

**Honiton Community College  
Academy Trust**



This Policy was adopted by the Governing Body of  
Honiton Community College Academy Trust  
on 25<sup>th</sup> March 2015  
and will be reviewed in September 2015  
and then annually.

**SUPPORTING PUPILS WITH  
MEDICAL CONDITIONS POLICY**

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## Statement of intent

Honiton Community College wishes to ensure that pupils with medical conditions receive appropriate care and support at college. This policy has been developed in line with the Department for Education's guidance released in September 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.

At Honiton Community College, we aim to:



## 1. Key roles and responsibilities

### 1.1. **The Local Authority (LA) is responsible for:**

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

### 1.2. **The Governing Body is responsible for:**

- 1.2.1. The overall implementation of the Supporting Pupils with Medical Conditions Policy and procedures of Honiton Community College.
- 1.2.2. Ensuring that the Supporting Pupils 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.
- 1.2.3. Handling complaints regarding this policy as outlined in the college's Complaints Policy.
- 1.2.4. Ensuring that all pupils with medical conditions are able to participate fully in all aspects of college life.
- 1.2.5. Ensuring that relevant training is delivered to staff members who take on responsibility to support children with medical conditions.
- 1.2.6. Guaranteeing that information and teaching support materials regarding supporting pupils with medical

conditions are available to members of staff with responsibilities under this policy.

- 1.2.7. Keeping written records of any and all medicines administered to [individual pupils](#) (appendix 4) and across the college population (this will be recorded on SIMS (School Information Management System) and must include: date, student's name, time, name of medicine, dose given, any reactions, name of member of staff).
- 1.2.8. Ensuring the level of insurance in place reflects the level of risk.

1.3. **The Principal is responsible for:**

- 1.3.1. The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures of Honiton Community College.
- 1.3.2. Ensuring the policy is developed effectively with partner agencies.
- 1.3.3. Making staff aware of this policy.
- 1.3.4. Liaising with healthcare professionals regarding the training required for staff.
- 1.3.5. Making staff who need to know aware of a child's medical condition.
- 1.3.6. Developing Individual Healthcare Plans (IHCPs).
- 1.3.7. Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.

- 1.3.8. If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.
- 1.3.9. Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.
- 1.3.10. Contacting the college nursing service in the case of any child who has a medical condition.

1.4. **Staff members are responsible for:**

- 1.4.1. Taking appropriate steps to support children with medical conditions.
- 1.4.2. Where necessary, making reasonable adjustments to include pupils with medical conditions into lessons.
- 1.4.3. Administering medication, if they have agreed to undertake that responsibility.
- 1.4.4. Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, if they have agreed to undertake that responsibility.
- 1.4.5. Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.
- 1.4.6. Supervising the administration of/or administering of injections.

1.5. **College nurses are responsible for:**

- 1.5.1. Notifying the college when a child has been identified with requiring support in college due to a medical condition.

- 1.5.2. Liaising locally with lead clinicians on appropriate support.
- 1.6. **Parents and carers are responsible for:**
  - 1.6.1. Keeping the college informed about any changes to their child/children's health.
  - 1.6.2. Completing a [parental agreement for college to administer medicine](#) form (appendix 3) before bringing medication into college.
  - 1.6.3. Providing the college with the medication their child requires and keeping it up to date.
  - 1.6.4. Collecting any leftover medicine at the end of the course or year.
  - 1.6.5. Discussing medications with their child/children prior to requesting that a staff member administers the medication.
  - 1.6.6. Where necessary, developing an [Individual Healthcare Plan](#) (IHCP) (appendix 1 and 2) for their child in collaboration with the Principal, other staff members and healthcare professionals.

## 2. Definitions

- 2.1. "Medication" is defined as any prescribed or over the counter medicine.
- 2.2. "Prescription medication" is defined as any drug or device prescribed by a doctor.
- 2.3. A "staff member" is defined as any member of staff employed at Honiton Community College, including teachers.

### 3. Training of staff

- 3.1. Teachers and support staff will receive training on the Supporting Pupils with Medical Conditions Policy as part of their new starter induction.
- 3.2. Teachers and support staff will receive regular and ongoing training as part of their development.
- 3.3. Teachers and support staff who undertake responsibilities under this policy will receive the appropriate training determined by the personal needs of the student. Training will be commissioned and provided by the most appropriate member of staff in college or an external provider. The responsibility of organising and reviewing this training will lie with the Assistant Principal (Director of SEND).
- 3.4. The clinical lead for this training will be provided by Virgin Care. The College will liaise with them in order to provide the appropriate training required.
- 3.5. No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering
- 3.6. No staff member may administer drugs by injection unless they have received training in this responsibility
- 3.7. The PA Learning & Teaching will keep a record of training undertaken and a list of teachers qualified to undertake responsibilities under this policy. (Appendix 5 - staff training record – administration of medicines)

### 4. The role of the child

- 4.1. Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures.



