



**KING EDWARD VI COMMUNITY COLLEGE  
MEDICAL CONDITIONS POLICY**

**Approved and adopted by the Governing Body: December 2018**

**Due for Review: December 2019**

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# Policy for students at King Edward VI Community College with Medical needs.

Devised following guidance from the Department of Education

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The aim of this policy is to outline the responsibility held by King Edward Community College staff, students and parents and carers in order to support students with medical needs in schools. This policy follows the statutory guidance in the Code of Practice 2014, DfE guidance from 2014 and 2015 as well as advice from Devon County Council.

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## ***Extract of responsibilities from pages 23 & 24:***

### **All staff in this college have a responsibility to:**

- be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency
- understand the college's medical conditions policy
- know which students in their care have a medical condition and be familiar with the content of the

student's Healthcare Plan

- allow all students to have immediate access to their emergency medication
- maintain effective communication with parents/ carers including informing them if their child has been unwell at college
- ensure students who carry their medication with them have it when they go on a college visit or out of the classroom
- be aware of students with medical conditions who may be experiencing bullying or need extra social support
- understand the common medical conditions and the impact it can have on students (students should not be forced to take part in any activity if they feel unwell)
- ensure all students with medical conditions are not excluded unnecessarily from activities they wish to take part in
- ensure students have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

Teaching staff

**Teachers at this college have a responsibility to:**

- ensure students who have been unwell catch up on missed college work
- be aware that medical conditions can affect a student's learning and provide extra help when students need it
- liaise with parents/ carers, the student's healthcare professionals, special educational needs coordinator and welfare officers if a child is falling behind with their work because of their condition
- use opportunities such as PSHE and other areas of the curriculum to raise pupil awareness about medical conditions. College nurse or college healthcare professional

First aider

**First aiders at this college have a responsibility to:**

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards with the college
- when necessary ensure that an ambulance or other professional medical help is called.

## ***Policy statement***

**King Edward VI Community College is an inclusive community that aims to support and welcome students with medical conditions. We aim to provide all students with all medical conditions the same opportunities as others in the college.**

**We will help to ensure they can:**

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic well-being.

We ensure all staff understand their duty of care to children and young people in the event of an emergency and that they feel confident in knowing what to do in such a situation.

We understand that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood. We understand the importance of medication being taken as prescribed.

All staff understand the common medical conditions that affect children at this college and receive training on the impact medical conditions can have on students.

## *Policy framework*

1. King Edward VI Community College (KEVICC) is an inclusive community that aims to support and welcome students with medical conditions.
2. Our medical conditions policy is drawn up in consultation with a wide-range of local key stakeholders within both the college and health settings and has been devised using guidance from the Department for Education.
3. The medical conditions policy is supported by a clear communication plan for staff, parents/ carers and other key stakeholders to ensure its full implementation.
4. All staff understand and are trained in what to do in an emergency for the most common serious medical conditions at this college.
5. All staff understand and are trained in the college's general emergency procedures.
6. King Edward VI Community College has clear guidance on the administration of medication at college.
7. King Edward VI Community College has clear guidance on the storage of medication
8. King Edward VI Community College has clear guidance about record keeping
9. King Edward VI Community College ensures that the whole college environment is inclusive and favourable to students with medical conditions. This includes the physical environment, as well as social, sporting and educational activities
8. We are aware of the common triggers that can make common medical conditions worse or can bring on an emergency. We actively work towards reducing or eliminating health and safety risks.
9. Each member of the college and health community knows their roles and responsibilities in maintaining and implementing an effective medical conditions policy.
10. This medical conditions policy is regularly reviewed, evaluated and updated. Updates will be produced every year.

## *Policy guidelines*

### **1. King Edward VI Community College is an inclusive community that aims to support and welcome students with medical conditions**

a. We have a responsibility to make the college welcoming and supportive to students with medical conditions who currently attend and to those who may enrol in the future.

b. We aim to provide all children with all medical conditions the same opportunities as others at college. We will help to ensure they can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic well-being.

c. Students with medical conditions are encouraged to take control of their condition. Students feel confident in the support they receive from the college to help them do this.

d. We aim to include all students with medical conditions in all college activities.

e. It is our aim that parents and carers of students with medical conditions feel secure in the care their children receive at this college.

f. We ensure all staff understand their duty of care to children and young people in the event of an emergency and staff feel confident in knowing what to do in such a situation. This may include having knowledge of care plans, knowing who to contact in an emergency and which staff are trained to administer first aid within the college.

g. We understand that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.

h. All staff at King Edward VI Community College understand the common medical conditions that affect children at this college. Staff receive training on the impact this can have on students.

i. The medical conditions policy is understood and supported by the whole college and local health community.

