

Supporting Students with Medical Needs

KINGS INTERNATIONAL COLLEGE



Approved by: Full Governing Body

Date: 29.11.2022

Last reviewed on: November 2022

Next review due by: Autumn 2023

Statement of intent

Kings wishes to ensure that students with medical **conditions or ongoing treatments** receive appropriate care and support. This policy has been developed in line with the Department for Education's guidance released in April 2014 – "Supporting pupils at school with medical conditions". Ofsted places a clear emphasis on meeting the needs of pupils with SEN and Disabilities and this includes children with medical conditions.

Key roles and responsibilities

The College is responsible for:

- Promoting cooperation between relevant partners and stakeholders regarding supporting students with medical conditions.
- Providing support, advice and guidance to staff.
- Making alternative arrangements for the education of students who need to be out of College for fifteen College days or more, due to a medical condition.

The Governing Body is responsible for ensuring:

- The overall implementation of the Supporting Students with Medical Conditions Policy and procedures of the College
- The Supporting Students with Medical Conditions Policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender **identity**, disability or sexual orientation.
- All students with medical conditions are able to participate fully in all aspects of College life, including school trips.
- Relevant training is delivered to staff members who take on responsibility to support children with medical conditions.
- Written records are kept of any and all medicines administered to individual students and across the College population
- The level of insurance in place reflects the level of risk

The Headteacher has overall responsibility for:

- The day-to-day implementation and management of the Supporting Students with Medical Conditions Policy and procedures of the College
- Ensuring the policy is developed effectively with partner agencies.
- Making staff aware of this policy.
- Liaising with healthcare professionals regarding the training required for staff.
- Making staff that need to know aware of a student's medical condition.
- Developing Individual Healthcare Plans (IHCPs).
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- Ensuring the correct level of insurance is in place for teachers who support students in line with this policy.

Staff members are responsible for:

- Taking appropriate steps to support students with medical conditions.
- Where necessary, making reasonable adjustments to include students with medical conditions into lessons and enabling them to access school facilities.
- 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.

The Assistant Headteacher (Student Support), or Health and Safety Coordinator is responsible for:

- Notifying the College when a student has been identified with requiring support in College due to a medical condition or ongoing treatment.
- Liaising locally with lead clinicians on appropriate support.

Parents and carers are responsible for:

- Keeping the College informed about any changes to their child/children's health.
- Completing a parental agreement for College to administer medicine form before bringing medication into College.
- Providing the College with the medication their child requires and keeping it up to date.
- Collecting any leftover medicine at the end of the course or year.
- Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- Where necessary, developing an Individual Healthcare Plan (IHCP) for their child in collaboration with the SENCO, other staff members and healthcare professionals.
- Providing medical evidence when requested by the school.

Definitions

“Medication” is defined as any prescribed or over the counter medicine.

“Prescription medication” is defined as any drug or device prescribed by a doctor. A

“staff member” is defined as any member of staff employed at the College including teachers.

Training of staff

Under DfE guidance any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so.

- Teachers and support staff will be made aware of the Supporting Students with Medical Conditions Policy.
- Suitable training should be identified during the development or review of individual healthcare plans. Some staff may already have some knowledge of the specific support needed by a child with a medical condition and so extensive training may not be required.
- The relevant healthcare professional should normally lead on identifying and agreeing with the school the type and level of training required, and how this can be obtained. The school may choose to arrange training themselves for more common needs (e.g. epipen training)
- Training will be sufficient to ensure that staff are competent and have confidence in their ability to support pupils with medical conditions, and to fulfil the requirements as set out in individual healthcare plans.
- Healthcare professionals, including the school nurse, can provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.
- No staff member may undertake any healthcare procedures without undergoing training specific to the responsibility.

- No staff member may administer medicines without being familiar with the details of this policy and the schools procedures.
- No staff member may administer drugs by injection unless they have received training in this responsibility.
- In some cases, written instructions from the parent or on the medication container dispensed by the pharmacist may be considered sufficient, this decision will be taken having due regard to the training requirements as specified in pupils' individual health care plans.
- The Health & Safety Coordinator will keep a record of training undertaken and a list of staff qualified to undertake responsibilities under this policy.

