



Rye College Policy

Policy Title:	Supporting Students with Medical Conditions
LT Responsibility:	Head of College
Review Body:	Executive Headteacher
Date:	May 2020
Review:	May 2021

Context

Rye College aims to ensure that all students with medical conditions, in terms of both physical and mental health, receive appropriate care and support in the Academy so that they can partake in a full and active role in College life, remain healthy, have full access to education (including school trips and physical education) and achieve their academic potential.

Aims

The policy supports our aim to enable every student to achieve the very best of which they are capable in every realm of activity we can provide, so that they can leave school not only with the best qualifications but also as well-rounded individuals; ready to succeed in the challenges and opportunities life has to offer.

Legal Framework

This policy has due regard to legislation including, but not limited to, the following:

- The Children and Families Act 2014;
- The Education Act 2002;
- The Education Act 1996 (as amended) ;
- The Children Act 1989;
- The National Health Service Act 2006 (as amended) ;
- The Equality Act 2010;
- The Health and Safety at Work etc. Act 1974;
- The Misuse of Drugs Act 1971;
- The Medicines Act 1968;
- The School Premises (England) Regulations 2012 (as amended);
- The Special Educational Needs and Disability Regulations 2014 (as amended);
- The Human Medicines (Amendment) Regulations 2017.

This policy has due regard to the following guidance:

- DfE (2015) 'Special educational needs and disability code of practice: 0 – 25 years' ;
- DfE (2015) 'Supporting pupils at school with medical conditions';
- DfE (2000) 'Guidance on first aid for schools';



- Ofsted 2019 'Ofsted Education Inspection Framework';
- Department of Health (2017) 'Guidance on the use of adrenaline auto-injectors in schools'.

This policy has due regard to the following school policies:

- Administration of Medicines;
- Special Educational Needs and Disability (SEND);
- Complaints.

Definitions

- "Medication is defined as any prescribed or over the counter medicine;
- "Prescription Medication" is defined as any drug or device prescribed by a Medical Practitioner;
- "Controlled Drug" is a prescription medication controlled under the Misuse of Drugs legislation for example morphine;
- A colleague is defined as any member of staff employed at Rye College to include teachers unless otherwise stated.

Roles and Responsibilities

Local Authority

The Local Authority (LA) is responsible for:

- Commissioning school nurses for local schools;
- Promoting co-operation between relevant partners;
- Making joint commissioning arrangements for education, health and care provision for pupils with SEND;
- Providing support, advice and guidance, and suitable training for school staff, ensuring that Individual Health Care Plans (IHCPs) can be effectively delivered;
- Working with the school to ensure that students with medical conditions can attend school full-time.

Where a student is away from school for 15 days or more (whether consecutively or across a school year), the LA has a duty to make alternative arrangements, as the student is unlikely to receive a suitable education in a mainstream school.

The Trust Board

The Trust Board is responsible for:

- Fulfilling its statutory duties under legislation;
- Ensuring that the Supporting Students with Medical Conditions Policy operates in full compliance with the Trust's Equality Policy;
- Ensuring that all students with medical conditions are able to participate fully in all aspects of academy life;
- Ensuring that relevant training to support colleagues who take on responsibility to support students with medical conditions is made available;



- Ensuring that appropriate insurance arrangements are in place, to reflect the level of risk in relation to support requirements.

Head of College

The Head of College is responsible for:

- The effective implementation of this policy with stakeholders;
- Ensuring that all staff are aware of this policy;
- Ensuring that a sufficient number of staff are trained and available to implement this policy and deliver against all individual healthcare plans (IHPs), including in emergency situations;
- Overall responsibility for the development of IHPs;
- Considering recruitment needs for the specific purpose of ensuring students with medical conditions are properly supported;
- Ensuring that all students with medical conditions are able to participate fully in all aspects of academy life;
- Ensuring that relevant training to support colleagues who take on responsibility to support students with medical conditions is made available.

