



Supporting Children & Young People with Medical Conditions

Policy

Contents

	<u>Page</u>
Policy statement	3
Policy	4
Legislation and guidance	21
Annexes to support the policy and implementation	22

Policy statement

The Supporting children and young people with Medical Conditions in college Policy will provide guidance to ensure;

- **That Archbishop Beck Catholic Sports College meets its statutory responsibilities to manage medicines and medical conditions in line with Government guidance ‘Supporting students at college with Medical conditions’ and the ‘Special Educational Needs and Disability code of practice: 0-25 years’.**
- **That the college implements inclusive practices to support children and young people with medical conditions.**
- **That the college aims to provide all students with all medical conditions the same opportunities as others at college.**

The college will ensure the implementation of the Supporting Medical Conditions in college Policy to meet the following values and principles:

- all children/young people and staff are healthy and stay safe
- parents, children and young people feel secure and confident in the college’s ability to support their child.
- students make a positive contribution and get to experience a wide and varied curriculum and experiences.
- ensure all staff understand their duty of care to safeguard children and young people in all aspects of their needs and especially within the event of an emergency.
- ensure all staff are appropriately trained, competent and confident in knowing what to do in an emergency.
- develop the college’s understanding that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.
- that the college understands the importance of medication being taken as prescribed.
- all staff understand common medical conditions that affect children/young people at our college. Our staff receive training on the impact medical conditions can have on children/young people from specialist medical staff.

The college’s Governing Body will be responsible ensuring this policy is fully implemented and monitored regularly.

Policy

1. Archbishop Beck Catholic Sports College is an inclusive community that aims to support and welcome all children and young people including those with medical conditions

- i. The governing body understand that it has a responsibility to make arrangements for supporting students with medical conditions who currently attend and to those who may attend in the future.
- ii. Students with medical conditions are encouraged to take control of their condition. Students feel confident in the support they receive from the college to help them do this.
- iii. The college ensures to provide all children with all medical conditions the same opportunities at college.
- iv. The college aims to include all students with medical conditions in all college activities.

- v. The college ensures all staff (Teaching and Support) understand their duty of care to children and young people in the event of an emergency.
- vi. Parents of students with medical conditions feel secure in the care their children receive both in the transportation, college and on educational visits.
- vii. All staff are confident in knowing what to do in an emergency and receive regular training to do so.
- viii. There is knowledge that certain medical conditions are serious and can be potentially life-threatening.
- ix. All staff understand the common medical conditions¹ that can affect all children/young people in college. Staff receive training on the impact this can have on students.

2. All First Aid Trained staff have a sound knowledge, understand their role and are trained to a level that fulfills and informs them in what to do to support children/young people with the most common serious medical conditions found at the college and how to uphold the policy

- i. All First Aid trained staff at the college are aware of the most common serious medical conditions which they may come across when children are in their care.
- ii. All staff understand their duty of care to students in the event of an emergency. In an emergency situation college staff are required under common law duty of care to act like any reasonably prudent parent. This may include administering medication.
- iii. Parents will be informed if their child has been unwell at college.
- iv. All staff that work directly with students receive information about individual students with medical needs and know what to do in an emergency for those students.
- v. First Aid Training ensures staff are competent and have confidence in their ability to support students with medical conditions, the college Medical Lead will arrange training and ensure this remains up-to-date.
- vi. The college recognises a First-Aid certificate does not constitute as appropriate training for medical conditions, and works in partnership with Parents and College Health professionals to ensure a detailed individual Health Care Plan highlights a student's medical profile fully in order to ensure they are safe.
- vii. Action for staff to take in an emergency for the common serious conditions at the college is displayed in prominent locations for all staff including workrooms, kitchens and the staff room.
- viii. The college uses the child/young person's Individual Healthcare Plan to inform the appropriate staff (including supply teachers and support staff) of students in their care who may need emergency help.
- ix. There are procedures in place so that the most up to date/single master copy of the child/young person's Individual Healthcare Plan is sent to the emergency care setting with the student. When this is not possible, the information is communicated to the hospital as soon as possible.
- x. The college has a plan in place to cover staff absence and sickness.

