



<b>Policy Name:</b>	<b>Supporting Students with Medical Needs</b>
<b>Policy Type</b>	<b>Statutory</b>
<b>Issue Date</b>	<b>29<sup>th</sup> April 2024</b>
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<b>Approved by</b>	<b>Local Governing Body</b>

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## 1. STATEMENT OF INTENT

Kingsthorpe College wishes to ensure that students with medical conditions receive appropriate care and support at the college. This policy has been developed in line with the Department for Education's guidance released in 2015 – "Supporting students at school with medical conditions" and 'Ensuring a good education for children who cannot attend school because of health needs' DfE 2013. It also reflects the requirements of the [Education Act 1996](#), Equality Act 2010, and the Data Protection Act 2018. It is also based on guidance provided by West Northamptonshire Local Authority. This policy complies with our funding agreement and articles of association.

Ofsted places a clear emphasis on meeting the needs of students with SEN and disabilities and this includes children with medical conditions.

## 2. KEY ROLES AND RESPONSIBILITIES

### 2.1. The Local Authority (LA) is responsible for:

- 2.1.1. Promoting cooperation between relevant partners and stakeholders regarding supporting students with medical conditions.
- 2.1.2. Providing support, advice and guidance to schools/colleges and their staff.
- 2.1.3. Making alternative arrangements for the education of students who need to be out of college for fifteen days or more due to a medical condition. They should liaise with the appropriate medical professionals to ensure minimal delay in arranging appropriate provision for the student.
- 2.1.4. Ensuring the education students receive is of good quality, allowing them to take appropriate qualifications, prevents them from falling behind their peers in school, and allowing them to reintegrate successfully back into school as soon as possible.
- 2.1.5. Have a written, publicly accessible policy statement on their arrangements to comply with their legal duty towards children with additional health needs.
- 2.1.6. Reviewing the provision offered regularly to ensure that it continues to be appropriate for the child and that it is providing suitable education.

### 2.2. The Governing Body is responsible for:

- 2.2.1. The overall implementation of the Supporting Students with Medical Conditions Policy and procedures of Kingsthorpe College.
- 2.2.2. Ensuring that the "Supporting Students with Medical Conditions Policy", as written, does not discriminate on any grounds including, but not limited to: ethnicity / national origin, culture, religion, gender, disability or sexual orientation

- 2.2.3. Handling complaints regarding this policy as outlined in the trust's "Complaints Policy".
- 2.2.4. Ensuring that all students with medical conditions are able to participate fully in all aspects of college life.
- 2.2.5. Ensuring that relevant training provided by the LA is delivered to staff members who take on responsibility to support children with medical conditions.
- 2.2.6. Guaranteeing that information and teaching support materials regarding supporting students with medical conditions are available to members of staff with responsibilities under this policy.
- 2.2.7. Keeping written records of any and all medicines administered to individual students and across the college population.
- 2.2.8. Ensuring the level of insurance in place reflects the level of risk.

### 2.3. The Headteacher is responsible for:

- 2.3.1. The day-to-day implementation and management of the Supporting Students with Medical Conditions Policy and procedures of Kingsthorpe College.
- 2.3.2. Working with the Local Governance Committee and Kingsthorpe Advisory Board to ensure compliance with the relevant statutory duties when supporting students with health needs.
- 2.3.3. Ensuring the policy is developed effectively with partner agencies.
- 2.3.4. Making staff aware of this policy through the headteacher's daily briefing email
- 2.3.5. Liaising with healthcare professionals regarding the training required for staff.
- 2.3.6. Appointing an appropriate named member of staff who is responsible for students with healthcare needs and liaises with parents, students, the LA, key workers and others involved in the student's care.
- 2.3.7. Making staff that need to know, aware of a child's medical condition through the Arbor teacher email app.
- 2.3.8. Developing Individual Healthcare Plans (IHCPs).
- 2.3.9. Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- 2.3.10. If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.
- 2.3.11. Ensuring the correct level of insurance is in place for teachers who support students in line with this policy.
- 2.3.12. Contacting the school nursing service in the case of any child who has a medical condition.

#### 2.4. Heads of Year are responsible:

- 2.4.1. As the named member of staff, for the coordination of the educational offer for the children with additional health needs and will act as the point of contact for parents/carers.

