

ENERGY COAST UTC

SUPPORTING STUDENTS WITH MEDICAL CONDITIONS POLICY

2016-2018

Approved: 14th December 2016

Signed:

Date: November 2016

Date for Review: November 2018

Revision History:

Revision History			
Revision	Date	Owner	Summary of Changes
0	November 2016	LM	New
1			
2			
3			
4			

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INTRODUCTION

Energy Coast UTC is committed to ensuring that students with medical conditions receive appropriate care and support at College in order for them to access a full time curriculum or as much as their medical condition allows.

The DfE Statutory Guidance *Supporting students at school with medical conditions* (April 2014) under a statutory duty *The Children and Families Act* (September 2014). Ofsted evaluates the experience of groups of students, including those with SEN and Disabilities and those with medical conditions.

1. Roles and Responsibilities

The Governing Body of Energy Coast UTC is responsible for ensuring:

- Arrangements are in place to support students with medical conditions.
- The Supporting Students with Medical Conditions (SSMC) Policy has been developed collaboratively across services, clearly identifies roles and responsibilities and is implemented effectively.
- The SSMC Policy complies with the UTC Equality and Diversity Policy and the College does not discriminate on any grounds including, but not limited to protected characteristics: ethnicity/national/origin, religion or belief, sex, gender re-assignment, pregnancy and maternity, disability or sexual orientation.
- The policy covers arrangements for students who are competent to manage their own health needs.
- All students with medical conditions are able to play a full and active role in all aspects of College life, participate in visits / trips / sporting activities, remain healthy and achieve their academic potential.
- Relevant training is delivered to a sufficient number of staff who will have responsibility to support students with medical conditions in order to ensure they are competent.
- Staff have access to information, resources and materials.
- Written records are kept of all medicines administered to students.
- The SSMC Policy sets out procedures in place for emergency situations.
- The level of insurance in place reflects the level of risk.
- Complaints regarding this policy are dealt with in accordance with the UTC Complaints Policy.

The Principal is responsible for ensuring:

- The SSMC Policy is developed effectively with partner agencies.
- All staff are aware of the SSMC Policy through induction and annual training/development.
- The day-to-day implementation and management of the Supporting Students with Medical Conditions Policy.
- Liaison takes place with healthcare professionals regarding the training required for staff.
- Key staff are identified who need to be aware of a student's medical condition.
- Individual Healthcare Plans (IHPs) are developed.
- Sufficient number of trained members of staff above the level of a First Aid certificate.
- Sufficient numbers of trained staff are available to implement the policy and deliver IHPs in normal, contingency and emergency situations, including holidays and absences.
- Staff are recruited for the purpose of delivering the commitments made in this policy.
- The correct level of insurance is in place for teachers who support students in line with this policy.

- Continuous two-way liaison with the School Nurse Service and the UTC in case of any student who has or develops an identified medical condition.
- All procedures adhere to strict rules of confidentiality and comply with the Data Protection Act (1998).
- There is appropriate accommodation for medical treatment / care.
- Voluntarily holding 'spare' salbutamol asthma inhalers for emergency use.
- Consideration is given to the purchase of a defibrillator.

Members of Staff are responsible for:

- Taking appropriate steps to support students with medical conditions and familiarising themselves with procedures which detail how to respond when they become aware that a student with a medical condition needs help.
- Undertaking training to achieve the necessary competency for supporting students with medical conditions, with particular specialist training if they have agreed to undertake a medication responsibility.
- Knowing where controlled drugs are stored and where the key is held.
- Taking account of the needs of students with a medical condition in lessons.
- Allowing inhalers, adrenalin pens and blood glucose testers to be held in an accessible location, following DfE guidance.

The School Nurse Team is responsible for:

- Collaborating with the UTC to develop an IHP in anticipation of a student with a medical condition starting the College.
- Notifying the UTC when a student has been identified as requiring support in the College due to a medical condition at any time in their school career.
- Supporting staff to implement an IHP and then participating in regular reviews of the IHP.
- Assisting the Principal in identifying training needs and providers of training.
- Providing advice and liaising with UTC staff on training needs.
- Liaising locally with lead clinicians on appropriate support.

Parents and Carers are responsible for:

- Keeping the UTC informed about any new medical condition or changes to their child/children's health.
- Participating in the development and regular reviews of their child's IHP.
- Completing a Parental Consent to Administration of Medicine form to administer medicine or treatment before bringing medication into the UTC.
- Providing the UTC with the medication their child requires and keeping it up-to-date including collecting leftover medicine.
- Ensuring they are proactive in undertaking agreed actions in the IHP and ensuring they or a nominated adult, is contactable at all times.

The Student is responsible for:

- Supporting UTC staff and the School Nurse Team by providing information on how their medical condition affects them.
- Actively contributing to his/her IHP.
- Fulfilling the actions on the IHP and self-managing his/her medication or health needs including carrying medicines or devices, if judged competent to do so by a healthcare professional and agreed by parents/carers.