¹ Common medical conditions include Asthma, Epilepsy, Diabetes and Anaphylaxis

Some of the most important roles and responsibilities are listed below. These roles are understood and communicated regularly.

Governing Body

The Governing body has a responsibility to:

- uphold the Equality Act 2010 and make any reasonable adjustments.
- ensure that arrangements are in place to support students with medical conditions (plans and suitable accommodation). In doing so they should ensure that such children can access and enjoy the same opportunities at college as any other child.
- take into account that many of the medical conditions that require support at college will affect quality of life and may be life-threatening and therefore focuses on the needs of the individual child/young person.
- be aware that in some cases a flexible approach may be required, for example, programmes of study that rely on a part-time attendance in combination with Alternative Provision.
- consider how the child/young person will be reintegrated back into college after periods of absence.
- consider that children/young people with Medical conditions are entitled to full-time education and should not be denied admission, however, in line with Safeguarding duties ensure that no students' health is put at unnecessary risk.
- make sure the supporting medical conditions in college policy is effectively implemented, monitored and evaluated and updated in line with the college policy review timeline.
- ensure all parents are fully aware and understand their responsibilities (Annex H).

Head Teacher

The Head Teacher has a responsibility to:

- ensure the college puts the policy into practice and develop detailed procedures and effectively implemented with partners.
- liaise between interested parties including child/young people, college staff, SENCO, pastoral support staff, teaching assistants, college nurses, parents, governors, the college health service, the Local Authority and local emergency care services and seek advice when necessary.
- ensure every aspect of the policy are maintained even if they are not the governing bodies nominated staff member.
- ensure that information held by the college is accurate and up to date and that there are good information sharing systems in place using child/young person's Individual Healthcare Plans.
- ensure child/young person's confidentiality.
- assess quality assured training and support the development needs of staff and arrange for them to be met via formally commissioned arrangements.
- ensure all supply teachers and new staff are briefed and know the medical conditions policy.
- delegate a staff member to check the expiry date of medicines kept at college and maintain the college medical register.
- monitor and review the policy at least once a year, with input from child/young people, parents, staff and external stakeholders (including healthcare professionals) and update according to review recommendations and recent local and national guidance and legislation.
- In partnership with the parent have joint responsibility for the safe travel of the child/young person.
- Recruit staff to deliver against all Individual Health Plans and make sure all staff are appropriately insured.

All staff have a responsibility to:

- be aware of the potential triggers, signs and symptoms of common medical

conditions and know what to do in an emergency by receiving whole college awareness training.

- be aware that medical conditions can affect a child/young person's learning and provide extra help when child/young people need it.
- understand the policy and how this impacts on children and young person's education.
- know which child/young people in their care have a medical condition and be familiar with the content of the child/young person's Individual Healthcare Plan.
- allow all child/young people to have immediate access to their emergency medication.
- maintain effective communication with parents including informing them if their child has been unwell at college.
- ensure child/young people who carry their medication with them have it when they go on an educational visit or out of the classroom.
- be aware of child/young people with medical conditions who may be experiencing bullying or need extra social support.
- understand the common medical conditions and the impact it can have on child/young people.
- ensure all child/young people with medical conditions are not excluded unnecessarily from activities they wish to take part in.
- ensure child/young people have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

First Aider

First Aiders have a responsibility to:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards with the college.
- when necessary ensure that an ambulance or other professional medical help is called.

Special Educational Needs Coordinators (SENCO)

The SENCO has responsibility to:

- help update the college's medical condition policy.
- know which child/young people have a medical condition and which have special educational needs because of their condition.
- Ensure if a child has a statement or EHC Plan their medical conditions are linked and become a part of this statutory document.
- be the key member or liaise with other staff to ensure child/young people with medical conditions continue to make expected progress.
- ensure teachers make the necessary arrangements and make reasonable adjustments if a child/young person needs special consideration or access arrangements in exams or course work.