### **2. King Edward VI Community College's medical conditions policy has been drawn up in consultation with a wide range of local key stakeholders within both the college and health settings and has been devised following guidance from the Department for Education.**

a. We have consulted on the development of this medical condition policy with a wide-range of key stakeholders within both the college and health settings. These key stakeholders include:

- students with medical conditions
- parents/ carers
- college first aid coordinator
- college nurse
- head teacher
- teachers
- special educational needs coordinator
- pastoral care/welfare officer
- members of staff trained in first aid
- all other college staff
- the college employer
- college governors.

**3. The medical conditions policy is supported by a clear communication plan for staff, parents/ carers and other key stakeholders to ensure its full implementation**

a. Students are informed and regularly reminded about the medical conditions policy:

- on application to the college
- in personal, social and health education (PSHE) sessions
- through pastoral communication of the policy.
- by the college first aid coordinator and other members of staff trained in first aid.

b. Parents/ carers are informed and regularly reminded about the medical conditions policy:

- at the start of the college year when communication is sent out about Healthcare Plans
- in the college newsletter at intervals in the college year
- when their child is enrolled as a new pupil
- via the college's website, where it is available all year round
- through college-wide communication about results of the monitoring and evaluation of the policy.

c. College staff are informed and regularly reminded about the medical conditions policy:

- through presentations throughout the college year and before Healthcare Plans are distributed to parents/ carers
- at scheduled medical conditions training
- through the key principles of the policy being displayed in the Elmhurst, Kennicott and Redworth staff rooms
- through college-wide communication about results of the monitoring and evaluation of the policy
- all supply and temporary staff are informed of the policy and their responsibilities.

d. Relevant local health staff are informed and regularly reminded about the college's medical conditions policy:

- by letter accompanied with a printed copy of the policy at the start of the college year
- via Virgin Care links and the college/community nurse
- through communication about results of the monitoring and evaluation of the policy.

e. All other external stakeholders are informed and reminded about the college's medical conditions policy:

- by letter accompanied with a printed copy of the policy summary at the start of the college year
- through communication about results of the monitoring and evaluation of the policy.

#### **4. All staff understand and are trained in what to do in an emergency for the most common serious medical conditions at this college**

a. All staff at this college are aware of the most common serious medical conditions at this college. These currently include diabetes, epilepsy, brittle asthma and anaphylaxis

b. Staff at this college understand their duty of care to students in the event of an emergency. In an emergency situation college staff are required under common law duty of care to act like any reasonably prudent parent. This may include administering medication, though this is voluntary.

c. All staff who work with groups of students at this college receive training and know what to do in an emergency for the students in their care with medical conditions.

d. Training is refreshed for all staff at least once a year.

e. Action for staff to take in an emergency for the common serious conditions at this college is displayed in prominent locations for all staff including classrooms, kitchens and the staff room.

f. For administering emergency medication, we use Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of students in their care who may need emergency help. These must be completed by the parent/ carer in conjunction with the First Aid Coordinator and if appropriate, the <sup>1</sup>School Nursing Service. Minor changes can be made if signed and dated by the College First Aid Coordinator. If, however, changes are major, a new Care Plan must be completed. If the student has Diabetes, the Diabetic nurse will complete the plan with parent/carers.

g. We have procedures in place so that a copy of the student's Healthcare Plan is sent to the emergency care setting with the pupil. On occasions when this is not possible, the form is sent (or the information on it is communicated) to the hospital as soon as possible.

h. We will make arrangements with the local hospital to ensure the timely transfer of Healthcare Plans to the hospital in the event of an emergency.

#### **5. All staff understand and are trained in the college's general emergency procedures**

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<sup>1</sup> From September 2016, schools were able to write their own care plans for students. Where necessary, this will involve using advice from the school nursing service by buying in consultation time.

- a. All staff know what action to take in the event of a medical emergency. This includes:
- how to contact emergency services and what information to give
  - who to contact within the College. There are posters advising of this in classrooms and prominent areas around the College.
- b. Training is refreshed for all staff at least once a year.
- c. Action to take in a general medical emergency is displayed in prominent locations for staff. These include classrooms, the staff room, food preparation areas and sporting facilities.
- d. If a pupil needs to be taken to hospital, a member of staff will accompany them and will stay with them until a parent arrives but only in the event of a parent or carer not being able to do so. The college tries to ensure that the staff member will be one the pupil knows.
- e. Generally, staff should not take students to hospital in their own car. This college has clear guidance from the local authority on when (and if) this is appropriate.