School staff

Colleagues are responsible for:

- Taking appropriate steps to support students with medical conditions;
- Where necessary, making reasonable adjustments to include students with medical conditions in lessons, whilst noting that administering medicines is not part of a teacher's professional duties;
- 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.

School nurses

School nurses are responsible for:

- Notifying the Academy when a student has been identified with requiring support in the Academy due to a medical condition, ideally before the student starts at the Academy;
- Liaising locally with lead clinicians on appropriate support;
- Initiating or supporting with the drawing up, in consultation with the parent, IHCPs that specifically address the needs of the individual child;
- Providing advice and liaison, including training.

Parents and carers

Parents and carers are responsible for:



- Notifying the Academy if their child has a medical condition and providing appropriate documentation to support the diagnosis;
- Being involved in the development and review of their child's IHCP and to be involved in its drafting where possible;
- Providing the Academy with sufficient and up to date information about their child's medical needs and any changes to their child's health;
- Providing the Academy with the medication their child requires and keeping it up to date.
- Collecting any leftover medication at the end of the course or the year when it becomes out of date, whichever is the sooner;
- Discussing medications with their child/child ren prior to requesting that a colleague supplies or administers the medication if they have agreed to do so;
- Ensuring that they or another nominated adult are contactable at all times and to immediately provide the Academy with any changes to contact numbers and names;
- Carrying out any agreed actions contained in the IHCP.

Students

Students are expected to:

- Be fully involved in any discussions about their medical support needs and provide any colleague supporting them with any information about how their condition specifically affects them;
- Contribute as much as possible to the development of and to comply with, their IHCP;
- Be sensitive to the needs of those with medical conditions.

Supply teachers

Supply teachers are:

- Provided with access to this policy;
- Informed of relevant medical conditions of students in classes in which they provide cover.

Training

Where applicable colleagues will receive training on the Supporting Students with Medical Conditions Policy as part of their new starter induction.

Where applicable, colleagues will receive regular and ongoing training as part of their development.

Where applicable, colleagues who undertake responsibilities under this policy will receive the following training:

- First Aid at Work;
- Emergency First Aid;
- Diabetes Awareness;
- Care and Control of Medicines;
- Administration of Medicines;



- Specific training as identified in an IHCP if not covered in the above delivered by a clinical lead professional;
- No colleague may administer drugs by injection unless they have received training in this responsibility;
- Human Resources will keep a record of the training undertaken and a list of all colleagues qualified to undertake responsibilities under this policy.

Medicines and Students

- All medications must be handed in and parents required to complete the appropriate form except for, Epi Pens and Asthma Inhalers;
- Students who are competent will be encouraged to take responsibility for managing their own medicines and procedures;
- Where it is identified as necessary on the IHCP, students will be allowed to carry their own medicines and devices. If this is not appropriate, then the child will be made aware of the location of their medicines;
- If a student refuses to take their medication or to carry out a necessary procedure, parents/carers will be informed the same day so that alternative options can be explored;
- Where appropriate, students will be encouraged to take their own medication under the supervision of a designated colleague;
- If a child with a controlled drug passes it to another child for use, this is an offence and appropriate disciplinary action is taken in accordance with the College's Behaviour Management Policy.

Individual Healthcare Plans (IHCPs)

The Academy, healthcare professionals and parent(s)/carer(s) agree, based on evidence, whether an IHCP is required for a student, or whether it would be inappropriate or disproportionate to their level of need. If no consensus can be reached, the Head of College makes the final decision.

The Academy, parent(s)/carer(s) and a relevant healthcare professional work in partnership to create and review IHCPs. Where appropriate, the student is also involved in the process.

