



SUPPORTING STUDENTS WITH MEDICAL NEEDS

POLICY INTENDED FOR:	Students, Parents and Staff
CATEGORY:	Medical
PUBLISHED:	Server, Policy Folders at College and Students Accommodations, Staff Handbook
POLICY IMPLEMENTED BY:	Principal
POLICY MONITORED BY:	Principal and Deputy Principals
REVIEWED BY:	Principal
REVIEWED DATE:	August 2021
CONSULTATION WITH:	Senior Leadership Team (SLT)
RECORD OF CHANGES & ADDITIONS:	Jan 2017: changed Chief Operating Officer (COO) to Principal
NEXT REVIEW:	August 2022

Contents

Supporting Students With Medical Needs.....	1
Introduction.....	3
Students with medical conditions.....	3
Arrangements.....	3
Admissions Procedures.....	4
Pre-Arrival Health Questionnaires.....	4
Individual Healthcare Plans.....	5
Gillick Competence.....	6
Managing Medicines on OIC premises for students who do not self-medicate.....	6
Administering Medicines.....	8
Unacceptable practice.....	8
Record keeping.....	8
Emergency procedures.....	9
Day trips, residential visits and sporting activities.....	9
Responsibilities.....	9
Complaints.....	11
Further sources of information.....	11
Arrangements.....	11
Further Information.....	13

INTRODUCTION

Oxford International College (OIC) is committed to meeting the recommendations of the Department for Education's 2017 document '*Supporting pupils at school with medical conditions*' to ensure that all students with medical conditions, both physical and mental health, are supported in College in order that they can play a full and active role in College life, achieve their academic potential whilst remaining healthy.

STUDENTS WITH MEDICAL CONDITIONS

Students with ongoing and complex medical conditions may require long term support, medicines or care while at College to help them manage their condition and keep them well. Others may require monitoring and interventions in emergency circumstances.

Students' health needs may change over time, in ways that cannot always be predicted, sometimes resulting in extended absences. There are social and emotional implications associated with medical conditions: students may be self-conscious about their condition and some may develop emotional disorders such as anxiety or depression around their medical condition. Long-term absences due to health problems affect students' educational attainment, impact on their ability to integrate with their peers and affect their general wellbeing and emotional health. It is therefore important that parents, guardians and agents feel confident that OIC will provide effective support for each student's medical condition and that students feel safe. In making decisions about the support it can provide, OIC will establish relationships with relevant local health services to help them. OIC will fully consider advice from healthcare professionals and listen to, and value, the views of parents and students to manage short-term and frequent absences, including those for appointments connected with a student's medical condition.

Some students with medical conditions may be described as disabled under the definition set out in the Equality Act 2010 while others may also have special educational needs (SEN). Such students will have an Education, Health and Care Plan (EHCP) which brings together health and social care needs, as well as any special educational provision.

ARRANGEMENTS

The House Parent, Student Services Manager and members of the Residential Team are responsible, under the direction of the Senior Leadership Team, setting up arrangements to support students with medical conditions and ensuring that such students can access and enjoy the same opportunities at College as any other student. The arrangements will aim to build students' confidence, promote self-care

and show an understanding of how medical conditions can impact on a student's ability to learn. Arrangements need to be flexible and consideration may also need to be given to how students will be reintegrated back into College after periods of absence. The focus will be on the needs of each individual student and how their medical condition impacts on their College life.

The Student Services Manager and House Parent will ensure that there are sufficient and suitably trained staff to provide appropriate support for all students with medical conditions. It is the duty of the College to also ensure that all relevant staff are made aware of the students' condition and that adequate support and information is provided to those staff. All risk assessments for College visits and activities will be assessed by the Student Services Manager and DSL where there is involvement of a student with a medical condition, to ensure appropriate support and actions are in place. The monitoring of individual healthcare plans is the responsibility of the Student Services Manager.