2. The Process of Developing an Individual Healthcare Plan

- The parent/carer or healthcare professional will inform the UTC that a student has a medical condition or is due to return from long-term absence or that needs have changed.
- The Assistant Principal (Pastoral) will co-ordinate a meeting to discuss the student's medical needs and identify a member of College staff to provide support to the student.
- A meeting will be held to discuss and agree on the need for IHP to include key UTC staff, the student, parents/carers and relevant healthcare professionals and other medical/health clinicians as appropriate (or to consider evidence provided by them).
- An IHP will be developed in partnership and agreement will be reached as to who leads on the writing of the IHP. Input from healthcare professionals will be provided.
- The Assistant Principal (Pastoral) will work with the healthcare professional to identify a programme of staff training.
- The healthcare professional will commission and/or deliver training.
- The healthcare professional will sign staff off as competent, and agreed a review date for further/updated training.
- The IHP will be implemented and circulated to all relevant staff.
- The IHP will be reviewed annually or if the student's condition changes. The parent/carer or healthcare professional can initiate a request for changes.

3. Training of Staff

- Newly appointed teachers, supply or agency staff and support staff will receive training on the 'Supporting Students with Medical Conditions' Policy as part of the induction process.
- No staff member will be permitted to administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the condition and being signed off as competent.
- The UTC will keep a record of medical conditions supported, training undertaken and a list of members of staff qualified to undertake responsibilities under this policy.

4. Medical Conditions Register/List

- As part of the admissions process, parents/carers will be asked to provide information on their child's pre-existing medical conditions. Regular liaison with parents/carers will ensure that this information is updated. Parents/carers know they may contact the Assistant Principal (Pastoral), the relevant Head of Year, Form Tutor or Personal Learning Mentor if their child develops a medical condition. Consideration will also be given to seek consent from a GP to have input into the IHP and to share information for recording attendance.
- A medical condition list or register will be kept, updated and reviewed regularly. Each class teacher will be provided with an overview of the list of students in their care.
- The Assistant Principal (Pastoral) will decide on information to be shared with supply staff. This will be strictly on a need-to-know basis. Parents/carers will be assured data sharing principles will be in line with the UTC Data Protection Policy which complies with the Data Protection Act (1998).
- In advance of a student transferring to the UTC, the College will endeavour to broker Key Stage transition meetings for students on the medical conditions list, to enable College staff, parents/carers and health professionals to prepare the IHP and train staff if required.

5. Individual Healthcare Plans (IHPs)

- The Principal will make the final decision as to whether an Individual Healthcare Plan (IHP) needs to be developed and whether him/herself or the Assistant Principal (Pastoral) will work with the student, parents/carers, the SENDCO and medical professionals.
- IHPs will be easily accessible to all relevant staff, whilst preserving confidentiality. Following Information Commissioner's Office (ICO) advice, information will not be displayed in the UTC Staffroom. If parents/carers consent, a photo and instructions may be displayed. However, in the case of students with conditions which have potentially life-threatening implications, the information will be accessible to all staff.
- Where a student has an Education, Health and Care plan or special needs statement the IHP will be linked to it or become part of it. IHPs will be reviewed at least annually or when a student's medical circumstances changes, whichever is sooner.
- Where a student is returning from a period of hospital education, alternative provision or home tuition, the UTC will liaise with relevant partners to ensure the IHP identifies the support the student needs to ensure a positive re-integration.

6. Transport Arrangements

- Where a student with an IHP is allocated College transport, the UTC will invite a member of the relevant transport operator to participate in the IHP meeting. A copy of the IHP will be kept on the student record. The IHP will be passed to the current operator for use by the driver / escort and the Assistant Principal (Pastoral) will ensure that the information is supplied when a change of operator takes place.
- For some medical conditions the driver / escort may require adequate training. For students who receive specialised support with their medical condition in the UTC, this will form an integral part of the transport arrangements and will be included in the specification to tender for that student's transport.
- When prescribed controlled drugs need to be sent in to the UTC parents/carers will be responsible for handing them over to the adult in the transport vehicle in a suitable bag or container. Parents/carers will be informed that the drugs must be clearly labelled with name and dose etc.
- Controlled drugs will be kept under the supervision of the adult in the vehicle throughout the journey and handed to a UTC staff member on arrival. Any change in this arrangement will be reported to the Assistant Principal (Pastoral) for approval or appropriate action.

7. Education Health Needs (EHN) Referrals

- All students of compulsory school age who because of illness lasting 15 days or more, would not otherwise receive a suitable full-time education are provided for under the Local Authority's duty to arrange educational provision for such students.
- In order to provide the most appropriate provision for the condition, the Principal will accept referrals where there is a medical diagnosis from a medical consultant.