## **6. King Edward VI Community College has clear guidance on the administration of medication at college**

### Administration – emergency medication

- a. All students with medical conditions have **easy access to their emergency medication**.
- b. All students are encouraged to carry and administer their own emergency medication, when their parents/ carers and health specialists determine they are able to start taking responsibility for their condition. All students carry their emergency medication with them at all times, except if they are controlled drugs as defined in the Misuse of Drugs Act 1971. This is also the arrangement on any off-site or residential visits. If a student is self-administering medication in college on a regular basis, a completed 'request for child to carry his / her medicines' form, is still required from the parent / carer and is available to collect from the college first aid coordinator.
- c. Students who do not carry and administer their own emergency medication know where their medication is stored and how to access it.
- d. Students who do not carry and administer their own emergency medication understand the arrangements for a member of staff (and the reserve member of staff) to assist in helping them take their medication safely.

### Administration – general

- e. All use of medication defined as a controlled drug, even if the pupil can administer the medication themselves, is done under the supervision of a named member of staff at this college.
- f. This college understands the importance of medication being taken as prescribed.
- g. All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication unless they have been specifically contracted to do so.

- h. There are several members of staff at this college who have been specifically trained to administer medication.
- i. Many other members of staff will take on the *voluntary* role of administering medication. For medication where no specific training is necessary, any member of staff may administer prescribed and non-prescribed medication to students under the age of 16, but only with the written consent of the student's parent and when medication is supplied by the parent/ carer with specific written instructions.
- j. Training is given to all staff members who agree to administer medication to students, where specific training is needed. The local authority provides full indemnity.
- k. All college staff have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent in an emergency situation. This may include taking action such as administering medication.
- l. In some circumstances medication is only administered by an adult of the same gender as the pupil, and preferably witnessed by a second adult.
- m. Parents/ carers in college understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the college immediately.
- n. If a student in college refuses their medication, and it is perceived that this will have a negative effect on them, staff will record this and follow procedures. Parents/ carers are informed as soon as possible.
- o. If a student at this college needs supervision or access to medication during home to college transport organised by the local authority, properly trained escorts will be provided. All drivers and escorts have the same training as college staff, know what to do in a medical emergency and are aware of any students in their care who have specific needs. If they are expected to supervise or administer emergency medication they are properly trained and have access to the relevant Healthcare Plans.
- p. All staff attending off-site visits are aware of any students with medical conditions on the visit. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.
- q. If a trained member of staff, who is usually responsible for administering medication, is not available, college will make alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities. A letter requesting this permission will be sent home to the parent/carer for alternative staff members to administer medication where necessary.
- r. If a pupil misuses medication, either their own or another student's, their parents/ carers are informed as soon as possible. These students are subject to the college's usual disciplinary procedures.

#### Administering mild painkillers

- s. Many students request to use mild pain killers throughout the school day (namely Paracetamol and Ibuprofen). These will be administered by first aid trained staff *only* where consent has been obtained from the parent/ carer beforehand on the telephone.

t. Parents/carers of all new students will be asked to sign a consent form allowing this on admission to the College.

s. Where written consent is recorded, staff will first contact parents/carers to advise that their son or daughter requires the tablets prior to any being administered.

t. A record will be kept of the time when the tablets were administered and kept on the staff shared information area for first aid in digital format as well as a hand written record in the first aid bay.

## **7. Use of emergency inhalers**

Following '*Guidance on the use of emergency salbutamol inhalers in schools,*' published by the DfE in 2015, KEVICC has purchased emergency salbutamol inhalers. These are available to students for whom written parental consent for the use of an emergency inhaler has been given, who either have a diagnosis of asthma and have been prescribed an inhaler, or those who have been prescribed an inhaler as a reliever medication.

a. The College will keep a register in school of students diagnosed with asthma or prescribed an inhaler. This will be kept with the emergency inhaler and on the staff shared information area in digital format.

b. The College will keep written parental consent for the use of the emergency inhaler and this will be included on the student's care plan.

c. We will ensure the emergency inhaler is only used by students with asthma and whose parents/carers have provided written consent for its use.

d. Staff supporting students to use the emergency inhaler will receive specific training and this will be updated at least annually. There will be at least two trained staff.

e. Staff will keep a record of the use of the emergency inhaler and inform parents or carers if their son or daughter has used it during the school day.

f. The College will supply disposable mouth pieces to aid the use of the emergency inhaler to protect against contamination from other pupils who may be carrying infections.

## **7. King Edward VI Community College has clear guidance on the storage of medication**

Safe storage – emergency medication

a. Emergency medication is readily available to students who require it at all times during the college day or at off-site activities. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available and not held personally by members of staff.

b. Most students in college carry their emergency medication on them at all times. Students keep their own emergency medication securely.

c. Students are reminded by pastoral staff to carry their emergency medication with them.

d. Students, whose healthcare professionals and parents/ carers advise college that their child is not yet able or old enough to self manage and carry their own emergency medication, know exactly where to access their emergency medication.

#### Safe storage – non-emergency medication

e. All non-emergency medication is kept in a secure place, in a lockable cupboard in a cool dry place. Students with medical conditions know where their medication is stored and how to access it.

f. Staff ensure that medication is only accessible to those for whom it is prescribed.