ADMISSIONS PROCEDURES

Wherever possible no student with a medical condition will be denied admission or prevented from taking up a place in College because arrangements for their medical condition have not been made. There may be extreme circumstances where it may not be possible to admit a student because their needs cannot be met e.g. where a student requires medicines to be administered and there is not a trained member of staff who can perform this task.

At the same time students' health will not be put at unnecessary risk from, for example, infectious diseases: College will not accept a student in College at times where it would be detrimental to the health of that student or others to do so.

In the transitioning of a student from another educational establishment to OIC the Student Services Manager will ensure that all arrangements are in place in time for the students start at the College. In other cases, such as a new diagnosis or students moving mid-term, every effort will be made to ensure that arrangements are put into place in a timely fashion. Student accommodation at the Wavy Gate Hall of residence has studio apartments designed to support students with medical needs.

PRE-ARRIVAL HEALTH QUESTIONNAIRES

All students are required to complete a health questionnaire prior to their arrival at the college. If known pre-existing conditions are not disclosed by parents, guardians or agent College cannot take responsibility until parents have informed it fully.

INDIVIDUAL HEALTHCARE PLANS

Individual Healthcare Plans (IHCP) help to ensure that the College effectively supports students with medical conditions. They provide clarity about what needs to be done, when and by whom. They will often be essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed and are likely to be helpful in most other cases, especially where medical conditions are long-term and complex. The College, healthcare professionals and parents will agree, based on evidence, when a health care plan would be inappropriate or disproportionate. If consensus cannot be reached, the Senior Leadership Team is best placed to take a final view.

Plans will be drawn up in partnership between the College, parents, and the relevant healthcare professional(s), and will be easily accessible to all who need to refer to them, while preserving confidentiality. The aim will be to capture the steps which a College should take to help the student manage their condition and overcome any potential barriers to getting the most from their education.

Individual health care plans will include the following:

- the medical condition, its triggers, signs, symptoms and treatments
- the student's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues e.g. crowded corridors, travel time between lessons
- specific support for the student's educational, social and emotional needs: for example, how absences will be managed, requirements for access arrangements, use of rest periods or additional support in catching up with lessons, counselling sessions
- the level of support needed (some students will be able to take responsibility for their own health needs) including in emergencies. If a student is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring
- who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the student's medical condition from a healthcare professional; and cover arrangements for when they are unavailable
- who in the College needs to be aware of the student's condition and the support required.
- any separate arrangements or procedures required for College trips or other College activities outside of the normal College timetable that will ensure the student can participate, e.g. risk assessments

- where confidentiality issues are raised by the parent/student, the designated individuals to be entrusted with information about the student's condition
- what to do in an emergency, including whom to contact, and contingency arrangements. Some students may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan. an explanation of the collaborative working arrangements between all those involved (College staff, healthcare professionals, social care professionals, local authorities, and parents and students), showing how they will work in partnership to ensure that the needs of students with medical conditions are met effectively.

GILLICK COMPETENCE

Gillick competence is used in medical law to decide whether a child (16 years or younger) is able to consent to his or her own medical treatment, without the need for parental permission or knowledge.

The College requires the parents/guardian/agent to disclose the student's ability to self-administer medications as part of the Health Questionnaire. If there is concern about a student's ability to self-administer medication the College will further assess students on arrival to establish their Gillick competence in line with Boarding NMS 3.4, 3.5 No 7. Boarders allowed to self-medicate are assessed as being sufficiently responsible to do so.

As part of the pre arrival information sent to parents they are asked to complete a form that asks whether their child is sufficiently mature to self-administer over the counter medications and prescription medicines prescribed in the UK.

If the college has concerns, they will complete their own assessment of Gillick Competency. All students are assessed weekly for being 'at risk' and those considered 'vulnerable will be further assessed as to whether they should be allowed to continue self-administer medicines or whether the college staff should assume this responsibility.

MANAGING MEDICINES ON OIC PREMISES FOR STUDENTS WHO DO NOT SELF-MEDICATE.

