



# Soham Village College

## Supporting Students with Medical Conditions Policy

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**Staploe Education Trust**  
*Excellence through partnership*



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## **Statement of Intent**

Soham Village College wishes to ensure that students with medical conditions receive appropriate care and support at school. This policy has been developed in line with the Department for Education's guidance released in April 2014 (Updated December 2015) – "Supporting students at school with medical conditions".

OFSTED places a clear emphasis on meeting the needs of students with SEN and Disabilities and this includes children with medical conditions.

## **Vision & Aims for Soham Village College**

**Our vision is to be a truly outstanding village college at the heart of its community**

- We aim to provide an education in which outcomes for students are outstanding
- We are committed to the provision of a curriculum which gives every student the opportunity to achieve highly and to enjoy learning
- We encourage students to develop the skills they will need for working life
- We are committed to the well-being of all of our students and help them adopt a lifestyle which is safe, healthy and constructive within the local community
- We seek to enable our students to reflect on their own experiences and those of others to develop a clear set of personal values in which respect for self, others and the environment is central

## **Introduction**

This policy describes the arrangements to provide support for students with medical conditions; it includes details on how the policy will be implemented effectively, including a named role who has overall responsibility for policy implementation.

The policy covers the administration of medicines in school and the role of healthcare plans for those students who need them. It identifies who is responsible for the development of healthcare plans in supporting students at school with medical conditions. It describes the arrangements to actively support students with medical conditions for them to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

It requires that written records are kept of all medicines administered to children. It requires that staff are properly trained to provide the support that students need. The policy sets out what should happen in an emergency situation. It requires that the appropriate level of insurance is in place and appropriately reflects the level of risk, with risk assessment being carried out, when appropriate. It requires parents/carers to provide the school with sufficient and up-to-date information about their child's medical needs. This will be prompted with an annual data check.

## **Aims**

To ensure students at Soham Village College with medical conditions, are properly supported so they can play a full and active role in school life, remain healthy and achieve their academic potential.

To ensure the needs of children with medical conditions are effectively supported in consultation with health and social care professionals, their parents and the students themselves.

### **The school aims to:**

- Assist parents/carers in providing medical care for their children
- Educate staff and children in respect of special medical needs
- Arrange training for staff to support individual students
- Liaise as necessary with medical services in support of the individual student
- Ensure access to full education if possible, so that all students with medical conditions are able to participate in all aspects of school life
- Monitor and keep appropriate records

## **Definitions**

Students' medical needs may be broadly summarised as being of three types:

(a) Short-term affecting their participation in school activities, whilst they are on a course of medication, operation or suffered an injury for which they require walking aids / immobilisation of limbs.

(b) Medium-term affecting students that have been absent from school for a period of 15 days over the course of the academic year, that may require support returning to the classroom full-time. These students would be identified by the Attendance Officer or The Well-being Team.

(c) Long-term potentially limiting their access to education and requiring extra care and support (deemed special medical needs)

## **Rationale**

Local Authorities and schools have a responsibility for the health and safety of students in their care. The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of students with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all students at the school. This may mean making special arrangements for particular students who may be more at risk than their classmates. Individual procedures may be required. The employer is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support these students may need.

The Children and Families Act 2014, from September 2014, places a duty on schools to make arrangements for children with medical conditions. Students with special medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone. Teachers and other school staff in charge of students have a common law duty and may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off the school site. This could extend to a need to administer medicine.

The prime responsibility for a child's health lies with the parent/carer who is responsible for the child's medication and should supply the school with information. The school takes advice and guidance from the medical profession which encourages self- administration of medication when possible.

## **Entitlement**

We believe that students with medical needs should be assisted wherever possible and that they have a right to the full education available to other students. We believe that students with medical needs should be enabled to have full attendance and receive necessary proper care and support whilst at school. We believe that all employees have rights in relation to supporting students with medical needs as follows:

- Choose whether or not they are prepared to be involved
- Receive appropriate training
- Work to clear guidelines
- Have concerns about legal liability

- Bring to the attention of management any concern or matter relating to supporting students with medical needs
- The school will liaise with the School Health Service for advice about a student's special medical needs, and will seek support from the relevant practitioners where necessary and in the interests of the student
- Soham Village College cannot be held responsible for side effects that occur when medication is taken correctly
- Any medicines brought into school by the staff e.g. headache tablets; inhalers for personal use will be kept securely in appropriate storage and kept out of the reach of the students. Staff medicine is the responsibility of all staff concerned and not the school

**Student Services are responsible for ensuring that whenever the school is notified that a student has a medical condition:**

- Sufficient staff are suitably trained
- All staff are made aware of a student's condition through information being available on SIMS and Go4Schools
- Cover arrangements in case of staff absence/turnover is always available to enable medication to be given in line with this policy
- Supply teachers are briefed and given access to the medical details on Go4Schools
- Risk assessments for visits and activities out of the normal timetable are carried out
- Healthcare plans are monitored regularly and reviewed annually or earlier if evidence is presented that the student's needs have changed. The plan should be developed with the student's best interests in mind and ensure that the school assesses and manages risks to the student's education, health and social wellbeing, and minimises disruption
- Transitional arrangements between schools are carried out
- If a student's needs change, the above measures are adjusted accordingly
  - The secure storage of medication at student services
  - Ensure students with injuries undertake a Risk Assessment including a PEEPs for Fire evacuations.