#### Safe storage – general

g. There is an identified member of staff who ensures the correct storage of medication in college.

h. All controlled drugs are kept in a locked cupboard and only named staff have access, even if students normally administer the medication themselves.

i. Throughout the year the identified member of staff checks the expiry dates for all medication stored in college.

j. The identified member of staff, along with the parents/ carers of students with medical conditions, ensures that all emergency and non-emergency medication brought in to college is clearly labeled with the student's name, the name and dose of the medication and the frequency of dose. This includes all medication that students carry themselves.

k. All medication is supplied and stored, wherever possible, in its original containers. All medication is labelled with the student's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.

l. Medication is stored in accordance with instructions, paying particular note to temperature.

m. Some medication for students in college may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. Refrigerators used for the storage of medication are in a secure area, inaccessible to unsupervised students or lockable as appropriate.

n. All medication is sent home with students at the end of the college year. Medication is not stored in summer holidays.

o. It is the parent/ carer's responsibility to ensure new and in date medication comes into college on the first day of the new academic year. Parents/carers will be reminded of this annually, in writing.

#### Safe disposal

p. Parents/ carers at college are asked to collect out-of-date medication.

q. If parents/ carers do not pick up out-of-date medication, or at the end of the college year, medication is

taken to a local pharmacy for safe disposal.

r. A named member of first aid staff is responsible for checking the dates of medication and arranging for the disposal of any that have expired. This check is done at least three times a year and is always documented.

s. Sharps boxes are used for the disposal of needles. Parents/ carers obtain sharps boxes from the child's GP or pediatrician on prescription. All sharps boxes in college are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis.

t. If a sharps box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and return to a local pharmacy, college or the student's parent.

u. Collection and disposal of sharps boxes is arranged with the local authority's environmental services.

## **8. King Edward VI Community College has clear guidance about record keeping**

### Enrolment forms

a. Parents/ carers in college are asked if their child has any health conditions or health issues on the enrolment form, which is filled out at the start of each college year. Parents/ carers of new students starting at other times during the year are also asked to provide this information on enrolment forms.

### Healthcare Plans

#### **Drawing up Healthcare Plans**

b. King Edward VI Community College uses a Healthcare Plan to record important details about individual students' medical needs in college, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Healthcare Plan if required.

See Appendix 1 – Form 1

c. A Healthcare Plan, accompanied by an explanation of why and how it is used, is sent to all parents/ carers of students with a long-term medical condition. This is sent:

- at the start of the college year
- at enrolment
- when a diagnosis is first communicated to college.

d. If a pupil has a short-term medical condition that requires medication during college hours, a green medication request form plus explanation is sent to the student's parents/ carers to complete. The form must be completed by parents/ carers. Verbal instructions will not be accepted.

e. The parents/ carers, healthcare professional and pupil with a medical condition, are asked to fill out the student's Healthcare Plan together. Parents/ carers then return these completed forms to the college.

f. This college ensures that a relevant member of college staff is also present, if required to help draw up a Healthcare Plan for students with complex healthcare or educational needs.

#### **College Healthcare Plan register**

g. Healthcare Plans are used to create a centralised register of students with medical needs. An identified

member of staff has responsibility for the register at this college.

h. The responsible member of staff follows up with the parents/ carers any further details on a student's Healthcare Plan required or if permission for administration of medication is unclear or incomplete.

### **Ongoing communication and review of Healthcare Plans**

i. Parents/ carers in college are regularly reminded to update their child's Healthcare Plan if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication and treatments change. This includes updating and personal details including emergency contact information.

j. Staff at this college use opportunities such as teacher–parent/carer interviews and home–college diaries to check that information held by the college on a student's condition is accurate and up to date.

k. Every pupil in college with a Healthcare Plan has their plan discussed and reviewed at least once a year.

### **Storage and access to Healthcare Plans**

l. Parents/ carers and students at college are provided with a copy of the student's current agreed Healthcare Plan.

m. Healthcare Plans are kept in a secure central location in college in digital format. Paper copies are also securely stored in appropriate areas: head of house office, Kennicott office, PE offices on both Redworth and Elmhurst sites and within First Aid.

n. Apart from the central copy, specified members of staff (agreed by the pupil and parents/ carers) securely hold copies of students' Healthcare Plans. These copies are updated at the same time as the central copy.

o. All members of staff who work with groups of students have access to the Healthcare Plans of students in their care.

p. When a member of staff is new to a pupil group, for example due to staff absence, the college makes sure that they are made aware of (and have access to) the Healthcare Plans of students in their care.

q. King Edward VI Community College ensures that all staff protect student confidentiality.

r. We seek permission from parents/ carers to allow the Healthcare Plan to be sent ahead to emergency care staff, should an emergency happen during college hours or at a college activity outside the normal college day. This permission is included on the Healthcare Plan.

s. We seek permission from the pupil and parents/ carers before sharing any medical information with any other party, such as when a student takes part in a work experience placement.