The role of the student

- Students who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- Where possible, students will be allowed to carry a small amount of their own medicines and devices including Epipens and Insulin needles. Where this is not possible, their medicines will be located in an easily accessible location, at Reception.
- If students refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- Where student medicines are held at reception students should take responsibility for remembering to report to reception for their medication and/or ask for their medication as required.
- If it is not appropriate for a child to self-manage, relevant staff should help to administer medicines and manage procedures for them.
- If a child refuses to take medicine or carry out a necessary procedure, staff should not force them to do so, but follow the procedure agreed in the individual healthcare plan.

5. Individual Healthcare Plans (IHCPs)

- Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the student, parents/carers, Special Educational Needs Coordinator (SENDSCO) and medical professionals.
- IHCPs will be easily accessible whilst preserving confidentiality.
- IHCPs will be **renewed and reviewed** at least annually or when a student's medical circumstances change, whichever is sooner.
- Where a student has an Education, Health and Care plan or special needs statement, the IHCP will be linked to it or become part of it.
- Where a student is returning from a period of hospital education or alternative provision or home tuition, we will work with the Local Authority and education provider to ensure that the IHCP identifies the support the student needs to reintegrate.

Medicines

- Where possible, it is preferable for medicines to be prescribed in frequencies that allow the student to take them outside of school hours.
- If this is not possible, prior to staff members administering any medication, the parents/carers of the student must complete and sign a parental agreement for the College to administer medicine form.
- No student will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances where the medicine has

been prescribed to the child without the knowledge of the parents. In such cases, every effort should be made to encourage the child or young person to involve their parents while respecting their right to confidentiality.

- Where a student is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage the student to involve their parents while respecting their right to confidentiality.
- No student will be given medication containing aspirin or Ibuprofen without a doctor's prescription.
- 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 which do not meet these criteria will not be administered.
- A maximum of four weeks supply of the medication may be provided to the College at one time.
- Controlled drugs may only be taken on College premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence which will be dealt with under our Drugs Policy.
- Medications will be stored in a locked cupboard in the Medical Room.
- Any medications left over at the end of the course will be returned to the student's parents or to the student at the end of the day if the parent requests this in writing. Medication not collected will be disposed of appropriately.
- Written records will be kept of any medication administered to students.
- Students will never be prevented from accessing their medication.
- A Sharps Box and Clinical Waste bin is provided in the Medical Room
- Kings International College cannot be held responsible for side effects that occur when medication is taken correctly, however we will endeavour to understand these and support students where practicable.

Paracetamol:

The school holds a small supply of Paracetamol which can be used by students for unexpected illness such as headaches. If a student requires pain relief and parental consent has been given then we will administer 1 x 500mg tablet provided the student has eaten and drunk and confirms they have not taken any other medicine that day. An email will be sent to the Primary Contact advising of the reasons for, and time of, administration of Paracetamol. If in doubt the school will contact a parent/carer to discuss, prior to giving medication to the student.

If written consent has not been received for the student to be given a Paracetamol then the parent / carer will be contacted by telephone to request consent which must then be sent via email. The email must come from an address registered on our database.

If a student has an illness or medical condition that means they are likely to need a Paracetamol during the day then the parent / carer should supply a box of medication to Reception and complete the required paperwork

7. Emergencies

- Medical emergencies will be dealt with under the College's emergency procedures.
- Where an Individual Healthcare Plan (IHCP) is in place, it should detail:
 - What constitutes an emergency.

- What to do in an emergency
- Which staff are aware of emergency symptoms and procedures
- Students will be informed in general terms of what to do in an emergency such as informing a teacher.
- If a student needs to be taken to hospital, a member of staff will remain with the student until their parents arrive.
- There is currently a defibrillator located in the quad area.

