



Supporting Students with Medical Conditions

Policy intended for:	Students
Category:	Medical
Published:	Server, Policy folders at College and Wavy Gate, Staff Handbook
Policy implemented by:	Proprietor, Principal
Policy monitored by:	Principal and Deputy Principals
Reviewed by/when:	Principal, January 2018
Consultation with:	Senior Leadership Team (SLT)
Record of changes and additions:	



Supporting Students with Medical Conditions

This policy should be read in conjunction with the document *Supporting Students with Medical Conditions – Points of Law*.

1. INTRODUCTION

This policy is written in line with the statutory requirements set out in *Section 100, Students and Families Act 2014* and the government's statutory and non-statutory guidance as set out in *Supporting Students in Schools with Medical Conditions*.

2. AIMS

Our aim is to ensure that all our students are properly supported so that they can play a full and active role in college life, remain healthy and achieve their academic potential. Our provision will be responsive to the variable demands of an individual's medical condition.

This policy:

- Sets out a clear policy and procedures which provide a sound basis for ensuring that all students with medical conditions receive proper care and support whilst at college.
- Sets out the necessary safety measures to support students with medical conditions (including long-term and/or complex needs).
- Defines individual responsibilities for students' safety.
- Explains the procedures to ensure the safe management and administration of medicines.

In making, reviewing and implementing this policy the college has had regard to its *Equal Opportunities Policy*, its *Disability and Access Policy* and its *SEND Policy*.

3. ROLES AND RESPONSIBILITIES

The Principal has overall responsibility for all policies and procedures including those relating to supporting students in college with medical conditions.

The college's designated contact responsible for ensuring support for students with medical needs is our Student Services Manager. She is responsible for facilitating communication with all parties (e.g. parents and the Principal) and ensuring that the college is meeting the needs of all identified students.



Areas of general responsibility include:

- Maintaining a list of all students with medical conditions.
- Ensuring all staff are aware of the policy for supporting students with medical conditions and understand their role in its implementation.
- Notifying all staff who need to know of an individual student's medical condition.
- Ensuring all staff are aware of the up to date medical situation of individual students.
- Ensuring there are sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations ***A first-aid certificate does not constitute appropriate training in supporting students with medical conditions.***
- Informing the Principal if recruitment of additional and appropriate member(s) of staff is necessary.
- Ensuring that any adjustments to accommodation or the curriculum are made.
- Provide ongoing monitoring of the student's individual situation and needs whilst in college.
- Developing appropriate individual healthcare plans and emergency plans.
- Ensuring contact arrangements for the National Health Service are in place.
- Ensuring that first aid and medical advice is available in the college.
- Arranging briefings for staff on first aid and medical arrangements.
- Ensuring that arrangements are in place for safeguarding students during off-site activities.
- Ensuring that all parents are aware of the College's Policy and Procedures for dealing with medical needs.
- Reporting annually to the Senior Leadership Team on the workings of this policy.

The Principal is responsible for trained staff giving prescribed medication during the college day.

No members of staff are obliged to give, or oversee the giving of, medication to students. Only the Principal or other college staff who are authorised and trained in the giving of medication are authorised to give, or oversee the taking of, medication.

All staff are responsible for:

- Knowing the arrangements and following the college's procedures.
- Knowing how to call for help in an emergency.
- Reporting any problems to the Principal or the person appointed to support students with medical conditions.

College staff will only oversee the administration of medicines prescribed by a qualified medical practitioner or nurse consultant. The college will **never** accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.

The college arrangements for administering medication are in line with the government guidance in *Supporting Students in School with Medical Conditions*.



The Student Services Manager is responsible for:

- Putting appropriate arrangements in place in consultation with the Principal.
- Arranging regular reports on the oversight or administration of the taking of medication by students.
- Ensuring the suitability of the procedures.
- Implementing a system for keeping staff up-to-date with information and names of students who need access to medication.
- Ensuring annually that all staff know how to call for help in an emergency.
- Reporting on progress to the Principal.
- Collating information provided by parents.
- Administering all prescribed and non-prescribed medication (in conjunction with the Principal).
- Ensuring safe storage of medications.
- Providing college staff with guidance and training for staff on medical conditions and how they may affect the education of individual students.
- Reporting regularly to the Principal.

The Student Services Manager is involved together with parents/guardians and medical advisers in the formulation of individual health care plans. In conjunction with the local NHS Trust and Principal.

Parents/carers/guardians are responsible for making sure that their student is well enough to attend the college.

Normally any prescribed medication should be administered at home. The college accepts, however, that it may be necessary for some medication to be administered during college hours or at Wavy Gate, especially where it would be detrimental to a student's health if medicine were not administered during the college 'day.' The House Parent is responsible for the oversight and administration of medicines at Wavy Gate.

The college is responsible for requesting information concerning details of all students' medical conditions and care. However, parents should provide the Principal and Student Services Manager with sufficient information about their student's medical condition and treatment or special care needed at college during the college day. Parents/guardians should ensure that these details are kept up to date.

Parents, the Principal and Student Services Manager are responsible for ensuring that any medicines that need to be administered during the college day are prescribed by a qualified medical practitioner, a doctor, dentist or nurse consultant. The medication must also be provided in the original container as dispensed by a chemist and include the prescriber's instructions for administration.

Where appropriate, parents/guardians will be involved in drawing up a healthcare plan for their student.



4. SPECIFIC MEDICAL ISSUES

The college welcomes all students and encourages them to participate fully in all college activities.