Pastoral Support Staff

The pastoral support staff at the college has the responsibility to:

- help update the college's medical conditions policy.
- know which child/young people have a medical condition and which have special educational needs because of their condition.
- Monitor children/young people's attendance and punctuality and consider additional support and planning with the SENCO.
- ensure all child/young people with medical conditions are not excluded unnecessarily from activities they wish to take part in.

Health Services

The College Nurse and others from the local Health Community and services who work with the college has a responsibility to:

- co-operate with college to support children/young people with a medical condition.

- be aware of the needs and training the college staff need in managing the most common medical conditions presented in college.
- provide information about where the college can access other specialist training or alternative provide training if this has been locally developed.

Other healthcare professionals, including GPs and paediatricians have responsibility to:

- notify the college nurse when a child has been identified as having a medical condition that will require support at college.
- provide advice on developing Healthcare Plans.
- Communicate with Specialist local health teams able to provide support in college for children with particular conditions (e.g. asthma, diabetes, epilepsy).

Parents

The parents of a child/young person at college have a responsibility to:

- tell the college if their child has a medical condition.
- ensure the college has a complete and up-to-date Healthcare Plan for their child.
- inform the college about the medication their child requires during college hours.
- inform the college of any medication their child requires while taking part in educational visits or residential visits, especially when these include overnight stays.
- tell the college about any changes to their child's medication, what they take, when, and how much.
- inform the college of any changes to their child's condition.
- ensure their child's medication and medical devices are labelled with their child's full name and date of birth and a spare is provided with the same information.
- ensure that their child's medication is within expiry dates.
- inform the college if your child is feeling unwell.
- ensure their child catches up on any work they have missed.
- ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional and information that will require the college to support your child is passed on to them.
- ensure their child has a written care/self-management plan from their doctor or specialist healthcare professional to help their child manage their condition.

3. All staff understand and trained in general emergency procedures

- i. The college has a general Health and Safety Policy that includes risk assessments and have arrangements in place to deal with emergencies.
- ii. All staff know what action to take in the event of a medical emergency. This includes:
 - how to contact emergency services and what information to give (use Annex F)
 - who to contact within the college.
- iii. Action to take in a general medical emergency is displayed in prominent locations for staff. These include classrooms, the staff room, food preparation areas and sporting facilities.
- iv. If a child/young person needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives (this does not have to be a First Aider). The college will try to ensure that the staff member will be one the child knows.
- v. Staff should not take child/young people to hospital in their own car it is safer to call an ambulance

4. The college has clear guidance on the administration of medication at college and what is deemed as unacceptable practice

Administration – general

- i. The college understands the importance of medication being taken as prescribed.
- ii. All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a child/young person taking medication unless they have been specifically contracted to do so.
- iii. All use of medication defined as a controlled drug, even if the child/young person can administer the medication themselves, is done under the supervision of a named member of staff and witnessed by a second staff member, if the medication is administered by a member of staff.
- iv. All First Aid Trained Staff at this college are able to administer medication.
- v. For medication where no specific training is necessary, any member of staff may administer prescribed and non-prescribed medication to children/young people under the age of 16, but only with the written consent of their parent. (use of Annex B)
- vi. Training will be given to all staff members who agree to administer medication to students, where specific training is needed. The local authority provides full indemnity.
- vii. Parents at this college understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the college immediately.
- viii. If a child/young person refuses their medication, staff should not force them and record this and follow procedures set out in the Individual Healthcare Plan. Parents are informed as soon as possible.
- ix. If a child/young person misuses medication, either their own or another child/young person's, their parents are informed as soon as possible. These child/young person are subject to the college's usual disciplinary procedures.