### **Healthcare Plans (HCPs)**

At Soham Village College students will have a Healthcare Plan, which serves the same purpose as an Individual Healthcare Plan as discussed by the DFE, in their documentation.

There is a need for proper documentation at all stages when considering the issue of support for students with medical needs in school. The following information should be considered when writing a Healthcare Plan:

- The medical condition, its triggers, signs, symptoms and treatments

- The student's resulting needs, including medication and other treatments, times, facilities, equipment, testing, dietary requirements and environmental issues
- Specific support for the student's educational, social and emotional needs
- The level of support needed including in emergencies
- Who will provide support, their training needs, expectation of their role, confirmation of their proficiency and cover arrangements
- Who in school needs to be aware of the student's condition and the support required
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the student can participate
- Confidentiality
- What to do if a student refuses to take medicine or carry out a necessary procedure
- What to do in an emergency, who to contact and contingency arrangements
- Where a child has SEND but does not have an Education Health and Care plan, their special educational needs should be mentioned in their healthcare plan

## **Emergencies**

- Medical emergencies will be dealt with under the school's emergency procedures
- Where a Healthcare Plan (HCP) is in place, it should detail: What constitutes an emergency. What to do in an emergency
- Students will be informed in general terms of what to do in an emergency such as telling a teacher, so they may access student services with a friend
- If a student needs to be taken to hospital, a member of staff will remain with the student until their parents arrive

## **Roles and Responsibilities**

### **The Advisory Body**

The school Advisory Body ensure, through this policy, that arrangements are in place to support students with medical conditions. They also ensure that school leaders consult health and social care professionals, students and parents/carers to ensure that the needs of children with medical conditions are effectively supported.

- Some children with medical conditions may be disabled. Where this is the case the Advisory Body, through this policy, comply with their duties under the Equality Act 2012. In doing so they will ensure that such children can access and enjoy the same opportunities at school as any other child
- Some students may have special educational needs (SEND) and may have a statement or EHCP which brings health and social care needs, as well as

their special educational provision. For children with SEND, this guidance should be read in conjunction with the SEND code of practice

- In making these arrangements, the Advisory Body takes into account that many of the medical conditions that require support at school will affect quality of life and may be life-threatening. Some will be more obvious than others. The focus is on the needs of each individual child and how their medical condition impacts on their school life
- The Advisory Body, through this policy, intend that their arrangements give parents/carers and students confidence in the school's ability to provide effective support for medical conditions in school. They intend that the arrangements should show an understanding of how medical conditions impact on a child's ability to learn, as well as increase their confidence and promote self-care
- They intend that staff should be properly trained to provide the support that students need
- The Advisory Body intend that the arrangements put in place are sufficient to meet their statutory responsibilities and that policies, plans, procedures and systems are properly and effectively implemented. This aligns with their wider safeguarding duties
- The Advisory Body also intend that this policy is reviewed at least annually

#### **The Headteacher**

- Should ensure that this policy is implemented
- Should ensure all staff are aware of this policy and understand their role in its implementation
- Should ensure sufficient numbers of staff are appropriately trained to implement the policy and deliver HCPs, including in emergency and contingency situations
- Should ensure the school and staff are appropriately insured
- Should ensure all staff are aware of this policy
- Should ensure the policy is reviewed annually and is developed effectively with partner agencies

#### **The Student Services Manager**

- Should consult with appropriate health and social care professionals, students and parents/carers to ensure that the needs of children with medical conditions are effectively supported
- Should ensure all staff who need to know are informed of a child's condition
- Alongside Curriculum Health and Safety Lead is responsible for the development and safe storage of HCP
- Should ensure appropriate records are kept
- Should ensure the medication is in date and held securely at student services



### **School Staff**

- Any staff member may be asked to provide support to students with medical conditions, including the administering of medicines, although they cannot be required to do so
- Should receive sufficient and suitable training and achieve the necessary level of competency before taking on the responsibility of supporting children with medical conditions
- Should familiarise themselves with procedure detailing how to respond when they become aware that a student with a medical condition needs help
- Should undertake training to achieve necessary competency to support students with medical conditions, if they are required to undertake that responsibility
- All staff members should know what to do and respond accordingly when they become aware that a student with a medical condition needs help and receive training annually
- Staff who undertake responsibilities within this policy are covered by the school's insurance