### **Use of Healthcare Plans**

Healthcare Plans are used by college to:

- inform the appropriate staff and supply teachers about the individual needs of a student with a medical condition in their care

- remind students with medical conditions to take their medication when they need to and, if appropriate, remind them to keep their emergency medication with them at all times
- identify common or important individual triggers for students with medical conditions at college that bring on symptoms and can cause emergencies. This college uses this information to help reduce the impact of common triggers
- ensure that all medication stored at college is within the expiry date
- ensure college's local emergency care services have a timely and accurate summary of a student's current medical management and healthcare in the event of an emergency
- remind parents/ carers of students with medical conditions to ensure that any medication kept in college for their child is within its expiry dates. This includes spare medication.

#### Consent to administer medicines

t. If a student requires regular prescribed or non-prescribed medication at college, parents/ carers are asked to provide consent on their child's Healthcare Plan giving the pupil or staff permission to administer medication on a regular/daily basis, if required. A separate form is sent to parents/ carers/ carers for students taking short courses of medication.

u. All parents/ carers of students with a medical condition who may require medication in an emergency are asked to provide consent on the Healthcare Plan for staff to administer medication.

v. If a pupil requires regular or daily help in administering their medication we will outline the college's agreement to administer this medication on the student's Healthcare Plan. The college and parents/ carers keep a copy of this agreement.

w. Parents/ carers of students with medical conditions in college are all asked at the start of the college year on the Healthcare Plan if they and their child's healthcare professional believe the child is able to manage, carry and administer their own emergency medication.

#### Residential visits

x. Parents/ carers are sent a residential visit form to be completed and returned to college shortly before their child leaves for an overnight or extended day visit. This form requests up-to-date information about the student's current condition and their overall health. This provides essential and up-to-date information to relevant staff and college supervisors to help the student manage their condition while they are away. This includes information about medication not normally taken during college hours.

y. All residential visit forms are taken by the relevant staff member on visits and for all out-of-college hours activities where medication is required. These are accompanied by a copy of the student's Healthcare Plan.

z. All parents/ carers of students with a medical condition attending a college trip or overnight visit are asked for consent, giving staff permission to administer medication at night or in the morning if required.

aa. The residential visit form also details what medication and what dose the student is currently taking at different times of the day. It helps to provide up-to-date information to relevant staff and supervisors to help the student manage their condition while they are away.

#### Other record keeping

bb. Within college, we keep an accurate record of each occasion an individual student is given or supervised taking medication. Details of the supervising staff member, student, dose, date and time are recorded. If a student refuses to have medication administered, this is also recorded and parents/ carers are informed as soon as possible.

cc. We hold training on common medical conditions once a year. A log of the medical condition training is kept by the college and reviewed every twelve months to ensure all new staff receive training.

dd. All college staff who volunteer or who are contracted to administer medication are provided with training by a healthcare professional. The college keeps a register of staff who have had the relevant training.

ee. We keep an up-to-date list of members of staff who have agreed to administer medication and have received the relevant training.

**9. King Edward VI Community College ensures that the whole college environment is inclusive and favourable to students with medical conditions. This includes the physical environment, as well as social, sporting and educational activities**

Physical environment

a. Our college is committed to providing a physical environment that is accessible to students with medical conditions.

b. Students with medical conditions are included in the consultation process to ensure the physical environment in college is accessible.

c. Our commitment to an accessible physical environment includes out-of-college visits. We recognise that this sometimes means changing activities or locations.

Social interactions

d. We ensure the needs of students with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after college. This may involve consultation with the students' occupational therapist.

e. We ensure the needs of students with medical conditions are adequately considered to ensure they have full access to extended college activities such as college discos, breakfast club, college productions, after college clubs and residential visits.

f. All staff in college are aware of the potential social problems that students with medical conditions may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the college's anti-bullying and behaviour policies.

g. Staff use opportunities such as personal, social and health education (PSHE) sessions to raise awareness of medical conditions amongst students and to help create a positive social environment.

Exercise and physical activity

h. We understand the importance of all students taking part in sports, games and activities.

i. We ensure all classroom teachers, PE teachers and sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all students.

j. We ensure all classroom teachers, PE teachers and sports coaches understand that students should not be forced to take part in an activity if they feel unwell.

k. Teachers and sports coaches are aware of students in their care who have been advised to avoid or to take special precautions with particular activities.

l. We ensure all PE teachers, classroom teachers and college sports coaches are aware of the potential triggers for students' medical conditions when exercising and how to minimize these triggers.

m. We ensure all students have the appropriate medication or food with them during physical activity and that students take them when needed.

n. We ensure all students with medical conditions are actively encouraged to take part in out-of-college clubs and team sports.