IHCPs include the following information:

- The medical condition, along with its triggers, symptoms, signs and treatments;
- The student's needs, including medication (dosages, side effects and storage), other treatments, facilities, equipment, access to food and drink (where this is used to manage a condition), dietary requirements and environmental issues;
- The support needed for the student's educational, social and emotional needs;
- The level of support needed, including in emergencies;
- Whether a student can self-manage their medication;
- Who will provide the necessary support, including details of the expectations of the role and the training needs required, as well as who will confirm the support staff member's proficiency to carry out the role effectively;
- Cover arrangements for when the named supporting staff member is unavailable;



- Who needs to be made aware of the student's condition and the support required;
- Arrangements for obtaining written permission from parent(s)/carer(s) and the Head of College for medicine to be administered by colleagues or self-administered by the student;
- Separate arrangements or procedures required during school trips and activities;
- Where confidentiality issues are raised by the parent(s)/carer(s) or pupil, the designated individual to be entrusted with information about the student's medical condition;
- What to do in an emergency, including contact details and contingency arrangements.

Where a student has an emergency healthcare plan prepared by their lead clinician, this is used to inform the IHCP.

IHCPs are easily accessible to those who need to refer to them, but confidentiality is preserved.

IHCPs are reviewed on at least an annual basis, or when a student's medical circumstances change, whichever is sooner.

Where a student has an EHC plan, the IHCP is linked to it or becomes part of it.

Where a student has SEND but does not have a statement or EHC plan (K Code), their SEND should be mentioned in their IHCP.

Where a student is returning from a period of hospital education, alternative provision or home tuition, the Academy works with the LA and education provider to ensure that their IHCP identifies the support the child needs to reintegrate.

Administration and Storage of Medicines

Medicines should be prescribed in frequencies that allow the student to take them outside of school hours, i.e. three times a day, breakfast, dinner and bedtime, and medicines should only be brought to the Academy where it would be detrimental to the student's health not to administer them during the school day.

If this is not possible and it would be detrimental to the student's health then prior to administering them or holding them on the college premises the parent(s)/carer(s) of the student must complete and sign a parental agreement and provide clear written instructions which should specify the medication involved, the circumstances under which it should be administered, its frequency and levels of dosage.

No student will be given any prescription or non-prescription medication without written parental consent and clear written instructions except in exceptional circumstances where telephone authorisation and guidance will be obtained from the parent/carer and accepted for one day only.

Where a student is prescribed medication without their parent(s)/carer(s) knowledge, every effort will be made to encourage the student 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 prescription from a medical practitioner.



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 that do not meet these criteria will not be administered.

A maximum of six weeks (one term) supply of the medication may be provided to the Academy at one time and parents are responsible for ensuring that there is sufficient medication available and it has not passed its expiry date.

Controlled drugs may only be taken on the college premises by the individual to whom they have been prescribed. Controlled drugs must be kept in a locked non-portable container in the **Student Hub and only colleagues who have completed the Administration of Medicine training will be given access**. Misuse of a controlled drug, such as passing such drugs to another young person for use is an offence which will be dealt with under the College's Behaviour Management Policy.

All non-emergency medications will be stored securely in the **Student Hub** in a locked cabinet. Controlled drugs are kept in a locked non-portable **cupboard** and only the Student Hub staff have access. Emergency medicines e.g. asthma inhalers, adrenaline pens are stored safely in the **Student Hub** but are not locked away and are readily available. Medicines that need to be refrigerated are stored in separate clearly labelled closed containers.

Students are encouraged wherever possible to self-administer their medication under the supervision of colleagues.

Written records will be kept of any medicines administered to students.

Only one colleague at any one time will administer the medication and records will always be checked before their administration to limit the risk of double dosing.

Colleagues will only administer medication if they clearly understand the administration instructions. If they are in any doubt, then the advice of the parent will be immediately sought.

Students will never be prevented from accessing their own medication.

Any side effects to medication observed should be recorded and parents informed however Rye College cannot be held responsible for side effects that occur when medication is taken correctly and in accordance with instructions.

Disposal of Medicines and Hygiene/Infection Control

Any medications left over at the end of the course will be returned to the student's parent(s)/carer(s) for safe disposal and parent(s)/carer(s) should collect medicines left over at the end of each term.

