

# Supporting Students with Medical Needs

## KINGS INTERNATIONAL COLLEGE



**Approved by:** Full Governing Body

**Date:** 12<sup>th</sup> July 2018

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**Next review due by:** Summer 2021

## **Kings International College**

### **Supporting Students with Medical Needs Policy**

#### **Statement of intent**

Kings wishes to ensure that students with medical conditions 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, 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 Head of College has overall responsible 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.
- 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 Principal (Student Support), is responsible for:**

- Notifying the College when a student has been identified with requiring support in College due to a medical condition.
- 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.

**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**

- Teachers and support staff will receive training on the Supporting Students with Medical Conditions Policy as part of their induction.
- Teachers and support staff will receive regular and ongoing training as part of their development.
- Teachers and support staff who undertake responsibilities under this policy will receive appropriate training:
- No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering
- No staff member may administer drugs by injection unless they have received training in this responsibility
- The Bursar will keep a record of training undertaken and a list of teachers 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 their own medicines and devices. Where this is not possible, their medicines will be located in an easily accessible location.
- 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 appropriate, students will be encouraged to take their own medication under the supervision of a teacher.

### **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 (SENCO) and medical professionals.
- IHCPs will be easily accessible whilst preserving confidentiality.
- IHCPs will be 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 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 under 16 years of age will be given medication containing aspirin 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 the Medical Room.
- Any medications left over at the end of the course will be returned to the student's parents.
- Written records will be kept of any medication administered to students.
- Students will never be prevented from accessing their medication.



- Kings International College cannot be held responsible for side effects that occur when medication is taken correctly.

## **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.
- 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**

Teachers 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



Department  
for Education

# Templates

**Supporting pupils with medical  
conditions**

**May 2014**

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## Introduction

In response to requests from stakeholders during discussions about the development of the statutory guidance for supporting pupils with medical conditions, we have prepared the following templates. They are provided as an aid to schools and their use is entirely voluntary. Schools are free to adapt them as they wish to meet local needs, to design their own templates or to use templates from another source.

## Template A: individual healthcare plan

Name of school/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 school

--

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 pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

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

## Template B: parental agreement for setting to administer medicine

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

Date for review to be initiated by	
Name of school/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 school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

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

### Contact Details

Name	
Daytime telephone 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 school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/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 \_\_\_\_\_

## Template C: record of medicine administered to an individual child

Name of school/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			

**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			





# Template E: staff training record – administration of medicines

Name of school/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 [name of member of staff].

Trainer's signature \_\_\_\_\_

Date \_\_\_\_\_

**I confirm that I have received the training detailed above.**

Staff signature \_\_\_\_\_

Date \_\_\_\_\_

Suggested review date \_\_\_\_\_

## Template F: 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 [insert school/setting address]
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 G: model letter inviting parents to contribute to individual healthcare plan development

Dear Parent

## DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

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

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support the each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents, pupils, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts on their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will involve [the following people]. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I [or another member of staff involved in plan development or pupil support] would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely



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