#### Education and learning

o. We ensure that students with medical conditions can participate fully in all aspects of the curriculum and that appropriate adjustments and extra support are provided.

p. If a student is missing a lot of time at college, they have limited concentration or they are frequently tired, all teachers in college understand that this may be due to their medical condition.

q. Teachers at this college are aware of the potential for students with medical conditions to have special educational needs (SEN). Students with medical conditions who are finding it difficult to keep up with their studies are referred to the SEN coordinator or Learning Support Coordinator. They will consult the pupil, parents/ carers and the student's healthcare professional to ensure the effect of the student's condition on their college work is properly considered.

r. We ensure that lessons about common medical conditions are incorporated into PSHE sessions and other parts of the curriculum.

s. Students at this college learn about what to do in the event of a medical emergency through assemblies and lessons with a PSHE (Personal, Social Health Education) focus.

#### Residential visits

t. Risk assessments are carried out prior to any out-of-college visit and medical conditions are considered during this process. Factors we consider include: how all students will be able to access the activities proposed, how routine and emergency medication will be stored and administered, and where help can be obtained in an emergency.

U. We understand that there may be additional medication, equipment or other factors to consider when planning residential visits. We consider additional medication and facilities that are normally available in

college.

v. Risk assessments are carried out before students start any work experience or off-site educational placement. It is our responsibility to ensure that the placement is suitable, including travel to and from the venue for the pupil. Permission is sought from the pupil and their parents/ carer before any medical information is shared with an employer or other education provider.

**10. This college is aware of the common triggers that can make medical conditions worse or can bring on an emergency. The college is actively working towards reducing or eliminating these health and safety risks and has a written schedule of reducing specific triggers to support this**

a. We are committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at college and on out-of-college visits.

b. College staff have been given training on medical conditions. This training includes detailed information on how to avoid and reduce exposure to common triggers for common medical conditions.

c. We have a list of common triggers for common medical conditions and have written a trigger reduction schedule. We are actively working towards reducing or eliminating these health and safety risks.

d. Written information about how to avoid common triggers for medical conditions has been provided to all college staff.

e. We use Healthcare Plans to identify individual students who are sensitive to particular triggers. We have a detailed action plan to ensure these individual students remain safe during all lessons and activities throughout the college day.

f. Full health and safety risk assessments are carried out on all out-of-college activities before they are approved, including work experience placements and residential visits, taking into account the needs of students with medical conditions.

g. The college reviews medical emergencies and incidents to see how they could have been avoided. Appropriate changes to this policy and our procedures are implemented after each review.

**11. Each member of the college and health community knows their roles and responsibilities in maintaining an effective medical conditions policy**

a. We work in partnership with all interested and relevant parties including the college's governing body, all college staff, parents/ carers, employers, community healthcare professionals and students to ensure the policy is planned, implemented and maintained successfully.

b. The following roles and responsibilities are used for the medical conditions policy at this college. These roles are understood and communicated regularly.

Employer

**This college's employer has a responsibility to:**

- ensure the health and safety of their employees and anyone else on the premises or taking part in college activities (this includes all students). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips
- ensure health and safety policies and risk assessments are inclusive of the needs of students with medical conditions
- make sure the medical conditions policy is effectively monitored and evaluated and regularly updated
- report to parents/ carers, students, college staff and the local authority about the successes and areas for improvement of this college's medical conditions policy
- provide indemnity for staff who volunteer to administer medication to students with medical conditions.

Principal – Alan Salt

**The Principal has a responsibility to:**

- ensure the college is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks
- liaise between interested parties including students, college staff, special educational needs coordinators, pastoral support/welfare officers, teaching assistants, college nurses, parents/ carers, governors, the college health service, the local authority transport service, and local emergency care services
- ensure the policy is put into action, with good communication of the policy to all
- ensure every aspect of the policy is maintained
- ensure that information held by the college is accurate and up to date and that there are good information sharing systems in place using students' Healthcare Plans
- ensure student confidentiality
- assess the training and development needs of staff and arrange for them to be met
- ensure all supply teachers and new staff know the medical conditions policy
- delegate a staff member to check the expiry date of medicines kept at college and maintain the college medical conditions register
- monitor and review the policy at least once a year, with input from students, parents/ carers, staff and external stakeholders
- update the policy at least once a year according to review recommendations and recent local and national guidance and legislation
- report back to all key stakeholders about implementation of the medical conditions policy.

