



## **Sir John Hunt Community Sports College**

### **Medicine and Supporting Students at School with Medical Conditions Policy**

**Date adopted: September 2015**

**Next review: September 2018**



Section 100 of the Children and Families Act 2014 places a duty on the Governing Body and Senior Leadership Team to make arrangements for supporting students at the College with medical conditions. Students with special medical needs have the same right of admission to the College as other students and will not be refused admission or excluded from the College on medical grounds alone. However, teachers and other College staff in charge of students have a common law duty to act in the place of the parent and may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place away from the College site. This could extend to a need to administer medicine. The prime responsibility for a student's health lies with the parent who is responsible for the student's medication and should supply the school with appropriate information to support the medical need of their student.

### **Definitions of medical conditions:**

Students' medical needs may be broadly summarized as being of two types:

- Short-term affecting their participation in College activities because they are on a course of medication.
- Long-term potentially limiting their access to education and requiring extra care and support (deemed special medical needs).

### **The role of staff at Sir John Hunt Community Sports College**

Some students with medical conditions may be disabled. Where this is the case the governing body will comply with their duties under the Equality Act 2010. Some students may also have Special Educational Needs and may have a Statement, or Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision. For students with SEN, this policy should be read in conjunction with the SEN Code of Practice.

If a student is deemed to have a long-term medical condition, the College will ensure that arrangements are in place to support them. In doing so, we will ensure that such students can access and enjoy the same opportunities at College as any other student. The College, health professionals, Parents/Carers and other support services will work together to ensure that students with medical conditions receive a full education, unless this would not be in their best interests because of their health needs. In some cases this will require flexibility and involve, for example, programmes of study that rely on part time attendance at College in combination with alternative provision arranged by the Local Authority and health professionals. Consideration will also be given to how students will be reintegrated back into College after long periods of absence.



Staff must not give prescription medicines or undertake health care procedures without appropriate training (updated to reflect any Individual Health Care Plans). At the College, we recognise that a first-aid certificate does not necessarily constitute appropriate training in supporting students with medical conditions. Healthcare professionals, including the school nurse, who we have regular access to, should provide training and subsequent confirmation of the proficiency of staff in a medical procedure, or in providing medication.

### **Procedures to be followed when notification is received that a student has a medical condition**

We will ensure that the correct procedures will be followed whenever we are notified that a student has a medical condition. The procedures also cover any transitional arrangements between schools, process to be followed upon reintegration or when students' needs change and arrangements for any staff training or support. For students starting at the College, arrangements will be in place in time for the start of the relevant College term or by the agreed start date. In other cases, such as a new diagnosis or students moving to the College mid-term, we will make every effort to ensure that arrangements are put in place prior to the start date.

In making the arrangements, the College will take into account that many of the medical conditions that require support at the College will affect quality of life and may be life threatening: we also acknowledge that some conditions will be more obvious than others. We will therefore ensure that the focus is on the needs of each individual student and how their medical condition impacts on their College life. The College will ensure that arrangements give Parents/Carers and students confidence in the College's ability to provide effective support for medical conditions in College. The arrangements will show an understanding of how medical conditions impact on a student's ability to learn, as well as increase their confidence and promote self-care. We will ensure that staff are properly trained to provide the support that students need. The College will ensure that arrangements are clear and unambiguous about the need to actively support students with medical conditions to participate in College trips and visits, or in sporting activities, and not prevent them from doing so. The College will make all practicable arrangements for the inclusion of students in such activities. The College will make all practicable adjustments to ensure that no student with a medical condition is denied admission or prevented from attending the College. In line with our Safeguarding duties, we will ensure that students' health is not put at unnecessary risk from, for example, infectious diseases. We will therefore not accept a student in College at times where it would be detrimental to the health of that other students.

The College does not have to wait for a formal diagnosis before providing support to students. In cases where a student's medical condition is unclear, or where there is a difference of opinion, judgements will be needed about what support to provide based on the available evidence. This



would normally involve some form of medical evidence and consultation with Parents/Carers. Where evidence conflicts, some degree of challenge may be necessary to ensure that the right support can be put in place. This will usually be led by the Assistant Principal (Inclusion), Assistant Inclusion Manager, a Pastoral leader and the Education Welfare Officer (EWO). Following the discussions an Individual Health Care Plan will be put in place.