Administration – Emergency Medication

- x. All child/young person with medical conditions has easy access to their medication.
- xi. All child/young people are encouraged to carry and administer their own emergency medication, only when their parents and health professionals determine they are able to begin taking responsibility. All child/young people carry their medication with them at all times, except if they are controlled drugs as defined in the Misuse of Drugs Act 1971. This is also the arrangement on any off-site or residential visits.
- xii. A child/young person who does not carry and administer their own medication know where their medication is stored and how to access it.
- xiii. Children/young people who do not carry and administer their own medication understand the arrangements for a member of staff (and the secondary member of staff) to assist in helping them take their medication safely.

Unacceptable Practice

- xiv. The college uses its discretion and professional judgment on individual cases but it is not generally acceptable practice to:
 - prevent a child/young person from easily accessing their medication or inhalers when or where necessary.

- assume that every child with the same condition requires similar or the same support.
- ignore the views of the child/young person and their parents
- send children/young people home frequently or prevent them from staying for college activities.
- send a child unaccompanied to student services or medical room if they become ill.
- penalise their attendance records if their absences are related to their medical condition e.g. hospital appointments.
- prevent students from drinking, eating or taking toilet or other breaks in order to effectively manage their own medical condition.
- require parents or make them feel obliged to attend college to administer medication or provide medical support.
- prevent or create unnecessary barriers to children participating in any aspect of their educational experience, this includes college visits, e.g. requiring the parents to accompany the child.

5. The college has clear guidance keeping clear and up to date records which supports the planning and access to college

Administration/Admission forms

- i. Parents are asked if their child has any health conditions or health issues on the admission form, which is completed at the start of each academic year. Parents of new students starting at other times during the year are also asked to provide this information on admission forms.

Transitional Arrangements

- ii. Arrangements should be in place between colleges and arrangements should be in place for the start of the relevant college term.
- iii. College is not required to wait for a formal diagnosis before providing support but does require the parent to share all information relating to their child's medical needs. This should be later supported with information provided by healthcare professionals.

College Medical register

- iv. Individual Healthcare Plans are one document that is used to create a Medical register of students with medical needs, not all children/young people with medical conditions will need an individual plan. An identified member of staff has responsibility for the medical register at college.
- v. The identified member of staff has responsibility for the medical register and follows up with the parents any further details on a child/young person's Individual Healthcare Plan required or if permission for administration of medication is unclear or incomplete.

Individual Healthcare Plans

Drawing up Individual Healthcare Plans

- vi. An individual Healthcare plan may be initiated by a member of staff, plans should be drawn up with the input of healthcare professionals e.g. Specialist Nurse, parents and the child.
- vii. As a sign of good practice the college will use Individual Healthcare Plans to record important details about individual children's medical needs at college, their triggers,

signs, symptoms, medication and other treatments and used to identify the level support they need. Further documentation can be attached to the Individual Healthcare Plan if required (use of Annex B).

- viii. The level of detail within the Individual Healthcare Plan will depend on the complexity of the condition and the degree of support needed.
- ix. An Individual Healthcare Plan, accompanied by an explanation of why and how it is used, is sent to all parents of students with a long-term medical condition. This is sent:
 - at the start of the college year
 - at admission
 - when a diagnosis is first communicated to the college.
- x. If a child/young person has a short-term medical condition that requires medication during college hours, a medication form plus explanation is sent to the parents to complete (Annex D).

Ongoing communication and review of the Individual Healthcare Plan

- xi. Parents are regularly reminded to update their child's Individual Healthcare Plan if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication, treatments or conditions change.
- xii. Staff use opportunities to invite parents to review and check that information held by the college regarding a child/young person's condition is accurate and up to date. (use of Annex F)
- xiii. Every child/young person with an Individual Healthcare Plan has their plan discussed and reviewed at least once a year.
- xiv. Where the child has SEND, the Individual Healthcare Plan should be as part of the graduated approach of Assess, Plan, Do, Review and/or linked to or become part of their statement or Education Health and Care Plan if they have one.