Any medications that have date expired must be collected by parent(s)/carer(s) who are responsible for their safe disposal.

Sharps boxes must always be used for the safe disposal of needles. Parent(s)/carer(s) can obtain sharps boxes on prescription from the relevant healthcare professional. The Academy will arrange for disposal with the registered special waste contractor.



All colleagues involved in the supervision of or administration of medicines to students should be familiar with normal precautions for avoiding infection and must follow basic hygiene procedures. Colleagues have access to and must wear protective vinyl gloves and must take care when dealing with the spillages of blood or other bodily fluids and disposing of dressings and equipment.

Emergencies

Medical emergencies will be dealt with in accordance with the Academy's emergency procedures.

Where an Individual Health Care Plan (IHCP) is in place it must clearly define the following:

- What constitutes an emergency for the individual student;
- Possible symptoms that could constitute an emergency;
- What to do in an emergency.

Other students need to be aware of what to do in general terms, such as informing a teacher or colleague immediately if they think help is needed.

If a child needs to be taken to hospital, a colleague will remain with the child until a parent arrives or, will accompany that child in an ambulance.

Off-site activities, residential visits and sporting activities

When arranging off-site educational and enrichment visits and sporting activities full consideration is given as to how a child's medical needs may impact on their participation.

All activities are carefully risk assessed and consideration and reasonable adjustments are given to the requirements in the IHCP to enable sufficient flexibility to allow all children to participate according to their own abilities.

It is expected that all students will be able to participate in off-site and sporting activities unless evidence from a healthcare professional such as a GP states that this is not possible.

Parents, students and healthcare professionals will be consulted to ensure that all students with medical conditions are able to participate in these opportunities. Please see our Offsite Trips and Visits policy.

Avoiding Unacceptable Practice

The Academy understands that the following behaviour or practice is unacceptable:

- Assuming that students with the same condition require the same treatment;
- Preventing children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- Ignoring the views of the student or their parents/carers;
- Ignoring medical advice or opinion;
- Sending students with medical conditions home frequently or preventing them from taking part in normal activities at the Academy, including lunch or arranged by the Academy off-site, unless this is specified in their IHCP;



- Sending a student unaccompanied or with someone unsuitable to the Student Hub if they become ill;
- Penalising students with medical conditions for their attendance record where the absences relate to their medical condition e.g. hospital appointments;
- Making parents/carers feel obliged or forcing parents/carers to attend school to administer medication or provide medical support, including toileting issues;
- Creating barriers for example by requiring parents/carers to accompany the child or preventing children from participating in any aspect of Academy life, including visits off site;
- Refusing to allow students to eat or drink or take toilet or other breaks in order to manage their medical condition effectively.

Liability and Indemnity

The governing board ensures that appropriate insurance is in place to cover colleagues providing support to students with medical conditions.

Home-to-School Transport

Arranging home-to-school transport for students with medical conditions is the responsibility of the Local Authority.

Where appropriate, the Academy will share relevant information to allow the Local Authority to develop appropriate transport plans for students with life-threatening conditions. The governing board ensures that appropriate insurance is in place to cover colleagues providing support to students with medical conditions.

Policy Review

This policy is reviewed on an annual basis.