Where a student has an Individual Health Care Plan, this should clearly define what constitutes an emergency and explain what to do, this will be shared with all relevant staff to ensure that they are aware of emergency symptoms and procedures. Other students, mainly a pupil's peers, in the College may also be informed on what to do in general terms, such as informing a teacher immediately if they think help is needed. Where students are away from the College site (and potentially supervised remotely) then more specific medical training for a student's peers may be required. If a student (regardless of whether they have an Individual Health Care Plan) needs to be taken to hospital, staff should stay with the student until the Parent/Carer arrives, or accompany a student taken to hospital by ambulance.

## Individual Health Care Plans

Individual Health Care Plans (IHCP) will be written and reviewed by the College Nurse but it will be the responsibility of all members of staff supporting the individual student to ensure that the IHCP is followed.

Individual Health Care Plans will help to ensure that the College effectively supports students with medical conditions. They will provide clarity about what needs to be done, when and by whom. They will often be essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed. They are likely to be helpful in the majority of other cases too, especially where medical conditions are long-term and complex. However, not all students will require one. The College, health care professional and Parents/Carers should agree, based on evidence, when a Health Care Plan would be inappropriate or disproportionate. If consensus cannot be reached, the Assistant Principal (Inclusion) is best placed to take a final view. A flow chart for identifying and agreeing the support a student needs and developing an individual healthcare plan is provided in Appendix A.

Individual Health Care Plans will be easily accessible to all who need to refer to them, while preserving confidentiality. Plans will capture the key information and actions that are required to support the student effectively. The level of detail within plans will depend on the complexity of the student's condition and the degree of support needed. This is important because different students with the same health condition may require very different support. Where a student has SEN but



does not have a statement or EHC plan, their SEN should be mentioned in their Individual Health Care Plan. Appendix B shows a template for the Individual Health Care Plan and the information needed to be included.

Individual Health Care Plans, (and their review), may be initiated, in consultation with the Parent/Carer, by a member of College staff or a healthcare professional involved in providing care to the student. The Individual Health Care Plan must be completed by the Lead Professional (usually the Pastoral Leader) with support from Parents/Carers, and a relevant healthcare professional, e.g. College medical specialist or School Nurse, who can best advise on the particular needs of the student. Students should also be involved whenever appropriate. The responsibility for ensuring it is finalised and implemented rests with the College.

The College will ensure that Individual Health Care Plans are reviewed at least annually or earlier if evidence is presented that the student's needs have changed. They will be developed and reviewed with the student's best interests in mind and ensure that the College assesses and manages risks to the student's education, health and social well-being and minimises disruption. Where the student has a SEN identified in a statement or EHC plan, the Individual Health Care Plan should be linked to or become part of that statement or EHC plan.

Appendix B provides a template for the Individual Health Care Plan but it is a necessity that each one includes;

- 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/noisy conditions, travel time between lessons;
- specific support for the student's educational, social and emotional needs – for example, how absences will be managed, requirements for extra time to complete tests, use of rest periods or additional support in catching up with lessons, counselling sessions
- The level of support needed, (some students will be able to take responsibility for their own health needs), including in emergencies. If a student is self-managing their medication, this should 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 Parents/Carers for medication to be administered by a member of staff, or self-administered by the student during school hours
- separate arrangements or procedures required for College trips or other College activities outside of the normal College timetable that will facilitate the student to participate, e.g. risk assessments



- where confidentiality issues are raised by the Parents/Carers or student, the designated individuals to be entrusted with information about the student's condition, what to do in an emergency, including whom to contact, and contingency arrangements. Some students may have an Emergency Health Care Plan prepared by their lead clinician that could be used to inform development of their Individual Health Care Plan. The Emergency Health Care Plan will not be the College's responsibility to write or review.

### **The Student's Role in managing their own Medical Needs**

If it is deemed, after discussion with the Parents/Carers, that a student is competent to manage their own health needs and medicines, the College will encourage them to take responsibility for managing their own medicines and procedures. This will be reflected within Individual Health Care Plans.

Wherever possible, students should be allowed to carry their own medicines and relevant devices or should be able to access their medicines for self-medication quickly and easily; these will be stored in the cupboard in the Medical Room to ensure that the safeguarding of other students is not compromised. The College does also recognize that students who can take their medicines themselves or manage procedures may require an appropriate level of supervision. If a student is not able to self-medicate then relevant staff should help to administer medicines and manage procedures for them.