Storage and access to Individual Healthcare Plans

- xv. The college ensures that all staff protect confidentiality.
- xvi. Individual Healthcare Plans are kept in a secure central location at college or attached as linked documents using the college Sims system.
- xvii. Apart from the central copy, specified members of staff (agreed by the student and parents) securely hold copies of Individual Healthcare Plans. These copies are updated at the same time as the central copy.
- xviii. All members of staff who work with groups of children/young people will access the Individual Healthcare Plans to provide support with their planning of teaching and learning.
- xix. When a member of staff is new to a student group, for example due to staff absence, the college makes sure that they are made aware of (and have access to) the Individual Healthcare Plans of children/young people in their care.
- xx. The college seeks permission from parents to allow the Individual Healthcare Plan to be sent ahead to emergency care staff, should an emergency happen during college hours or at a college activity outside the normal college day. This permission is included on the Individual Healthcare Plan.

Use of an Individual Healthcare Plan

- xxi. Individual Healthcare Plans are used to:
- inform the appropriate staff and supply teachers about the individual needs of children/young people with a medical condition in their care
 - remind children/young people with medical conditions to take their medication when they need to and, if appropriate, remind them to keep their emergency medication with them at all times
 - identify common or important individual triggers for children/young people with medical conditions at college that bring on symptoms and can cause emergencies. The college uses this information to help reduce the impact of common triggers
 - ensure that all medication stored is within the expiry date
 - ensure a timely and accurate summary of a student's current medical management and healthcare in the event of an emergency
 - remind parents of a child/young person with medical conditions to ensure that any medication kept at college for their child is within its expiry dates. This includes spare medication.

Consent to administer medicines

- xxii. If a child/young person requires regular prescribed or non-prescribed medication at college, parents are asked to provide consent on their child's Individual Healthcare Plan giving the student or staff permission to administer medication on a regular/daily basis, if required. A separate form is sent to parents for students taking short courses of medication.
- xxiii. All parents of children/young people with a medical condition who may require medication in an emergency are asked to provide consent on the Individual Healthcare Plan for staff to administer medication.
- xxiv. If a child/young person requires regular/daily help in administering their medication then the college outlines the college's agreement to administer this medication on the Individual Healthcare Plan. The college and parents keep a copy of this agreement. (Annex B)

Off-site, Sporting Activities and Residential visits

- xxv. Parents are sent a residential visit form to be completed and returned to college shortly before their child leaves for an overnight or extended day visit. This form requests up-to-date information about the child/young person's current condition and their overall health. This provides essential and up-to-date information to relevant staff and college supervisors to help children/young people manage their condition while they are away. This includes information about medication not normally taken during college hours.
- xxvi. When attending a residential visit or off-site activity (including sporting events) the lead staff member will have copies of all visit paperwork including risk assessments for children/young people where medication is required. A copy of the Individual Healthcare Plan's will accompany the child/young person if necessary and reference should be made to any medical conditions in the planning and risk assessment prior to the visit taking place.
- xxvii. All parents of a child/young person with a medical condition attending a off-site activity or overnight residential are asked for written consent, giving staff permission to administer medication if required and an individual Healthcare plan has not been drawn up.
- xxviii. The residential visit form also details what medication and what dose the student is

currently taking at different times of the day. It helps to provide up-to-date information to relevant staff and supervisors to help the student manage their condition while they are away.

Other record keeping

- xxix. The college keeps an accurate record of each occasion an individual student is given or supervised taking medication. Details of the supervising staff member, student, dose, date and time are recorded. If a student refuses to have medication administered, this is also recorded and parents are informed as soon as possible (Annex C).
- xxx. The college holds training on common medical conditions once a year. A log of the medical condition training is kept by the college and reviewed every 12 months to ensure all new staff receive training.
- xxxi. All staff who volunteer or who are contracted to administer medication are provided with training by a healthcare professional. The college keeps a record of staff who have had training. (Annex E)

6. There is clear guidance on the safe storage and handling of medication at college

Safe storage – emergency medication

- i. Emergency medication is readily available to children/young people who require it at all times during the day or at off-site activities. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available and not held personally by members of staff.
- ii. Most children/young people will carry at all times and are reminded of their emergency medication. Students keep their own emergency medication securely.
- iii. Where the child's healthcare professional advises that they are not yet able or old enough to self-manage and carry their own emergency medication, they know exactly where to access their emergency medication and which member of staff they see.