OIC will only accept:

- Prescribed medicines that are in-date, labelled, provided in the original packaging as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date but will probably be available inside an insulin pen or a pump rather than in its original packaging

- OIC will ensure that all medicines are stored safely. Students will be told where their medicines are always stored and be able to access them. Where relevant, they should know who holds the key to the medical storage facility. Medicines and devices such as asthma inhalers and adrenaline pens should be always readily available and not locked away. Asthma inhalers and adrenaline pens are available both at the college medical room and the House Parent / Student Services Office at Wavy Gate.
- Prescription drugs are kept separated from prescribed controlled drugs. Prescribed controlled drugs are securely stored in a non-portable first aid cabinet and only named staff have access. Records are kept of any doses used and the remaining amount of the controlled drug. College staff may administer a controlled drug only to the student for whom it has been prescribed. Staff administering medicines will do so in accordance with the prescribed instructions.
- A student who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so but passing it to another student for use is an offence. Monitoring arrangements may be necessary.
- Staff administering medicines will do so in accordance with the prescriber's instructions. The College will keep a record of all medicines administered to individual students, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at College will be noted.
- When no longer required, medicines should either be returned to the parent to arrange for safe disposal or safely disposed by the college staff. Sharps boxes should always be used for the disposal of needles and other sharps
- Medicines should only be administered at College when it would be detrimental to a student's health or College attendance not to do so. Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside College hours.
- No student under 16 should be given prescription or non-prescription medicines without their parent's written consent – except in exceptional circumstance where the medicine has been prescribed to the student without the knowledge of the parents.
- Every effort should be made to encourage the student or young person to involve their parents while respecting their right to confidentiality.

A student under 16 should never be given medicine containing aspirin unless prescribed by a doctor.

ADMINISTERING MEDICINES

The College will assess students for their maturity and reliability regarding self-medicating. Unless a student is judged to be 'vulnerable' the College allows students to store their own medicines and to self-medicate. Staff do not have a statutory duty to give medicines or medical treatment. In an emergency all teachers and other staff in charge of children have a common law duty of care to act for the health and safety of a child in their care – this might mean giving medicines or medical care.

UNACCEPTABLE PRACTICE

It is **not** generally acceptable practice to:

- prevent students from easily accessing their inhalers and medication and administering their medication when and where necessary
- assume that every student with the same condition requires the same treatment
- ignore the views of the student or their parents; or ignore medical evidence or opinion (although this may be challenged)
- send students with medical conditions home frequently or prevent them from staying for normal College activities unless this is specified in their individual healthcare plans
- if the student becomes ill, send them to the College reception, Wavy Gate office or medical room unaccompanied or with someone unsuitable
- penalise students for their attendance record if their absences are related to their medical condition, e.g. hospital appointments
- prevent students from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- prevent students from participating or create unnecessary barriers to students participating in any aspect of College life, including College trips

RECORD KEEPING

Written records will be kept of all medicines administered by college staff to students. Records offer protection to staff and students and provide evidence that agreed procedures have been followed.

Parents should be informed if their student has been unwell and the college has concerns.

EMERGENCY PROCEDURES

Where a student has an individual healthcare plan, this should clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other students in the College should know what to do in general terms, such as informing a teacher immediately if they think help is needed.

If a student needs to be taken to hospital, staff should stay with the student until appropriate help is organised or accompany a student taken to hospital by ambulance. The College understands the local emergency services cover arrangements and that the correct information is provided for navigation systems.

DAY TRIPS, RESIDENTIAL VISITS AND SPORTING ACTIVITIES

Teachers should be aware of how a student's medical condition will impact on their participation, but there should be enough flexibility for all students to participate according to their own abilities and with any reasonable adjustments. The College will make arrangements for the inclusion of students in such activities with possible adjustments as required unless evidence from a clinician such as a GP states that this is not possible.

RESPONSIBILITIES

The **Senior Leadership Team** should ensure that all staff who need to know are aware of the student's condition. They should also ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations.

Any member of **College staff** may be asked to provide support to students with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers' professional duties, they should consider the needs of students with medical conditions that they teach.