All college staff

**All staff in this college have a responsibility to:**

- be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency
- understand the college's medical conditions policy
- know which students in their care have a medical condition and be familiar with the content of the student's Healthcare Plan
- allow all students to have immediate access to their emergency medication
- maintain effective communication with parents/ carers including informing them if their child has been unwell at college
- ensure students who carry their medication with them have it when they go on a college visit or out of the classroom

- be aware of students with medical conditions who may be experiencing bullying or need extra social support
- understand the common medical conditions and the impact it can have on students (students should not be forced to take part in any activity if they feel unwell)
- ensure all students with medical conditions are not excluded unnecessarily from activities they wish to take part in
- ensure students have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

#### Teaching staff

##### **Teachers at this college have a responsibility to:**

- ensure students who have been unwell catch up on missed college work
- be aware that medical conditions can affect a student's learning and provide extra help when students need it
- liaise with parents/ carers, the student's healthcare professionals, special educational needs coordinator and welfare officers if a child is falling behind with their work because of their condition
- use opportunities such as PSHE and other areas of the curriculum to raise pupil awareness about medical conditions.

#### College nurse or college healthcare professional

##### **The college first aid coordinator has a responsibility to:**

- help update the college's medical conditions policy
- help provide regular training for college staff in managing the most common medical conditions at college
- provide information about where the college can access other specialist training.
- Liaise with parents if emergency first aid or medical care has been provided to a student during the college day.

#### First aider

##### **First aiders at this college have a responsibility to:**

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards with the college
- when necessary ensure that an ambulance or other professional medical help is called.

#### Special educational needs coordinator (SENCO) & Learning Support Coordinator

##### **The SENCO and Learning Support coordinator at this college have the responsibility to:**

- help update the college's medical condition policy
- know which students have a medical condition and which have special educational needs because of their condition
- ensure students who have been unwell catch up on missed college work
- ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in exams or course work.

#### Pastoral support

##### **The Heads of House and Learning Mentors at this college have the responsibility to:**

- help update the college's medical conditions policy

- know which students have a medical condition and which have special educational needs because of their condition
- ensure all students with medical conditions are not excluded unnecessarily from activities they wish to take part in
- ensure students who have been unwell catch up on missed college work.

Local doctors and specialist healthcare professionals

**Individual doctors and specialist healthcare professionals caring for students who attend this college, have a responsibility to:**

- complete the student's Healthcare Plans provided by parents/ carers
- where possible, and without compromising the best interests of the child, try to prescribe medication that can be taken outside of college hours
- offer every child or young person (and their parents/ carers) a written care/self-management plan to ensure children and young people know how to self manage their condition
- ensure the child or young person knows how to take their medication effectively
- ensure children and young people have regular reviews of their condition and their medication
- provide the college with information and advice regarding individual children and young people with medical conditions (with the consent of the pupil and their parents/ carers)
- understand and provide input in to the college's medical conditions policy.

Emergency care services

**Emergency care service personnel in this area have a responsibility to:**

- have an agreed system for receiving information held by the college about children and young people's medical conditions, to ensure best possible care

Students

**The students at this college have a responsibility to:**

- treat other students with and without a medical condition equally
- tell their parents/ carers, teacher or nearest staff member when they are not feeling well
- let a member of staff know if another pupil is feeling unwell
- let any pupil take their medication when they need it, and ensure a member of staff is called
- treat all medication with respect
- know how to gain access to their medication in an emergency
- if mature and old enough, know how to take their own medication and to take it when they need it
- ensure a member of staff is called in an emergency situation.

Parents/ carers

**The parents/ carers of a child at this college have a responsibility to:**

- tell the college if their child has a medical condition
- ensure the college has a complete and up-to-date Healthcare Plan for their child
- inform the college about the medication their child requires during college hours
- inform the college of any medication their child requires while taking part in visits, outings or field trips and other out-of-college activities
- tell the college in about any changes to their child's medication, what they take, when, and how much
- inform the college of any changes to their child's condition
- ensure their child's medication and medical devices are labelled with their child's full name and have

- instructions for administering if necessary.
- provide the college with appropriate spare medication labelled with their child's name
- ensure that their child's medication is within expiry dates
- keep their child at home if they are not well enough to attend college
- ensure their child catches up on any college work they have missed
- ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional
- ensure their child has a written care/self-management plan from their doctor or specialist healthcare professional to help their child manage their condition.

**12. The medical conditions policy is regularly reviewed evaluated and updated. Updates are produced every year**

a. This medical condition policy is reviewed, evaluated and updated every year in line with the college's policy review timeline.

b. New Department for Children, Families and Colleges and Department of Health guidance is actively sought and fed into the review.

c. In evaluating the policy, this college seeks feedback on the effectiveness and acceptability of the medical conditions policy with a wide-range of key stakeholders within the college and health settings. These key stakeholders include:

- students
- parents/ carers
- college nurse and/or college healthcare professionals
- Principal
- Teachers
- special education needs coordinator
- pastoral support/intervention coordinator
- first aider
- all other college staff
- local health professionals
- the college employer
- college governors.

d. The views of students with various medical conditions are actively sought and considered central to the evaluation process.