Safe storage – non-emergency medication

- iv. All non-emergency medication is kept in a secure place, in a lockable cupboard in a cool dry place. Students with medical conditions know where their medication is stored and how to access it.
- v. Staff ensure that medication is only accessible to those for it is prescribed.

Safe storage – general

- vi. There is an identified member of staff who ensures the correct storage of medication at college.
- vii. All controlled drugs are kept in a locked cupboard and only named staff have access, even if the child/young person normally administers medication themselves. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenalin pens should be always readily available to children and not locked away.
- viii. It is the parent's responsibility to ensure new and in date medication comes into college on the first day of the new academic year.
- ix. Three times a year the identified member of staff checks the expiry dates for all medication stored at college.
- x. The identified member of staff, along with the parents of children/young people with medical conditions, will ensure that all emergency and non-emergency medication

brought in to college is clearly labeled with the student's name, the name and dose of the medication and the frequency of dose. This includes all medication that students carry themselves.

- xi. All medication is supplied and stored in its original containers/packages. All medication is labelled with the child/young persons name, date of birth, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.
- xii. Medication will be stored in accordance with instructions, paying particular note to temperature.
- xiii. Some medication may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. Refrigerators used for the storage of medication are in a secure area that is only accessible to staff.
- xiv. All medication is sent home with students at the end of the academic year. Medication is not stored in summer holidays.

Safe disposal

- xv. Parents will be asked to collect out-of-date medication.
- xvi. If parents do not pick up out-of-date medication, or at the end of the academic year, medication is taken to a local pharmacy for safe disposal.
- xvii. A named member of staff is responsible for checking the dates of medication will arrange for the disposal of any that have expired.
- xviii. Sharps boxes are used for the disposal of needles. Parents obtain sharps boxes from the child's GP or paediatrician on prescription. All sharps boxes in college are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis. Arrangements should be made for their safe disposal.
- xix. If a sharps box is needed on an off-site or residential visit a named member of staff is responsible for its safe storage and return it to college or the child/young person's parent.

7. Supporting Medical Conditions in college policy is regularly reviewed, evaluated, consulted with stakeholders and updated.

- i. The policy is reviewed, evaluated and updated annually in line with the college's policy review timeline and receives a full consultation with stakeholders.
- ii. Any new government guidance is actively sought and fed into the review, guidance will be provided by Local Authority Officers.
- iii. When evaluating the policy, the college seeks feedback and further consultation on the effectiveness and acceptability of the medical conditions policy with a wide-range of key stakeholders within the college, health settings and with parents and children/young people.

Key stakeholders include:

- Children/young people
- Parents
- College nurse and/or college healthcare professionals
- Headteacher
- Teachers

- Special Educational Needs Coordinator (SENCO)
- Pastoral support staff
- First aider
- All other college staff
- Local emergency care service staff (including accident & emergency and ambulance staff)
- Local health professionals
- College governors

All key stakeholders should be consulted in two phases:

- initial consultation during development of the policy.
 - comments on a draft policy before publication and implementation.
- iv. The views of children/young people with various medical conditions are actively sought and considered central to the evaluation process.
- v. Parents, college staff, governors, relevant local health staff and any other external stakeholders are informed and regularly reminded about the policy and how they impact on its implementation and review.

8. Liability and Indemnity (delete as appropriate i or ii)

- i. The college has an appropriate level of insurance and reflects the level of risk associated with supporting medical conditions.
- ii. The college recognises that the insurance policy should provide liability cover relating to administration of medication.
- iii. Individual cover may need to be arranged and any requirements of the insurance policy, such as staff training, will be complied with.