- 4.2. Where possible, pupils 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.\*
- 4.3. If pupils refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- 4.4. Where appropriate, pupils will be encouraged to take their own medication under the supervision of a teacher.

\* Please note that in the event of a dangerous drug such as Methylphenidate (Ritalin), young people may not be allowed to carry these for the safety of other college users.

## 5. Individual Healthcare Plans (IHCPs)

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

## 6. Medicines

- 6.1. Where possible, it is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside of college hours.
- 6.2. If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental agreement for a college to administer medicine form.
- 6.3. No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- 6.4. Where a pupil is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage the pupil to involve their parents while respecting their right to confidentiality.
- 6.5. No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- 6.6. 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. Labelling must include:
  - Child's name
  - Name of Medication
  - Dosage
  - Frequency of dosage
  - Date of dispensing
  - Storage requirements (if important)

- Expiry date (if available)
  - 6.7. It is recommended that a maximum of four weeks supply of the medication may be provided to the college at one time. However, the college will take medical advice as to whether this should be a shorter or longer period of time dependent on the student and their medical needs.
  - 6.8. 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 Behaviour Policy.
  - 6.9. Medications will be stored in the first aid cupboard in the front office.
  - 6.10. Any medications left over at the end of the course will be returned to the child's parents.
  - 6.11. Written records will be kept of any medication administered to children.
  - 6.12. Pupils will never be prevented from accessing their medication.
  - 6.13. Honiton Community College cannot be held responsible for side effects that occur when medication is taken correctly.

## 7. Emergencies

- 7.1. Medical emergencies will be dealt with under the college's emergency procedures (appendix 6)
- 7.2. Where an Individual Healthcare Plan (IHCP) is in place, it should detail:
  - What constitutes an emergency.
  - What to do in an emergency.
- 7.3. Pupils will be informed in general terms of what to do in an emergency such as telling a teacher.

- 7.4. If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

## 8. Avoiding unacceptable practice

- 8.1. Honiton Community College understands that the following behaviour is unacceptable:

- Preventing pupils from easily accessing their inhalers and medication and administering their medication when and where necessary.
- Assuming that pupils with the same condition require the same treatment.
- Ignoring the views of the pupil and/or their parents.
- Ignoring medical evidence or opinion.
- Sending pupils home frequently or preventing them from taking part in activities at college.
- Sending the pupil to the medical room or college office alone if they become ill.
- Penalising pupils 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 children participating in college life, including college trips.
- Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.