May 2020 BBL

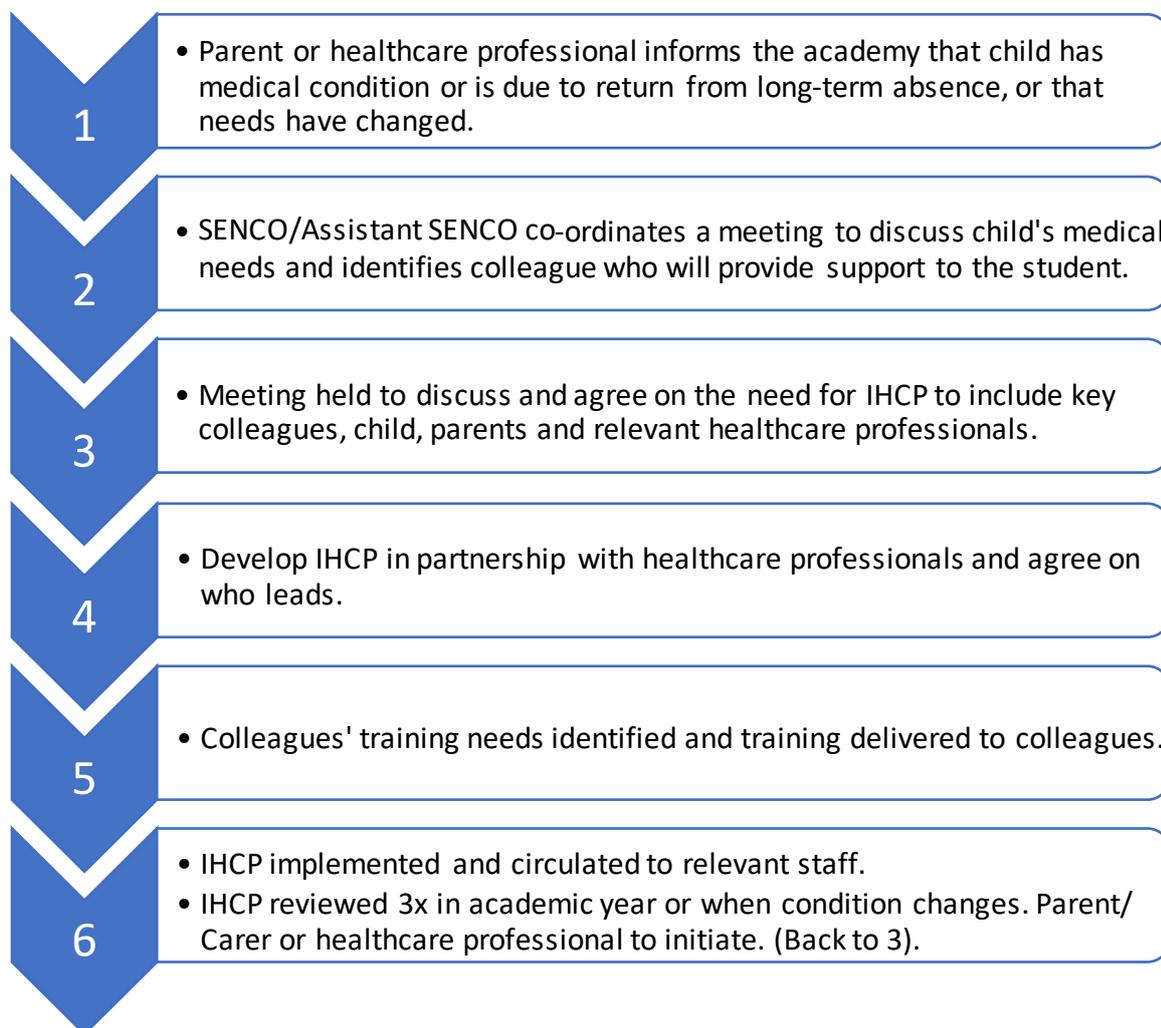
DATA PROTECTION

Rye Community Primary College [The Academy] processes personal data in accordance with the data protection principles embodied in the General Data Protection Regulations (GDPR) and the Data Protection Act 2018. The Academy complies with the requirements of the data protection legislation as detailed in the Trust Data Protection Policy.

All colleagues are aware of the principles of data protection and will not process personal data unless necessary. The Academy safeguards the personal data it collects through the operation of the Trust's data protection policy and processes and the IT policy. In addition, the Academy has taken steps to ensure that all its contracts that process data have the GDPR compliant provisions.