Staff must not give prescription medicines or undertake healthcare procedures without appropriate training (updated to reflect any individual healthcare plans). Any member of College staff providing support to a student with medical needs should have received suitable training. This should have been identified during the development or review of

College staff should know what to do and respond accordingly when they become aware that a student with a medical condition needs help.

In some cases, written instructions from the parent or on the medication container dispensed by the pharmacist may be considered sufficient. A first-aid certificate does not constitute appropriate training in supporting students with medical conditions.

Healthcare professionals, including GPs and paediatricians should notify the College when a student has been identified as having a medical condition that will require support at College. They may provide advice on developing healthcare plans. Specialist local health teams may be able to provide support in the College for students with conditions (e.g. asthma, diabetes, epilepsy).

Students with medical conditions will often be best placed to provide information about how their condition affects them. They should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan. Other students will often be sensitive to the needs of those with medical conditions.

Wherever possible, students should be allowed to carry their own medicines and relevant devices or should be able to access their medicines for self-medication quickly and easily. Students who can take their medicines themselves or manage procedures may require an appropriate level of supervision. If it is not appropriate for a student to self-manage, then relevant staff should help to administer medicines and manage procedures for them. If a student refuses to take medicine or carry out a necessary procedure, staff should not force them to do so. Parents should be informed so that alternative options can be considered.

Parents will be asked to provide the College with sufficient and up-to-date information about their child's medical needs. They may in some cases be the first to notify the College that their child has a medical condition. Parents are key partners and should be involved in the development and review of their child's individual healthcare plan.

COMPLAINTS

The College's Complaints procedures clearly set out the routes by which anyone may make a complaint.

FURTHER SOURCES OF INFORMATION

The Children's Act 2004 provides a duty on a person with the care of a student (who does not have parental responsibility for the student) to do all that is reasonable in all the circumstances for the purposes of safeguarding or promoting the welfare of the student.

The College's duties towards disabled students and adults are included in the Equality Act 2010, and the key elements are as follows:

- They must not discriminate against, harass or victimise disabled students and young people
- Reasonable adjustments must be made to ensure that disabled students and young people are not at a disadvantage compared with their peers. This duty is anticipatory: adjustments must be planned and put in place in advance, to prevent that disadvantage

Section 2 of the Health and Safety at Work Act 1974, and the associated regulations, provides that it is the duty of the employer to take reasonable steps to ensure that staff and students are not exposed to risks to their health and safety.

Under the Misuse of Drugs Act 1971 and associated Regulations the supply, administration, possession and storage of certain drugs are controlled. Colleges may have a student who has been prescribed a controlled drug. Colleges must have accommodation appropriate and readily available for use for medical examination and treatment and for the caring of sick or injured students. It must contain a washing facility and be reasonably near to a toilet. It must not be teaching accommodation.

ARRANGEMENTS

The Student Services Director is responsible, under the direction of the Senior Leadership Team, for making arrangements to support students with medical conditions, to ensure that such students can access and enjoy the same opportunities at College as any other student and can receive a full education. The arrangements will aim to build students' confidence, promote self-care and show an understanding of how medical conditions impact on a student's ability to learn. Arrangements will be flexible, and consideration will be given to how students will be reintegrated back into College after periods of absence. The focus will be on the needs of each individual student and how their medical condition impacts on their College life.

The Student Services Manager and House Parent will ensure that there are sufficient and suitably trained staff to provide appropriate support for all students with medical conditions. It is the duty of the College to also ensure that all relevant staff are made aware of the students' condition and that adequate support is provided to those staff. All risk assessments for College visits and activities will be assessed by the Student Services Manager and Senior Leadership Team where there is involvement of a student with a medical condition, to ensure appropriate support and actions are in place. The monitoring of individual healthcare plans is the responsibility of the Student Services Manager.

FURTHER INFORMATION

For further information about support for students with medical needs at OIC please speak with Kim Terrar.

kim@oxcoll.com

Principal

Oxford International College

1 London Place

OX4 1BD