If a student refuses to take medicine or carry out a necessary procedure, staff should not force them to do so but instead follow the procedure agreed in the Individual Health Care Plan. Parents/Carers should be informed, outside of the review, so that alternative options can be considered.

### **Managing Medicines on the Sir John Hunt Community Sports College Site**

The following are the procedures to be followed for managing medicines:

- Medicines should only be administered at the College when it would be detrimental to a student's health or College attendance not to do so
- No student under 16 should be given prescription or non-prescription medicines without their Parents/Carers written consent
- We will not administer non-prescription medicines to a student, if a Parent/Carer wishes a student to have the non-prescription medicine administered during the College day, they will need to come to the College to administer it to their student



- The College will only accept prescribed medicines that are in-date, labeled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date, but will generally be available inside an insulin pen or a pump, rather than in its original container.
- All medicines will be stored safely in the Medical Room. Students should know where their medicines are at all times and be able to access them immediately. Where relevant, they should know who holds the key to the storage facility, which will be the Student Services Staff
- Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available to students and not locked away. If a student requires an asthma inhaler it is crucial that there is an inhaler in the College at all times
- During College trips, the first aid trained member of staff/member of staff in charge of first aid will carry all medical devices and medicines required
- Staff administering medicines should do so in accordance with the prescriber's instructions. The College will keep a record of all medicines administered to individual students, in line with Plymouth City Council's administering medicines policy stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at the College should be noted. Appendix C and Appendix D outline these procedures. Written records are kept of all medicines administered to students. These records offer protection to staff and students and provide evidence that agreed procedures have been followed
- When no longer required, medicines should be returned to the Parent/Carer to arrange for safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps.

## Unacceptable Practice

Although College staff should use their discretion and judge each case on its merits with reference to the student's Individual Health Care Plan, it is not generally acceptable practice to:

- Prevent students from easily accessing their inhalers and medication and administering their medication when and where necessary
- Assume that every student with the same condition requires the same treatment
- Ignore the views of the student or their Parents/Carers; or ignore medical evidence or opinion, (although this may be challenged)
- Send students with medical conditions home frequently or prevent them from staying for normal College activities, including lunch, unless this is specified in their individual healthcare plans