Appendix 1 Individual Healthcare Plan Implementation Procedures





Appendix 2 Non-prescribed/Prescribed Medication

Rye College Parental Consent Form

To be completed by the parent/guardian of any child/young person to who drugs may be administered under the supervision of school staff. The school will not be able to give your child medicine unless you complete and sign this form, and the school has a policy that the staff can administer medicine. If you need help to complete this form, please contact the school or the Health Visitor attached to your Doctor's surgery.

Please complete in block letters

Date for review to be initiated by	
Name of school	
Name of child	
Date of birth	
Class/form	
Medical condition and/or illness	

Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – Y/N	
Procedures to take in an emergency	

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

Contact details	
Name	
Daytime telephone number	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	[agreed member of staff]

A separate form must be completed for each medicine

Continued overleaf...



I accept that I must deliver the medicine personally to [agreed member of staff]. The above information is, to the best of my knowledge, accurate at the time of writing and I give my consent to the school staff administering medicine in accordance with their policy. I will inform the school 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 may be necessary for this treatment to be carried out during educational visits and other out of school activities, as well as on the school premises.

I undertake to supply the school with the drugs and medicines in properly labelled containers and it is my responsibility to collect and dispose of any unused medication.

I accept that whilst my child is in the care of the school, the school staff stand in the position of the parent and that the school staff may therefore need to arrange any medical aid considered necessary in an emergency, but I will be told of any such action as soon as possible.

SIGNATURE(S)

DATE

PRINT NAME

RELATIONSHIP



Appendix 3 Consent to Hold Medication in Welfare to be administered under the Supervision of Staff

PARENTAL CONSENT FORM

To be completed by parent/guardian of any child/young person to whom drugs may be administered under the supervision of colleagues

Student Details

Name			
Date of birth			
Tutor group			
Address			
Medical diagnosis/condition			

Contact information

The contact information you supply below will be stored on our Student Information Database and will replace the information already held if different.

Name	Relationship	Contact Number Home – Work – Mobile -
Name	Relationship	Contact Number Home – Work – Mobile -
GP	Name	Contact Number



Hospital/Clinic	Name	Contact Number
Other professionals	Name	Contact Number

Medical Needs

Describe medical condition/needs:

The doctor has prescribed the following medication for my child: Name of drugs:



How often (e.g. Lunchtime, after food):

How much (e.g. 1 tablet, a teaspoon):

I accept that I must deliver the medicine to the Welfare Administrator. The above Information is, to the best of my knowledge, accurate at the time of writing and I give consent to the school staff administering medicine in accordance with their policy. I will inform the school if there is any change in dosage or frequency of the medication, or if the medication is stopped. I agree for this medicine to be taken on educational visits and out of school activities.

I undertake to supply the school with the drugs and medicines in properly labelled containers. I accept that whilst my child is in the care of the school, colleagues will act in the position of the parent and that colleagues may need to arrange medical aid in an emergency, but I will be told of such action as soon as possible.

Signed:

Date:

Welfare Administrator:

Date:

Review date:



Appendix 4: Consent to Carry Own Medication

PARENTAL CONSENT FORM

For child/young person to carry their own medication

Student Details

Name		
Date of birth		
Tutor group		
Address		
Medical diagnosis/condition		

Contact information

The contact information you supply below will be stored on our Student Information Database and will replace the information already held if different.

Name	Relationship	Contact Number Home – Work – Mobile -
Name	Relationship	Contact Number Home – Work – Mobile -
GP	Name	Contact Number



Hospital/Clinic	Name	Contact Number
Other professionals	Name	Contact Number

Medical Needs

Describe medical condition/needs
I would liketo keep his/her own medication as from: Name of drug:
How often (e.g. Lunchtime, after food)
How much (e.g. 1 tablet, a teaspoon) Please note, only carry one dose of medication and not packets or strips.
The above Information is, to the best of my knowledge, accurate at the time of writing and I give consent for my child to carry medication in accordance with their policy. I will inform the school if there is any change in dosage or frequency of the medication, or if the medication is stopped. I accept that whilst my child is in the care of the school, colleagues will act in the position of the parent and that colleagues may need to arrange medical aid in an emergency, but I will be told of such action as soon as possible.
Signed:
Date: -



Welfare Administrator:

Date:

Review date:



Appendix 5 – Parental Agreement for the Academy to Administer Medicine Template

PARENTAL CONSENT FORM

For any child who is NOT ABLE to self-administer their own medication under colleagues' supervision

Student Details

Name		
Date of birth		
Tutor group		
Address		
Medical diagnosis/condition		

Contact information

The contact information you supply below will be stored on our Student Information Database and will replace the information already held if different.

