



# PLUMPTON

## COLLEGE

# Supporting Students with Medical Conditions Policy

The policy is applicable to all students within Plumpton College.

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Approved by	SMT
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The SMT is delegated to approve minor changes to the policy in response to legal changes and best practice.

## POLICY STATEMENT

In line with the duty, which came into force on 1st September 2014, to support students at schools and colleges with medical conditions we are committed to ensuring that all students with medical conditions, in terms of both physical and mental health, are properly supported at Plumpton College so that they can play a full and active role in college life, remain healthy and achieve their academic potential.

No student with a medical condition will be denied admission or prevented from taking up a place in our college because arrangements for their medical condition have not been made. We however reserve the right to assess the suitability of any student with symptoms which can endanger others or themselves.

We will ensure that Student's health is not put at unnecessary risk from, for example, infectious diseases, therefore we will not accept a child in college at times where it would be detrimental to the health of that child or others to do so.

This policy will be reviewed regularly and it is readily accessible to parents and college staff.

## **1. Policy implementation**

1.1 Plumpton College will

- 1.1.1 Ensure that sufficient staff are suitably trained;
- 1.1.2 Ensure that all relevant staff will be made aware of the child's condition;
- 1.1.3 Cover arrangements in case of staff absence or staff turnover to ensure someone is always available;
- 1.1.4 Brief supply teachers;
- 1.1.5 Carry out risk assessments for college visits, holidays, and other college activities outside the normal timetable; and
- 1.1.6 Monitor individual healthcare plans and review annually

## **2. Procedure to be followed when notification is received that a student has a medical condition**

2.1 When our college is notified that a student has a medical condition we will:

- 2.1.1 Make arrangements for any staff training or support
- 2.1.2 Make every effort to ensure that arrangements are put in place within two weeks
- 2.1.3 Not wait for a formal diagnosis before providing support to Students Individual healthcare plans.
- 2.1.4 Any student or parent reporting that the student has an ongoing medical condition such as asthma, epilepsy, diabetes or more complex medical condition will be asked to complete an Individual Healthcare Plan (IHP). It is a legal requirement that this is updated annually. At our college we will ensure that plans are reviewed at least annually, or earlier if evidence is presented that the child's needs have changed. We will assess and manage risks to the child's education, health and social wellbeing, and minimises disruption.

## **3. Our IHP (see appendix 1) requires information about:**

- 3.1 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;
- 3.2 Specific support for the student's educational, social and emotional needs – for example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions;
- 3.3 The level of support needed (NB If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring)
  - 3.3.1 Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional; and cover arrangements for when they are unavailable;
  - 3.3.2 Who in the college needs to be aware of the child's condition and the support required;
  - 3.3.3 Arrangements for written permission from parents and the Deputy Principal for medication to be administered by a member of staff, or self-administered by the student during college hours;
  - 3.3.4 Arrangements or procedures required for college trips or other college activities outside of the normal college timetable that will ensure the child can participate, e.g. risk assessments;

- 3.3.5 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.

#### **4. Roles and responsibilities**

- 4.1 At our college those people involved in arrangements to support Students at college with medical conditions include:
- 4.1.1 Student Records (will assess IHP's and disseminate to relevant CM)
  - 4.1.2 Designated Safeguarding Lead (will provide advice guidance and support and have access to the IHP central record)
  - 4.1.3 Deputy Safeguarding Lead (will provide advice guidance and support)
  - 4.1.4 Learning Support Manager (will provide staffing support where identified in IHP's)
  - 4.1.5 Health and Safety Team (will provide advice, guidance and support and hold a central record of all IHP's for the College)
  - 4.1.6 Curriculum Manager (will have oversight of IHP's in their curriculum areas, assess the information received and put in place necessary resources as required. Where further action is required they will send the IHP to Programme Managers)
  - 4.1.7 Programme Managers (will have overall ownership of IHP's for their student/s and make available via ProMonitor)
  - 4.1.8 Student Services to review residency needs and assess as necessary
  - 4.1.9 The above process is overseen by the Deputy Principal.