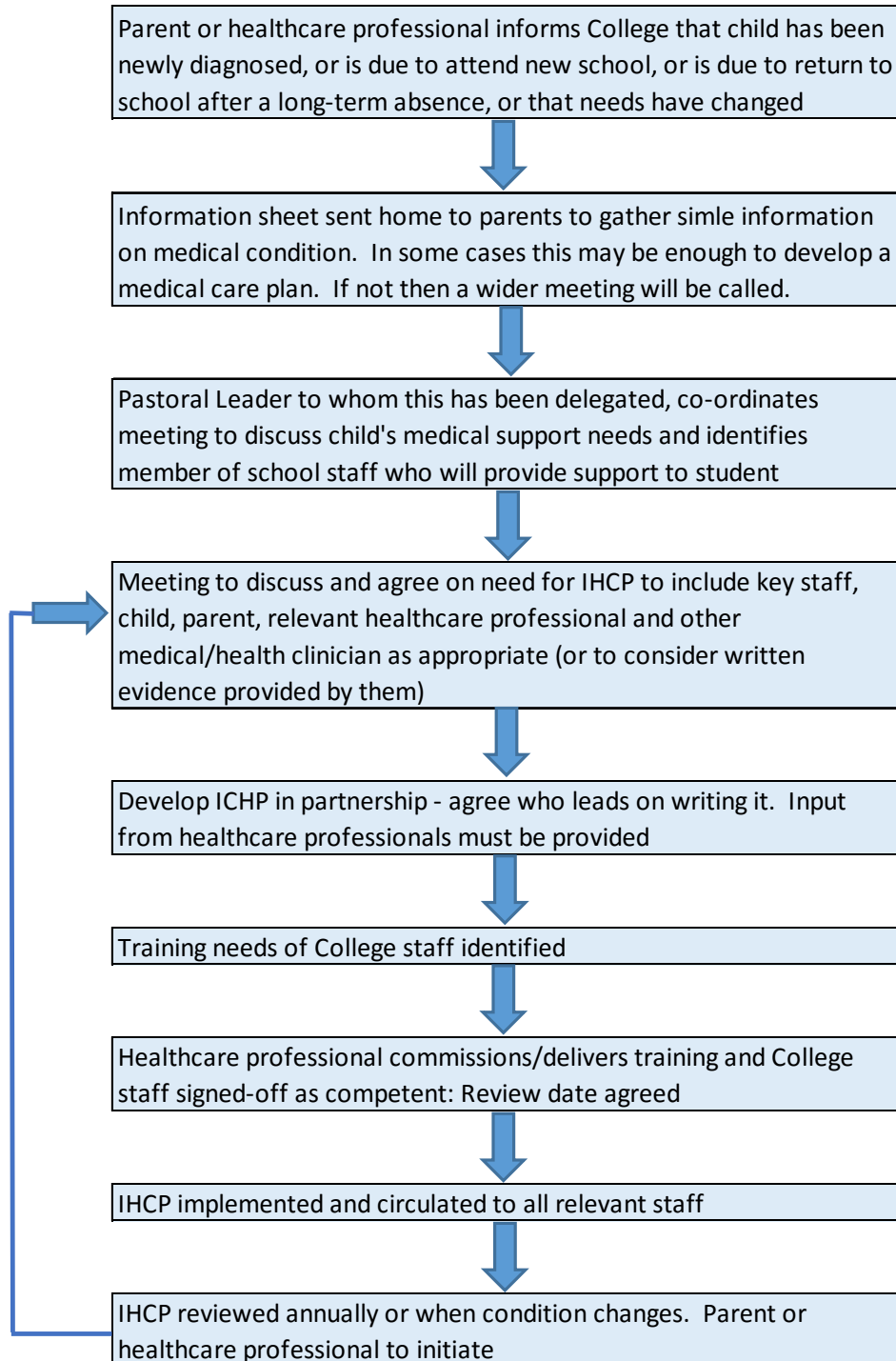
- If the student becomes ill, send them to the Student Services or medical room unaccompanied or with someone unsuitable
- Penalise students for their attendance record if their absences are related to their medical condition e.g. hospital appointments
- Prevent students from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Require Parents/Carers, or otherwise make them feel obliged, to attend the College to administer medication or provide medical support to their student, including with toileting issues. No Parent/Carer should have to give up working because the College is failing to support their student's medical needs
- Prevent students from participating, or create unnecessary barriers to students participating in any aspect of College life, including school trips, e.g. by requiring Parents/Carers to accompany the student





## Appendix A

### Model Process for Developing Individual Health Care Plans





Appendix B

Individual Health Care Plan

HEALTH CARE PLAN 2015

Name of school Sir John Hunt Community Sports College

Childs name .....

Registration Group .....

Date of birth .....

Students Address .....

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Medical diagnosis or condition .....

Date .....

Review date .....

Family Contact information

Name .....

Mobile number .....

Home number .....

Name .....

Mobile number .....

Home number .....

Clinic/Hospital Contact

Name .....

Phone no. ....



**G.P**

Doctors .....

Phone number .....

Describe medical needs and give details of child's symptoms

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.....  
.....

Daily care requirement (e.g. before sport/lunchtime

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.....  
.....

Describe what constitutes an emergency for the child, and the action to take if it occurs

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.....  
.....

Follow up care

.....  
.....  
.....

Who is responsible in an emergency (state if different for off-site activities)

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.....  
.....

I confirm that the details above are correct and I am happy with the actions to be taken to support the medical needs of this child as described above.



Parent/Carers

Name.....Signature..... Date .....

School Nurse

Name.....Signature..... Date .....





## Appendix D

### Example letter to parents

OMA/SHA

Date

Parental salutation  
Address

Dear

**STUDENTS NAME DOB**

Following a recent exercise to verify and maintain standard medical procedures within Sir John Hunt Community Sports College, we are seeking to ensure that the Health Care Plan held in our medical room for **NAME** is up to date.

I would be grateful if you would take the time to read and check the details on the form and complete the back page. After checking and adding the relevant details could you sign and date the form, returning it to Student Service at your earliest convenience.

If you should have any concerns you wish to discuss, please do not hesitate to contact our Student Services team at the college.

Yours sincerely

A handwritten signature in black ink, appearing to read 'O. Marnier'.

**O MARNER**  
**ASSISTANT PRINCIPAL (INCLUSION)**