8. Avoiding unacceptable practice

Kings College understands that the following behaviour is unacceptable:

- Assuming that students with the same condition require the same treatment.
- Ignoring the views of the students and/or their parents.
- Ignoring medical evidence or opinion.
- Sending students home frequently or preventing them from taking part in activities at College
- Judgement must be used in the case of sending the student to the medical room or College office alone if they become ill. Teachers unfamiliar with students should use the on call system to alert a member of staff to accompany. In some cases, teachers may judge that a student accompanying their peer is acceptable.
- Penalising students with medical conditions for their attendance record where the absences relate to their condition or ongoing treatment.
- Making parents feel obliged or forcing parents to attend College to administer medication or provide medical support, including toilet issues.
- Creating barriers to students participating in College life, including College trips.
- Refusing to allow students to eat, drink or use the toilet when they need to in order to manage their condition.

9. Insurance

Staff who undertake responsibilities within this policy are covered by the College's insurance. 'This assumes that such injury or loss was as a result of negligence and not a wilful or malicious act.'

10. Complaints

The details of how to make a complaint can be found in the Complaints policy on the website

Templates

Supporting pupils with medical

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Template A: individual healthcare plan

Individual Healthcare Plan

Name of school	Kings International College
Child's name	
Date of birth	
Child's address	
Medical diagnosis, condition or ongoing Treatment	
Date	
Review date	TBC

Family Contact Information

Name	
Relationship to Child	
Phone no. (work)	
(home)	
(mobile)	
Name	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	

Clinic/Hospital Contact

Name	
Phone no.	

G.P.

Name	
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Phone no.

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 or reasonable adjustments.

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

Arrangements for school visits/trips etc

[Empty rectangular box]

Other information

[Empty rectangular box]

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

[Empty rectangular box]

Plan developed with

Kings International College to complete

Staff training needed/undertaken – who, what, when

Kings International College to complete

Form copied to

Kings International College to complete

Template B: parental agreement for setting to administer medicines

ADMINISTRATION OF MEDICINES

Where possible, the need for medicines to be administered in College should be avoided and therefore Parents and Carers are asked to try and arrange the timings of medications accordingly.

All medicines must come in the original box from the pharmacy and must clearly show the expiry date, required dosage and students name if the medication has been prescribed by a doctor. Prescribed medication must have the original pharmacy label attached. Parents/carers must be responsible for checking expiry dates and replacing medication when required. Medication which is no longer required at College must be collected by a parent/carer and disposed of at home, or returned to a pharmacy for disposal.

Name of Student: _____ **Date of Birth:** _____

Condition _____ **or** _____ **Illness:** _____

GP Surgery: _____ **GP Tel. No:** _____

Name of Medicine	Dosage	Frequency & Times	Completion Date	Expiry Date	How Much provided?

For students requiring Epi-Pens/Inhalers/Diabetes Blood Testing (Please tick where appropriate)

- My child will be responsible for the self-administration of their inhaler
- My child has been instructed to carry an epi-pen and I agree to this being administered by staff in the case of an emergency
- My child has been instructed to check blood sugar levels using the blood testing equipment I have provided. My child is responsible for checking their levels whilst in College.

I agree to update the College when necessary with information about my child's medical needs. I will ensure that all medicines held by the college do not exceed the expiry date.

Signed: _____ Date: _____

Parent/Carer Name: _____

College Use Only for when Medicines are Returned:

Name of Medicine	Date Provided to School	Amount of Medicine Provided	Date Returned to Parent / Student (with parent's consent)	Amount of Medicine Returned

Staff Name: _____

Staff Signature: _____

Date: _____

NB. This form should now be archived and shredded when the student reaches 25 years of age

Template D: contacting 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
2. your name
3. your location as follows: Kings International College, Watchetts Drive, Camberley, Surrey GU15 2PQ
4. state what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code
5. provide the exact location of the patient within the school 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. put a completed copy of this form by the phone

Template E: model letter inviting parents to contribute to individual healthcare plan development

Dear Parent/Carer,

Kings International College has a duty of care to ensure that the health, safety and welfare of all students is supported, and students with specific health needs or disabilities should be given specific consideration. Our records show that your child has a medical condition for which we should hold additional information in order to support them appropriately whilst at school.

Could you please complete and return the attached Individual Healthcare Plan for your child to Reception as soon as possible. If your child no longer has the condition/s listed on the Healthcare Plan then please email confirmation of this.

If you would like to discuss your child's medical needs please also feel free to contact me by email, telephone or in person at Student Reception. Further information can also be found in the Health and Safety policy on the school website.

Kind regards,