Further, detailed information is contained in the appendices to this document. Policies are regularly reviewed and updated.

The college will keep a record of all students who may require such treatment.

The college expects all parents whose students may require such treatment to ensure that appropriate medication has been lodged with the college together with clear guidance from the prescriber on the use of the medication. The medication **must** be provided in the container as dispensed.

5. MONITORING AND REVIEW

The Principal in conjunction with the Student Services Manager will determine the monitoring and review arrangements in the college.

The college health and safety committee will consider the working of the policy and make any relevant recommendations to the Principal.

The Principal will report on the management and progress of the policy to the Senior Leadership Team annually. The college health and safety committee will review the policy at least every three years, or when it considers it appropriate.

6. DATE OF THE NEXT REVIEW: _____

Signed: _____
Principal

Date: _____



APPENDIX A – MODEL POLICY ON RESPONDING TO ASTHMA

College staff are not required to administer asthma medicines to students (except in an emergency), but where staff are happy to administer asthma medicines the college will ensure that they are covered by insurance and receive any necessary training.

All staff should understand that immediate access to reliever medicines (usually inhalers) is essential. Students with asthma are encouraged to carry their own inhalers.

This policy sets out the college's response to the problems posed by asthma, taking into account its responsibility for ensuring as far as is reasonably practicable the health and safety of employees and students.

1. AIMS

The policy sets out the system for ensuring that:

- Staff and students with asthma are known.
- Appropriate training is given to staff and students.
- All staff know their roles in ensuring that asthma attacks are dealt with quickly and effectively.
- Staff and parents know what the system is and the part they have to play.

2. RESPONSIBILITIES

The **Principal** is responsible for:

- Ensuring that a system is in place and is properly managed and reviewed.
- Ensuring that a system is in place for recording asthma sufferers.
- Ensuring that a system is in place for training staff.
- Reporting annually to the college council on any incidents and the general working of the system.

The **Student Services Manager** is responsible for:

- The management of the system.
- Ensuring that students with asthma are known and records are kept appropriately.
- Ensuring that appropriate training is given.
- Obtaining and circulating appropriate guidance.
- Ordering supplies of the *Asthma UK* College Asthma Cards.
- Ensure that the *Asthma UK* procedure in the event of an asthma attack is visibly displayed in the staffroom.
- Ensuring annually that all staff know how to call for help in an emergency.
- Reviewing the system periodically.
- Ensuring that appropriate storage for medicines is provided, where necessary.
- Liaising with medical staff as necessary.



- Communicating with teaching and support staff, and parents.
- Reporting to the Principal.

All staff are responsible for:

- Knowing which of their students is on the asthma register.
- Allowing students to take their own medicines when they need to.
- Knowing what to do in the event of an asthma attack in college.
- Knowing how to call for help in an emergency.
- Where appropriate, store in their classroom a spare inhaler in case the student's own inhaler runs out or is lost.
- Make a note (and inform parents/Student Services Manager - as agreed and set out in college policy) when a student has had to use the inhaler

Parents/carers are responsible for:

- Provide the college with a spare reliever labelled with the student's name by the parent/carer.
- Complete and return to the college the asthma card.

All students will be told about asthma and encouraged to be sympathetic to fellow students with asthma.

3. RECORD KEEPING

Parents will be asked to complete a medical questionnaire at the beginning of the college year. This will include asthma.

All students with asthma will then be sent an *Asthma UK* College Asthma Card to give to the doctor or asthma nurse to complete. The card must then be returned to the college. The Student Services Manager will ensure that parents/carers are requested annually to update the Asthma Card, or supply a new one if the student's medicines, or the dosage, change.

The names of students with asthma will be kept on the college register maintained by the Student Services Manager.

4. Exercise and Sport

Taking part in exercise and sport is an essential part of college life for all students including those with asthma. They will be encouraged to take a full part in these activities.

All staff will know who has asthma from the college's asthma register. Before each session staff will remind students whose asthma is triggered by exercise to take their reliever inhalers, and to warm up and down before and after the lesson.

The same applies to tutors and any staff where a lesson or activity might involve physical activity.



5. COLLEGE ENVIRONMENT

The college will do all it can to make the environment favourable to students with asthma. There is a rigorous no smoking policy. The college will as far as possible not use chemicals in the college that are potential triggers for asthma.

Students with asthma will be told to leave the teaching area and to go to a designated area if particular fumes trigger asthma.

6. DEALING WITH THE EFFECTS OF ASTHMA

When it is known that a student has to miss a lot of college time or is always tired through the effects of asthma, or the asthma disturbs their sleep at night, the Principal, Director of Studies or Student Services Manager will talk to parents/carers to determine how best to ensure that the student does not fall behind. These members of staff will notify tutors as appropriate.

In the event of an asthma attack the college will follow the procedure outlined by *Asthma UK* in its *College Asthma Pack*.

Guidance

The College Asthma Pack – *Asthma UK*
Asthma Awareness for College Staff
Asthma Resources for Students

Order your free Asthma Attack Card from *Asthma UK*.

<http://www.asthma.org.uk/about-asthma/what-to-do-in-an-asthma-attack/asthma-attack-card/>

7. MONITORING AND REVIEW

Staff will report incidents of asthma to the Student Services Manager who will keep a record of attacks and report to the Principal. The Principal will report annually to the Senior Leadership Team as an integral part of the report on the *Supporting Students in Schools with Medical Conditions*.

The policy will be reviewed every two years or more frequently if necessary.

Date of next review: _____

Signed: _____
Principal

Date: _____