#### **5. Staff Training and Support**

- 5.1 Staff are supported in carrying out their role to support students with medical conditions through appropriate training and awareness.
- 5.2 No member of staff will give prescription medicines or undertake healthcare procedures without appropriate training or instruction (updated to reflect requirements within individual healthcare plans).

#### **6. The student's role in managing their own medical needs**

- 6.1 Where students are deemed competent to manage their own health needs and medicines by their parents and medical professionals they will be supported to do this.
- 6.2 We see this as an important step towards preparing students for the next stage of their life.

#### **7. Managing Medicines on College Premises**

- 7.1 At our college:
- 7.1.1 First and foremost, where clinically possible, we will expect that medicines will be prescribed in dose frequencies which enable them to be taken outside college hours
  - 7.1.2 Medicines will only be administered at college when it would be detrimental to a student's health or college attendance not to do so
  - 7.1.3 No student (under 18 years of age / with an EHCP) will be given prescription or non-prescription medicines without their parent/guardian's written consent
  - 7.1.4 Over 18 will be responsible for their own medication.
  - 7.1.5 We will never give medicine containing aspirin unless prescribed by a doctor and with parents' consent.
  - 7.1.6 Medication, e.g. for pain relief will never be administered without first checking maximum dosages and when the previous dose was taken.

- 7.1.7 Parents will be informed of any medication taken or given to their child.
- 7.1.8 For onsite storage we will only accept prescribed medicines if they are:  
In-date  
Are labelled  
Are provided in the original container as dispensed by a pharmacist or include instructions for administration, dosage and storage.  
*(NB: the exception to this is insulin, which must still be in date, but will generally be available to colleges inside an insulin pen or a pump, rather than in its original container)*
- 7.1.9 All medicines will be stored safely.
- 7.1.9.1 Students will know where their medicines are at all times and will be able to access them immediately.
- 7.1.9.2 Where relevant, they will know who holds the key to the storage facility. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will remain on the person of the student readily available and not locked away.
- 7.1.9.3 It is the responsibility of parents to ensure their children attends college or college trips with in date emergency devices.
- 7.1.9.4 When no longer required, medicines will be returned to the parent to arrange for safe disposal. Sharps boxes will always be used for the disposal of needles and other sharps
- 7.2 Controlled drugs:
- 7.2.1 A child 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 child for use is an offence. Monitoring arrangements may be necessary.
- 7.2.2 Colleges should otherwise keep controlled drugs that have been prescribed for a student securely stored in a nonportable container and only named staff should have access. Controlled drugs should be easily accessible in an emergency.
- 7.2.3 A record should be kept of any doses used and the amount of the controlled drug held. college staff will administer a controlled drug to the child for whom it has been prescribed. Staff administering medicines will do so in accordance with the prescriber's instructions.

## **8. Non-prescribed medicines**

- 8.1 At our college we will not administer non-prescription medicines.

## **9. Record keeping**

- 9.1 We will ensure that written records are kept of all medicines administered to students.
- 9.2 We recognise that records offer protection to staff and students and provide evidence that agreed procedures have been followed.
- 9.3 Parents will be informed if their child has been unwell at college.

## **10. Emergency procedures**

- 10.1 Our college's policy sets out what should happen in an emergency situation.
- 10.2 In a medical emergency a First Aider will attend to the student and where needed an ambulance will be called or the appropriate medical attention given. Parents/Carers will be informed immediately of the concern. An incident report will be recorded and sent to the Health and Safety team to review actions.

## **11. Day trips, residential visits and sporting activities**

11.1 We always actively support Students with medical conditions to participate in college trips and visits, or in sporting activities, and not prevent them from doing so.

11.2 As a college we believe it to be unacceptable practice to:

- Prevent students from easily accessing their inhalers and medication and administering their medication when and where necessary;
- Assume that every child with the same condition requires the same treatment;
- Ignore the views of the child or their parents; or ignore medical evidence or opinion (although this may be challenged);
- If the child becomes ill, send them to the college 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, e.g. by requiring parents to accompany the child.

## **12. Complaints**

12.1.1 If you have a complaint about how your or your child's medical condition is being supported in college please contact the Designated Safeguarding Lead in the first instance on [safeguarding@plumpton.ac.uk](mailto:safeguarding@plumpton.ac.uk).