

Medical Conditions Policy

College Governance Status

This policy was first issued in September 2014 following new Government legislation and was adopted on 14 October 2014. It will be reviewed every three years or sooner if new, related legislation or guidance is issued.

Review dates	By Whom	Approval date
September 2015	Staff and Governors	25.09.15
December 2018	Staff and Governors	17.12.18
September 2021		

Signed by the Chair of Governors:



This College is an inclusive community that welcomes and supports students with medical conditions. We provide all students with a medical condition with the same opportunities as any other student at the College. We will help to ensure students can:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic wellbeing once they have left the College.

The College makes sure all staff understand their duty of care to students in the event of an emergency and all staff feel confident in knowing what to do in an emergency.

This College understands that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood. We also understand the importance of medication and care being taken as directed by healthcare professionals and parents.

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

The named member of school responsible for this medical conditions policy and its implementation is: Hazel Kirk (SENCO).

Policy Framework

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

CAEDMON COLLEGE WHITBY POLICY DOCUMENT – MEDICAL CONDITIONS

- The College recognises that duties in the Children and Families Act (England only), the Equality Act (England, Wales and Scotland) and the Disability Discrimination Act (Northern Ireland only) relate to students with disability or medical conditions is anticipatory.

Consultation with a wide range of local key stakeholders

- Stakeholders include students, parents, Healthy Child Team, college staff, governors, the college employer and other relevant local health services.
- Students, parent's relevant local healthcare staff and other external stakeholders are informed of and reminded about the medical conditions policy through clear communication channels including the College website.

Staff Training

- All College staff, including temporary or supply staff, are aware of the medical conditions at this College and understand their duty of care to students in an emergency.
- All staff receive training in what to do in an emergency and this is refreshed at least once a year.
- On the advice of health care professionals, students with a medical condition at this College have an individual healthcare plan (IHP), which explains what help they need in an emergency. The IHP will accompany a pupil should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing the IHP within emergency care setting.
- If a student needs to attend hospital, a member of staff (preferably known to the student) will stay with them until parent arrives, or accompany a student taken to hospital by ambulance. They will not take students to hospital in their own car.

Guidance on providing care and support and administering medication at College

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

Storage of medication and equipment at College

- This College makes sure that all staff understand what constitutes an emergency for an individual student and makes sure that emergency medication/equipment is readily available wherever the student is in the College and on off-site activities, and is not locked away. Students may carry their emergency medication with them if they wish/this is appropriate.
- Students may carry their own medication/equipment, or they should know exactly where to access it.
- This College will keep controlled drugs stored securely, but accessibly, with only named staff having access.
- This College will make sure that all medication is stored safely, and that students with medical conditions know where they are at all times and have access to then immediately.

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- This College will store medication that is in date and labelled in its original container where possible, in accordance with its instructions. The exception to this is insulin, which though must still be in date, will generally be supplied in an insulin injector pen or a pump.
- Parents are asked to collect all medication/equipment at the end of the College term, and to provide new and in date medication at the start of each term.
- This College disposes of needles and other sharps in line with local policies. Sharps boxes are kept securely at College and will accompany a student on off-site visits. They are collected and disposed of in line with Local Authority procedures.

Record

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

Physical environment, as well as social, sporting and educational activities

- This College is committed to providing a physical environment accessible to students with medical conditions and pupils are consulted to ensure this accessibility. This College is also committed to an accessible physical environment for out-of-college activities.
- This College makes sure the needs of students with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended College activities and residential visits.
- All staff are aware of the potential social issues that students with medical conditions may experience and use this knowledge, alongside the College's bullying policy, to help prevent and deal with any problems. We use opportunities such as PSHE and science lessons to raise awareness of medical conditions to help promote a positive environment.
- This College understands the importance of all students taking part in physical activity and that all relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all students. This includes out-of-college clubs and team sports.
- This College understands that all relevant staff are aware that students should not be forced to take part in activities if they are unwell. They should also be aware of students who have been advised to avoid/take special precautions during activity, and the potential triggers for a student's medical condition when exercising and how to minimise these.

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- This College makes sure that students have the appropriate medication/equipment/ food with them during physical activity.
- This College makes sure that students with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at college as any other student, and that appropriate adjustments and extra support are provided.
- This College will refer students with medical conditions who are finding it difficult to keep up educationally to the SENCO/Special Educational Needs Advisor who will liaise with the student (where appropriate), Parent and the pupil's healthcare professional.
- This College makes sure that a risk assessment is carried out before any out-of-college visit, including work experience and educational placements. The needs of pupils with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.
- Stringent checks must be carried out to ensure that we are made aware of any medical/allergy/dietary requirements of visiting students (i.e. students on exchange visits) and that the appropriate staff and host parents are informed. A near-miss review must be carried out in the event of any oversight.

Common triggers that can make common medical conditions worse or can bring on an emergency

- This college is committed to identifying and reducing triggers both at College and on out-of-college visits.
- The IHP details an individual student's triggers and details how to make sure the student remains safe throughout the whole College day and on out-of-college activities, taking into account the needs of students with medical needs.
- This College reviews all medical emergencies and incidents to see how they could have been avoided, and changes College policy according to these reviews.
- This College works in partnership with all relevant parties including the student (where appropriate), parent, Colleges governing body, all College staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

The medical conditions policy is regularly reviewed, evaluated and updated.

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