### **Other healthcare professionals**

- Should notify the school when a child has been identified as having a medical condition that will require support at school
- May provide advice on developing healthcare plans
- Specialist local teams may be able to provide support for particular conditions (e.g. asthma, diabetes) and should be consulted where necessary

### **Students**

- Should, wherever possible, be fully involved in discussions about their medical support needs and contribute to, and comply with, their HCP

### **Parents/Carers**

- Must provide the school with sufficient and up-to-date information about their child's medical needs by completing the form in [Appendix 2](#)
- Are the key partners and should be involved in the development and review of their child's HCP
- Should carry out any action they have agreed to as part of the HCP implementation
- Must come in to school to complete a written request for medicines to be administered by the school staff [See Appendix 3](#)
- Must abide by and follow this policy

### **Day Trips, Residential Visits and Sporting Activities**

- Where students are required to take medicine during a day trip etc, arrangements should be made to administer them in accordance with this policy

- Students with medical conditions should not be precluded from taking part in day trips, residential visits or sporting activities unless evidence from a clinician such as a GP states that this is not possible  
Teachers should be aware of how a student's medical condition may impact on their participation
- School will consider any reasonable adjustments that may need to be made to enable students with medical conditions to participate fully and safely on visits

## **Unacceptable Practice**

The following are generally considered to be unacceptable practice: -

- Preventing students from easily accessing their inhalers and medication and administering them when necessary
- Assuming that every student with the same condition requires the same treatments
- Ignoring the views of the student or their parents/carers; or medical evidence or opinion (although this may be challenged)
- Sending students with medical conditions home frequently or preventing them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans
- If the student becomes ill, sending them to student services unaccompanied or with someone inappropriate
- Penalising students for their attendance record if their absences are related to their medical condition e.g. hospital appointments
- Preventing students from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Requiring parents/carers, or making them feel obliged, to attend school to administer medication or provide medical support to their child. No parent should have to give up working because the school is failing to support their child's medical needs
- Preventing students from participating, or creating unnecessary barriers to students participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the student

## **Complaints**

If parents/carers or students are dissatisfied with the support provided by school, they should discuss their concerns directly with the school. If, for whatever reason, this does not resolve the issue, they may make a formal complaint via the school's complaints procedure. Making a formal complaint to the Department for Education should only occur if it comes within scope of section 496/497 of the Education Act 1996 and

d after other attempts at resolution have been exhausted.

**Policy Review**

This policy will be reviewed annually in line with School/Trust Policies. This review may be brought forward as required by the school or Trust to reflect changes in supporting advice/guidance.

## Appendix 1: Healthcare Plan Implementation Procedure



## Appendix 2: Healthcare Plan (HCP)

Name of school	Soham Village College
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 student'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

### Appendix 3: Parental Agreement for Soham Village College to Administer Medicine

Soham Village College will not give your child medicine unless you complete and sign this form.

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 \_\_\_\_\_

## Appendix 4: Record of Medicine Administered to an Individual Child

Name of school	Soham Village College
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			



**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			



## Appendix 6: 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 \_\_\_\_\_

## **Appendix 7: 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. School Mobile Number or 01353 724100
2. Your name
3. Your location

FOR BEECHURST- Soham Village College, Sand Street, Soham, Cambs, CB7 5AA.

FOR LODESIDE– Soham Village College, College Close, Soham, Cambs, CB7 5HP

4. Provide the exact location of the patient within the school setting
5. Provide 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 8: Email Inviting Parents to Contribute to Healthcare Plan Development**

Dear ,

I have been asked to put together a Healthcare Plan for.....

Healthcare plans are developed in partnership between the school, parents, students, 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. 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.

To start the process of developing .....’s Healthcare plan I have attached a copy of SVC’s Health Care form for you to complete and return by email to me as soon as possible.

Once I have received the form, I will contact you again to arrange a meeting, if required to discuss .....’s individual needs.

If you have any questions, please do not hesitate to contact me.

Or

Dear ,

I have been asked to put together a Healthcare Plan for.....

Healthcare plans are developed in partnership between the school, parents, students, and the relevant healthcare professional who can advise on your child's case. Medical issues are different for each child and range from sporting injuries, migraines to lifelong conditions such as diabetes. 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. We will need to make judgements about how your child's medical issues impact 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.

To start the process of developing a Healthcare plan I have attached a copy of SVC’s Healthcare form for you to complete and return by email to me as soon as possible.

Once I have received the form, I will contact you again to arrange a meeting, if required to discuss your child's individual needs.

If you have any questions, please do not hesitate to contact me.