9. Complaints Procedure

- i. If parents or carers have concerns or are dissatisfied with the support provided they should directly contact the college and follow the complaint procedure set by the college.

Legislation and Guidance

This policy and guidance has been compiled using recommended government documents and Acts, these include;

Relevant Legislation

Children and Families Act 2014 – Part 5: section 100
Education Act 1996
Health and Safety at work Act 1974
Health and Safety: advice for colleges – June 2014
Medicines Act 1968
Misuse of Drugs Act 1971
Regulation 5 of the College Premises (England) Regulation 2012 (as amended)
Special Educational Needs and Disability Code of Practice: 0-25 years
Supporting students with Medical Conditions – December 2015
The management of Health and Safety at work regulations 1999

The Local Authority will provide both national and local guidance.

For further information and guidance see;

<https://www.gov.uk/government/publications/supporting-students-at-college-with-medical-conditions--3>

<https://www.gov.uk/government/publications/emergency-asthma-inhalers-for-use-in-colleges>

<https://www.gov.uk/government/publications/automated-external-defibrillators-aeds-in-colleges>

Safeguarding Legislation

Children's Act 1989 Section 3 and Section 17
Children's Act 2004 Section 10
Education Act 2010 Section 21 and Section 176
Equality Act 2010
The NHS Act 2006 Section 3
Keeping Children Safe in Education Sept 2016

Annexes to support the policy and implementation

The following Annexes are based on the templates provided by the DfE in 'Supporting students with Medical Condition: Templates (May 2014)'

If your college/setting has something similar do not feel you have to change to these examples.

Annex Title	Page Number
Annex A: Model Process for developing the Individual Healthcare Plan	24
Annex B: Individual Healthcare Plan	25
Annex C: Parental Agreement for setting to Administer Medicine	27
Annex D: Record of medicine administered to an individual child	28
Annex E: Record of Medicine Administered to all children	30
Annex F: Staff Training Record – Administration of medicines	31
Annex G: Contacting the Emergency Services	32
Annex H: model letter inviting parents to contribute to individual healthcare plan development	33
Annex I: Parent Guide	34
Annex J: Quick Guide to Colleges	35

Annex A: Model Process for developing the Individual Healthcare Plan

Parent or Healthcare Professional informs college that the child has been newly diagnosed, or due to attend, is due to return after absence, or that the needs have changed

Head teacher, Senior Leader or designated staff member coordinates a meeting to discuss the child's medical support needs; and identifies a staff member who will provide the support

Meeting to discuss and agree on the need for a IHP to include key staff, child, parent, relevant healthcare professional and any other medical/health clinician as appropriate (or consider written evidence provided by them)

Develop a IHP in partnership – agree who leads on writing it. Input from healthcare professionals must be provided

College staff training needs identified

Healthcare professional commissions/delivers training and staff signed-off as competent – review date agreed

IHP implemented and circulated to all relevant staff

IHP reviewed annually or when condition changes. Parent or healthcare professional to initiate

Annex B: Individual Healthcare Plan

Name of college/setting

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

Who is responsible for providing support in college

--

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the student's educational, social and emotional needs

Arrangements for college visits/trips including Sporting Activities

Other information

Describe what constitutes an emergency, and the action to take if this occurs

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

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

Annex C: Parental Agreement for setting to Administer Medicine

The college/setting will not give your child medicine unless you complete and sign this form, and the college or setting has a policy that the staff can administer medicine.