## 9. Insurance

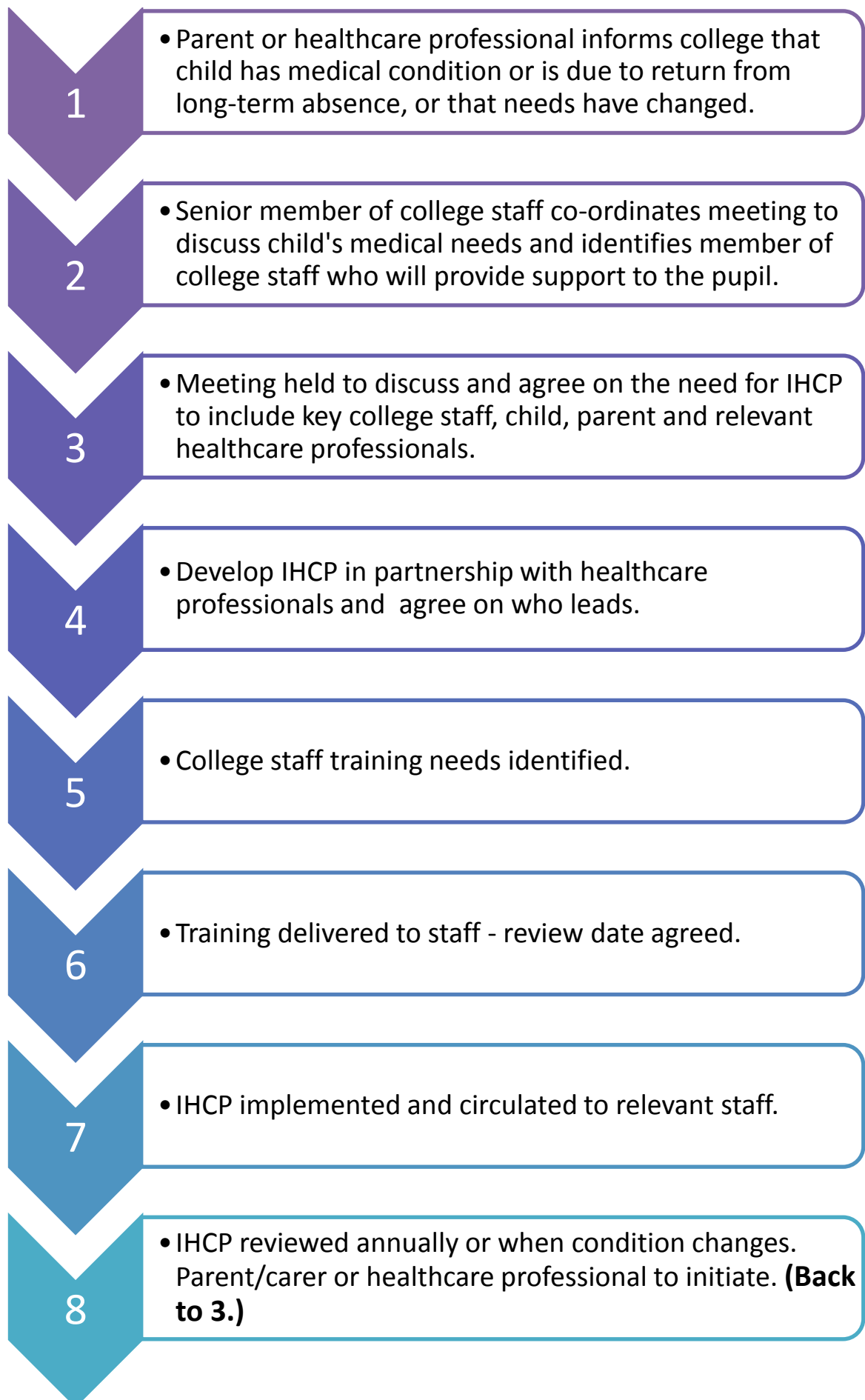
- 9.1. Teachers who undertake responsibilities within this policy are covered by the college's insurance.
- 9.2. Honiton Community College has Employer's and Public Liability Insurance.
- 9.3. Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions. Those who wish to see the documents should contact the Director of Finance and Resources.

## 10. Complaints

10.1. The details of how to make a complaint can be found in the Complaints Policy:

- 10.1.1. Stage 1 - Complaint heard by Staff Member/Complaints Officer
- 10.1.2. Stage 2 - Complaint heard by Principal or his nominated representative
- 10.1.3. Stage 3 – Complaint heard by Governing Bodies' Complaints Appeal Panel (CAP)

## Appendix 1 - Individual healthcare plan implementation procedure



Appendix 2 - Individual healthcare plan template

**Honiton Community College Individual Health Care Plan**

Child's name

Tutor group

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 pupil's educational, social and emotional needs

Arrangements for college 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



## Appendix 3 - Parental agreement for college to administer medicine template

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

### Honiton Community College medicine administering form

Date for review to be initiated by	
Name of child	
Date of birth	
Tutor group	
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	Michelle Clements, Student Services Officer

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 \_\_\_\_\_

Appendix 4 - Record of medicine administered to an individual child template

**Honiton Community College record of medicine administered to an individual child**

Name of child	
Date medicine provided by parent	
Tutor group	
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			

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Dose given			
Name of member of staff			
Staff initials			

Appendix 5 - 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 \_\_\_\_\_ has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated by \_\_\_\_\_.

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

Date \_\_\_\_\_

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

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

Date \_\_\_\_\_

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

## Appendix 6 - 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 – **01404 42283**
2. Your name.
3. Your location as follows: **Honiton Community College, School Lane, Honiton, Devon, EX14 1QT**
4. The exact location of the patient within the college setting.
5. The name of the child and a brief description of their symptoms.
6. Inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient.
7. Put a completed copy of this form by the phone.

## Appendix 7 - Model letter inviting parents to contribute to individual healthcare plan development

Dear Parent,

### RE: 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 college'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 each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership with the college, parents/carers, 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 their ability to participate fully in college 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 (add details of team). 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 add name of other staff lead would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely,

Assistant Principal/Director of SEND