Name	Relationship	Contact Number Home – Work – Mobile -
Name	Relationship	Contact Number Home – Work – Mobile -



GP	Name	Contact Number
Hospital/Clinic	Name	Contact Number
Other professionals	Name	Contact Number

Medicine

Name/type of medicine (as described on the container)	
Expiry Date	
Dosage and Methods	
Timing	
Special precautions/other instructions	
Are there any side effects that the Academy need to know about?	
Procedures to take in an emergency	

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

The above Information is, to the best of my knowledge, accurate at the time of writing and I give consent to the Academy administering medicine in accordance with their policy. I will inform the school if there is any change in dosage or frequency of the medication, or if the medication is stopped. I accept that whilst my child is in the care of the school, colleagues will act in the position of the parent and that colleagues may need to arrange medical aid in an emergency, but I will be told of such action as soon as possible.



Signed:
Date: -
Welfare Administrator:
Date:
Review date:



Appendix 7: Record of Medicine Administered to an Individual Child Template

Name of Student	
Date Medicine Provided by Parent	
Year and Tutor Group	
Quantity Received	
Name and Strength of Medicine	
Expiry Date	
Quantity Returned	
Dose and Frequency of Medicine	

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 that do not meet these criteria will not be administered.

Colleague signature _____

Signature of Parent/Carer _____

Date			
Time Given			
Dose Given			
Name of colleague			
Colleague Initials			
Any Adverse reaction Noted			
Parents informed (time)			

Date			
Time Given			
Dose Given			



Name of colleague			
Colleague Initials			
Any Adverse reaction Noted			
Parents informed (time)			

Date			
Time Given			

Dose Given			
Name of colleague			
Colleague Initials			
Any Adverse reaction Noted			
Parents informed (time)			



Date			
Time Given			
Dose Given			
Name of colleague			
Colleague Initials			
Any Adverse reaction Noted			
Parents informed (time)			

Date			
Time Given			
Dose Given			
Name of colleague			
Colleague Initials			
Any Adverse reaction Noted			
Parents informed (time)			



Appendix 8: Training Record – Administration of Medicines/Supporting Students with Medical Conditions Template

Academy

Name of Colleague	
Type of Training Received	
Date Training completed	
Training Provided By	
Profession and Title	

I confirm that _____ has received the training detailed above and is competent to carry out the necessary treatment. I recommend that the training is updated by

Trainer's Signature _____

Date _____

I confirm that I have received the training detailed above and I am confident that I am competent to carry out the necessary treatment.

Colleague signature _____

Date _____

Suggested Review Date _____



Appendix 9 – Model Letter Template inviting parents to contribute to Individual Healthcare Plan Development

Dear Parent

Re: Developing an Individual Healthcare Plan (IHCP) for your Child

Thank you for informing us of your child's medical condition. I enclose a copy of the Academy's policy for supporting students at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support each student needs and how this will be provided. Individual Healthcare plans are developed in partnership with the school, parent/carers, students, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity on what needs to be done, when and by whom.

Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgments about how your child's medical condition impacts their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual healthcare plan has been scheduled for {insert date and time}. I hope this is convenient for you and you will be able to attend. The meeting will include {add details of the team}. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like considered at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached Individual Healthcare Plan template and return it, together with any relevant evidence, for consideration at the meeting. I {or add the name of any other colleague} would be happy for you to contact me {them} by email or by phone if this would be helpful.

Yours sincerely