## **Statutory Guidance:**

### **Disability Discrimination Act 1995 (DDA) and the Special Educational Needs and Disability Acts (2001 and 2005)**

- Many students with medical conditions are protected by the DDA and SENDA, even if they don't think of themselves as 'disabled'.
- The Commission for Equality and Human Rights (CEHR) (previously the Disability Rights Commission) publishes a code of practice for colleges, which sets out the duties under the DDA and gives practical guidance on reasonable adjustments and accessibility. The CEHR offers information about who is protected by the DDA, colleges' responsibilities and other specific issues.

### **Colleges' responsibilities include:**

- not to treat any pupil less favourably in any college activities without material and sustainable justification
- to make reasonable adjustments that cover all activities – this must take into consideration factors such as financial constraints, health and safety requirements and the interests of other students. Examples of reasonable adjustments can be found in the DfES resource: *Implementing the DDA in Colleges and Early Years Settings\**
- to promote disability equality in line with the guidance provided by the DCSF and CEHR through the Disability Equality Scheme.

\*DfES publications are available through the DCSF.

### **The Education Act 1996**

Section 312 of the Education Act covers children with special educational needs, the provisions that need to be made and the requirements local health services need to make to help a local authority carry out its duties.

### **The Care Standards Act 2000**

This act covers residential special colleges and responsibilities for colleges in handling medicines.

### **Health and Safety at Work Act 1974**

This act places duties on employers for the health and safety of their employees and anyone else on their premises. This covers the head teacher and teachers, non-teaching staff, students and visitors.

### **Management of Health and Safety at Work Regulations 1999**

These regulations require employers to carry out risk assessments, manage the risks identified and to communicate these risks and measures taken to employees.

### **Medicines Act 1968**

This act specifies the way that medicines are prescribed, supplied and administered.

### **Additional guidance**

Other guidance resources that link to a medical conditions policy include:

- Healthy Colleges Programme – a medical conditions policy can provide evidence to help colleges achieve their healthy college accreditation
- Every Child Matters: Change for Children (2004). The 2006 Education Act ensures that all colleges adhere to the five aims of the Every Child Matters agenda
- National Service Framework for Children and Young People and Maternity Services (2004) – provides standards for healthcare professionals working with children and young people including college health teams
- Health and Safety of Students on Educational Visits: A Good Practice Guide (2001) – provides guidance to colleges when planning educational and residential visits
- Misuse of Drugs Act 1971 – legislation on the storage and administration of controlled medication and drugs
- Home to College Travel for Students Requiring Special Arrangements (2004) – provides guidance on the safety for students when traveling on local authority provided transport
- Including Me: Managing Complex Health Needs in College and Early Years Settings (2005).
- Guidance on the use of emergency salbutamol inhalers in schools (2015) DfE.

**Further advice and resources:**

**The Anaphylaxis Campaign**

PO Box 275  
Farnborough  
Hampshire GU14 6SX  
**Phone 01252 546100**  
**Fax 01252 377140**  
**info@anaphylaxis.org.uk**  
**www.anaphylaxis.org.uk**

**Asthma UK**

Summit House  
70 Wilson Street  
London EC2A 2DB  
**Phone 020 7786 4900**  
**Fax 020 7256 6075**  
**info@asthma.org.uk**  
**www.asthma.org.uk**

**Diabetes UK**

Macleod House  
10 Parkway  
London NW1 7AA  
**Phone 020 7424 1000**  
**Fax 020 7424 1001**  
**info@diabetes.org.uk**  
**www.diabetes.org.uk**

**Epilepsy Action**

New Anstey House  
Gate Way Drive  
Yeadon  
Leeds LS19 7XY  
**Phone 0113 210 8800**  
**Fax 0113 391 0300**  
**epilepsy@epilepsy.org.uk**  
**www.epilepsy.org.uk**

**Long-Term**

**Conditions Alliance**

202 Hatton Square  
16 Baldwins Gardens  
London EC1N 7RJ  
**Phone 020 7813 3637**  
**Fax 020 7813 3640**

[info@ltca.org.uk](mailto:info@ltca.org.uk)  
[www.ltca.org.uk](http://www.ltca.org.uk)

**Department for Children,  
Colleges and Families**

Sanctuary Buildings  
Great Smith Street  
London SW1P 3BT

**Phone 0870 000 2288**

**Textphone/Minicom 01928 794274**

**Fax 01928 794248**

[info@dcsf.gov.uk](mailto:info@dcsf.gov.uk)

[www.dcsf.gov.uk](http://www.dcsf.gov.uk)

**Council for Disabled Children**

National Children's Bureau  
8 Wakley Street  
London EC1V 7QE

**Phone 020 7843 1900**

**Fax 020 7843 6313**

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