8. Medicines

- Where possible, unless advised it would be detrimental to health, the UTC prefers that medicines are prescribed in frequencies that allow the student to take them outside of UTC hours.

- If this is not possible, prior to staff members administering any medication, the parents/carers of the student will be asked to complete and sign a Parental Consent to Administration of Medicine form.
- No student will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- Where a student is prescribed medication by a healthcare professional without their parents'/carers' knowledge, every effort will be made to encourage the student to involve their parents/carers while respecting their right to confidentiality.
- No student under 16 years of age will be given medication containing aspirin without a Doctor's prescription.
- UTC Energy Coast will only accept medicines which are in date, labelled and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- A maximum of four weeks' supply of the medication may be provided to the UTC at one time.
- A student who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so. Students will be informed that if they pass their medication to another student for use, this will be regarded as an offence and the UTC will take action, this may involve implementing formal monitoring arrangements.
- The UTC will keep other controlled drugs that have been prescribed for a student securely stored in a non-portable container to which named staff only, will have access. Controlled drugs will be easily accessible in an emergency.
- Medications will be stored in the UTC office.
- Parents/carers will be asked to collect any medications left over at the end of the course.
- Written records will be kept of any medication administered to students.
- The Assistant Principal (Pastoral) will make the final decision if students wish to access their medication outside of the prescribed arrangements. This excludes the use of inhalers for asthma.
- Emergency salbutamol inhaler kits are kept by the UTC.
- Energy Coast UTC cannot be held responsible for side effects that occur when medication is taken correctly.
- Staff will not force a student if the student refuses to comply with their health procedure and the resulting actions will be clearly written into the IHP which will include informing parents/carers.

9. Emergencies

- Medical emergencies will be dealt with under the UTC's emergency procedures which will be communicated to all relevant staff so they are aware of signs and symptoms.
- Students will be informed in general terms of what to do in an emergency such as telling a teacher.
- If a student needs to be taken to hospital, a member of staff will remain with the student until their parents/carers arrive. The UTC First Aid Policy provides details of such protocols.

10. Day Trips, Residential Visits and Sporting Activities

A meeting will take place with the member of UTC staff organising the trip, residential visit or sporting activity and one of the UTC Educational Visits Co-ordinators to ensure arrangements are made and are flexible enough to ensure students with medical conditions can participate unless a

clinician states it is not possible. The UTC Educational Visits Policy will be followed and discussions will involve healthcare professionals, parents/carers, the student if this is deemed necessary. Such arrangements will be separate to the normal day-to-day IHP requirements for the UTC day.

11. Avoiding Unacceptable Practice

Each case will be judged individually but the following behaviour is unacceptable in Energy Coast UTC:

- Preventing students from easily accessing their inhalers and medication and administering their medication when and where necessary.
- Assuming that students with the same condition require the same treatment.
- Ignoring the views of a student and/or their parents/carers or ignoring medical evidence or opinion.
- Sending students home frequently or preventing them from taking part in activities in the UTC.
- Sending a student to the UTC office alone or with an unsuitable escort if they become ill.
- Penalising students with medical conditions for their attendance record where the absences relate to their condition.
- Making parents/carers feel obliged or forcing parents/carers to attend the UTC to administer medication or provide medical support, including toileting issues.
- Creating barriers to students participating in College life including trips, visits, sporting activities.
- Refusing to allow students to eat, drink or use the toilet when they need to in order to manage their condition.

The Principal will ensure all staff have access to this policy and understand their responsibilities.

12. Insurance

- Teachers who undertake responsibilities within this policy will be assured by the Principal that they are covered by the insurance policy of the UTC.
- Full written insurance policy documents are available to be viewed by members of staff who are providing support to students with medical conditions.

13. Complaints

- All complaints should be raised with the UTC in the first instance.
- The details of how to make a formal complaint can be found in the UTC Complaints Policy.

14. Definitions

'Parent(s)/Carer(s)' is a wide reference not only to a student's birth parents but to adoptive, step and foster parents or other persons who have parental responsibility for, or who have care of, a student.

'Medical condition' for these purposes is either a physical or mental health medical condition as diagnosed by a healthcare professional which results in the student requiring special adjustments for the UTC day, either on-going or intermittently. This includes; a chronic or short-term condition, a long-term health need or disability, an illness, injury or recovery from treatment or surgery. Being 'unwell' and common childhood diseases are not covered.

'Medication' is defined as any prescribed or over-the-counter treatment.

'Prescription medication' is defined as any drug or device prescribed by a Doctor, prescribing nurse or dentist and dispensed by a pharmacist with instructions for administration, dose and storage.

A 'staff member' is defined as any member of staff employed at Energy Coast UTC.

15. Related Policies

The Supporting Students with Medical Conditions Policy should be read alongside:

- The UTC First Aid Policy
- The UTC Data Protection Policy
- The UTC Equality and Diversity Policy
- The UTC Complaints Policy