an individual child. This includes escort staff for home to College transport if necessary. This College will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. This College's governing body has made sure that there is the appropriate level of insurance and liability cover in place.
- Prescribed medication will be accepted and administered in the establishment.
- Non-prescription medication will not be accepted and administered in any circumstances.
- This College will not give medication (prescription) to a child under 16 without a parent's written consent except in exceptional circumstances, and every effort will be made to encourage the student to involve their parent, while respecting their confidentiality.
- When administering medication, for example pain relief, this College will check the maximum dosage and when the previous dose was given. Parents will be informed. This College will not give a student under 16 aspirin or ibuprofen unless prescribed by a doctor.
- This College will make sure that a trained member of staff is available to accompany a student with a medical condition on an off-site visit, including overnight stays.
- Parents at this College understand that they should let the College know immediately if their child's needs change.
- If a student misuses their medication, or anyone else's, their parent is informed as soon as possible and the College's disciplinary procedures are followed.

**7. This College has clear guidance on the storage of medication and equipment at College.**

- This College makes sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment is readily available wherever the child is in the College and on off-site activities, and is not locked away. Students may carry their emergency medication with them if they wish/this is appropriate.
- For certain medical conditions eg. Diabetes or severe allergies students may carry their own medication/equipment with written parental permission
- The College has decided not to hold an emergency inhaler.
- Students can carry controlled drugs if they are competent, otherwise this College will keep controlled drugs stored securely, but accessibly, with only named staff having access. Staff at this College can administer a controlled drug to a student once they

have had specialist training.

- This College will make sure that all medication is stored safely, and that students with medical conditions know where they are at all times and have access to them immediately.
- This College will store medication that is in date and labelled in its original container where possible, in accordance with its instructions. The exception to this is insulin, which though must still be in date, will generally be supplied in an insulin injector pen or a pump.
- Medication agreements are reviewed at least annually with the College First Aider, the Head of Year and the Deputy Principal. Parents are asked to collect unused medication or equipment if out of date or unused for more than six months.
- This College disposes of needles and other sharps in line with local policies. Sharps boxes are kept securely at College and will accompany a child on off-site visits. They are collected and disposed of in line with local authority procedures.

#### **8. This College has clear guidance about record keeping.**

- Parents at this College are asked if their child has any medical conditions on the enrolment form.
- This College uses an IHP to record the support an individual student needs around their medical condition. The IHP is developed with the student (where appropriate), parent, College staff, specialist nurse (where appropriate) and relevant healthcare services.
- This College has a centralised register of IHPs, and an identified member of staff has the responsibility for this register.
- IHPs are regularly reviewed, at least every year or whenever the student's needs change.
- The student (where appropriate) parents, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the IHP. Other College staff are made aware of and have access to the IHP for the students in their care.
- This College makes sure that the student's confidentiality is protected.
- This College seeks permission from parents before sharing any medical information with any other party.
- This College meets with the student (where appropriate), parent, specialist nurse (where appropriate) and relevant healthcare services prior to any overnight or extended day visit to discuss and make a plan for any extra care requirements that may be needed. This is recorded in the student's IHP which accompanies them on the visit.
- This College keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.
- This College makes sure that all staff providing support to a student have received suitable training and ongoing support, to make sure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the student's IHP. This should be provided by the specialist nurse/College nurse/other suitably qualified healthcare professional and/or the parent. The specialist nurse/College nurse/other suitably qualified healthcare professional will confirm their competence, and this College keeps an up-to-date record of all training undertaken and by whom.

#### **9. This College ensures that the whole College environment is inclusive and favourable to students with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.**

- This College is committed to providing a physical environment accessible to students with medical conditions and students are consulted to ensure this accessibility. This

College is also committed to an accessible physical environment for out-of-College activities.

- This College makes sure the needs of students with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended College activities and residential visits.
- All staff are aware of the potential social problems that students with medical conditions may experience and use this knowledge, alongside the College's bullying policy, to help prevent and deal with any problems. They use opportunities such as PSHE and science lessons to raise awareness of medical conditions to help promote a positive environment.
- This College understands the importance of all students taking part in physical activity and that all relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all students. This includes out-of-College clubs and team sports.
- This College understands that all relevant staff are aware that students should not be forced to take part in activities if they are unwell. They should also be aware of students who have been advised to avoid/take special precautions during activity, and the potential triggers for a student's medical condition when exercising and how to minimise these.
- This College makes sure that students have the appropriate medication/equipment/food with them during physical activity.
- This College makes sure that students with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at College as any other child, and that appropriate adjustments and extra support are provided.
- All College staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a student's medical condition. This College will not penalise students for their attendance if their absences relate to their medical condition.
- This College will refer students with medical conditions who are finding it difficult to keep up educationally to the SENCO/ALNCO/Special Educational Needs Advisor who will liaise with the student (where appropriate), parent and the student's healthcare professional.
- Students at this College learn what to do in an emergency.
- This College makes sure that a risk assessment is carried out before any out-of-College visit, including work experience and educational placements. The needs of students with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.

**10. This College is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. The College is actively working towards reducing or eliminating these health and safety risks and has a written schedule of reducing specific triggers to support this.**

- This College is committed to identifying and reducing triggers both at College and on out-of-College visits.
- College staff have been given training and written information on medical conditions which includes avoiding/reducing exposure to common triggers. It has a list of the triggers for students with medical conditions at this College, has a trigger reduction schedule and is actively working towards reducing/eliminating these health and safety risks.
- The IHP details an individual student's triggers and details how to make sure the student remains safe throughout the whole College day and on out-of-College activities. Risk assessments are carried out on all out-of-College activities, taking into account the needs of students with medical needs.
- This College reviews all medical emergencies and incidents to see how they could

have been avoided, and changes College policy according to these reviews.

**11. Each member of the College and health community knows their roles and responsibilities in maintaining and implementing an effective medical conditions policy.**

- This College works in partnership with all relevant parties including the student (where appropriate), parent, College's governing body, all College staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

**12. The medical conditions policy is regularly reviewed, evaluated and updated. Updates are produced every year.**

- In evaluating the policy, this College seeks feedback from key stakeholders including students, parents, College healthcare professionals, specialist nurses and other relevant healthcare professionals, College staff, local emergency care services, governors and the College employer. The views of students with medical conditions are central to the evaluation process.

**13. This College is committed to an effective evaluation of this policy**

For the academic year 2018-2019 the College will ensure the following:

- That the previous guidance (Devon Health and Safety Guidance Note HSA0032) will remain in cases where this policy needs clarification or expansion.

\*The term 'parent' implies any person or body with parental responsibility such as a foster parent, carer, guardian or local authority.

This information is based on Medical Conditions at College – A Policy Resource Pack  
**[www.medicalconditionsatCollege.org.uk](http://www.medicalconditionsatCollege.org.uk)**

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This policy is also compliant with General Data Protection Regulation.