Date for review to be initiated by	
Name of college/setting	
Name of child	
Date of birth	
Group/class/form	
Medical condition 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 college/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 no.	
Relationship to child	
Address	
I understand 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 consent to college/setting staff administering medicine in accordance with the college/setting policy. I will inform the college/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____

Date _____

Annex D: Record of medicine administered to an individual child

Name of college/setting
 Name of child
 Date medicine provided by parent
 Group/class/form
 Quantity received
 Name and strength of medicine
 Expiry date
 Quantity returned
 Dose and frequency of medicine

Staff signature _____

Signature of parent _____

Date
 Time given
 Dose given
 Name of member of staff
 Staff initials

Date
 Time given
 Dose given
 Name of member of staff
 Staff initials

Date
 Time given
 Dose given
 Name of member of staff
 Staff initials

C: Record of medicine administered to an individual child (Continued)

Date

Time given

Dose given

Name of member of staff

Staff initials

Date

Time given

Dose given

Name of member of staff

Staff initials

Date

Time given

Dose given

Name of member of staff

Staff initials

Date

Time given

Dose given

Name of member of staff

Staff initials

Date

Time given

Dose given

Name of member of staff

Staff initials

Annex F: Staff Training Record – Administration of medicines

Name of college/setting	
Name	
Type of training received	
Date of training completed	
Training provided by	
Profession and title	

I confirm that (name of member of staff) has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated (suggested date)

Trainer's signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Suggested review date _____

Annex G: Contacting the Emergency Services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

1. Your telephone number **(insert here)**
2. Your name
3. Your location as follows
(insert college/setting address)
4. State what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code
(insert here)
5. Provide the exact location of the patient within the college setting
6. Provide the name of the child and a brief description of their symptoms
7. Inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8. Provide the Ambulance Service with a copy of the child/young person's Individual Healthcare Plan if agreed by the parent
9. Put a completed copy of this form by the phone

Annex H: Model Letter inviting parents to contribute to Individual Healthcare Plan development/review

Dear Parent

Thank you for informing us of your child's medical condition. I enclose a copy of a guide of your responsibilities and the full policy for supporting students at college with medical conditions can be found on the college website.

An individual healthcare plan now has to be prepared/reviewed. This will set out what support the each student needs and how this will be provided. We will develop this plan with you, your child and the healthcare professionals who can advise us on your child's medical case.

We would like to hold a meeting to start developing the plan on xx/xx/xx. Please can you contact us to let us know if this convenient and to agree who needs to attend or provide information for the meeting.

To confirm your attendance or if you would like to discuss this further please call me on xxxx xxx xxxx or ask to speak to me in college.

Yours sincerely

Annex I: Parent Guide

The college will support your child with their medical needs but to do this we ask that you;

- tell us if your child has a medical condition
- work with us to ensure your child has a complete and up-to-date Healthcare Plan for their child
- inform us about the medication your child requires during college hours
- inform us of any medication your child requires while taking part in educational visits or residential visits, especially when these include overnight stays
- tell us about any changes to your child's medication, what they take, when, and how much
- inform us of any changes to your child's condition
- ensure your child's medication and medical devices are labelled with their full name and date of birth and a supply a spare provided with the same information
- ensure that your child's medication is within expiry dates
- inform us if your child is feeling unwell
- ensure your child catches up on any college work they have missed
- ensure your child has regular reviews about their condition with their doctor or specialist healthcare professional and information that will require us to support your child is passed on ASAP
- Ensure your child has a written care/self-management plan from their doctor or specialist healthcare professional to help them child manage their condition.

Annex J: Quick Guide for colleges

Storage and Access

- All non-emergency medication is kept in a secure place and controlled drugs are kept in a locked cupboard and only named staff have access.
- All students with medical conditions have easy access to their medication.

Administering any Medication

- If a trained member of staff, who is usually responsible for administering medication, is not available the college makes alternative arrangements to continue to provide this support.
- For medication where no specific training is necessary, any member of staff may administer prescribed and non-prescribed medication to children/young people under the age of 16, but only with the written consent of their parent.

Record Keeping

- All medications that are administered should be recorded with the date, child's name, time, name of medicine, dose given, any reactions, signature and Print name of supervising staff member.
- Staff will follow the guidance within the individual healthcare plan and follow the instructions found on the prescribed medication.
- Only supply medication to children/young people where written consent has been received but all staff need to act as any reasonably prudent parent.