#### 2.5. Staff members are responsible for:

- 2.5.1. Taking appropriate steps to support students with medical conditions.
- 2.5.2. Where necessary, making reasonable adjustments to include students with medical conditions into lessons.
- 2.5.3. Administering medication, if they have agreed to undertake that responsibility.
- 2.5.4. Undertaking training to achieve the necessary competency for supporting students with medical conditions, if they have agreed to undertake that responsibility.
- 2.5.5. Familiarising themselves with procedures detailing how to respond when they become aware that a student with a medical condition needs help.
- 2.5.6. Ensuring that students with medical conditions that require injections have a named member of staff identified (after appropriate training).
- 2.5.7. Understanding confidentiality in respect of students' health needs.
- 2.5.8. Designing lessons and activities in a way that allows those with health needs to participate fully and ensuring students are not excluded from activities that they wish to take part in without a clear evidence-based reason.

#### 2.6. School nurses are responsible for:

- 2.6.1. Notifying the college when a child has been identified with requiring support in college due to a medical condition.
- 2.6.2. Liaising locally with lead clinicians on appropriate support.

#### 2.7. Parents and carers are responsible for:

- 2.7.1. Keeping the College informed about any changes to their child/children's health.
- 2.7.2. Completing a parental agreement for college to administer medicine form before bringing medication into college.
- 2.7.3. Providing the college with the medication their child requires and keeping it up to date.
- 2.7.4. Collecting any leftover medicine at the end of the course or year.
- 2.7.5. Discussing medications with their child/children prior to requesting that a staff member administers the medication.

- 2.7.6. Where necessary, developing an Individual Healthcare Plan (IHCP) for their child in collaboration with the headteacher, other staff members and healthcare professionals.

### **3. DEFINITIONS**

- 3.1 “Medication” is defined as any prescribed or over the counter medicine.
- 3.2 “Prescription medication” is defined as any drug or device prescribed by a doctor.
- 3.3 A “staff member” is defined as any member of staff employed at Kingsthorpe College.
- 3.4 Children who are unable to attend school as a result of their medical needs may include those with:
- physical health issues
  - physical injuries
  - mental health problems, including anxiety issues
  - emotional difficulties or school refusal
  - progressive conditions
  - terminal or chronic illnesses

### **4. TRAINING OF STAFF**

- 4.1 All staff will receive training on the Supporting Students with Medical Conditions Policy as part of their new starter induction.
- 4.2 All staff will receive regular and ongoing training as part of their development.
- 4.3 All staff who undertake responsibilities under this policy will receive the following training externally:
- epi pen training is given to staff that volunteer to administer; this is delivered by the School Nurse in September
  - first aid training delivered every three years by an agreed trainer
- 4.4 No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering.
- 4.5 No staff member may administer drugs by injection unless they have received training in this responsibility.
- 4.6 HR will keep a record of training undertaken and a list of staff qualified to undertake responsibilities under this policy.

### **5 THE ROLE OF THE CHILD**

- 5.1 Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures.

- 5.2 Where possible, students will be allowed to carry their own medicines and devices. Where this is not possible, their medicines will be located in an easily accessible location.
- 5.3 If students refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- 5.4 Where appropriate, students will be encouraged to take their own medication under the supervision of a teacher.

## **6. INDIVIDUAL HEALTHCARE PLANS (IHCPs)**

- 6.1 Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the student, parents/carers, Headteacher, Special Educational Needs Coordinator (SENCO) and medical professionals.
- 6.2 IHCPs will be easily accessible whilst preserving confidentiality.
- 6.3 IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- 6.4 Where a student has an Education, Health and Care plan or special needs statement, the IHCP will be linked to it or become part of it.
- 6.5 Where a student is returning from a period of hospital education or alternative provision or home tuition, we will work with the LA and education provider to ensure that the IHCP identifies the support the child needs to reintegrate.

## **7. SUPPORTING STUDENTS WITH HEALTH NEEDS WHO CANNOT ATTEND SCHOOL**

### **7.1 Managing Absence**

- 7.1.1 Parents are advised to contact the college on the first day their child is unable to attend due to illness.
- 7.1.2 Absences due to illness will be authorised unless the college has genuine cause for concern about the authenticity of the illness.
- 7.1.3 The college will provide support to students who are absent from school because of illness for a period of less than 15 school days by liaising with the students' parents to arrange schoolwork as soon as the student is able to cope with it or part-time education at school. The college will give due consideration to which aspects of the curriculum are prioritised in consultation with the student, their family and relevant members of staff.

- 7.1.4 For periods of absence that are expected to last for 15 or more school days, either in one absence or over the course of a school year, the named person with responsibility for students with health needs will notify the LA, who will take responsibility for the student and their education.
- 7.1.5 Where absences are anticipated or known in advance, the school will liaise with the LA to enable education provision to be provided from the start of the student's absence.
- 7.1.6 For hospital admissions, the appointed named "college" staff member will liaise with the LA regarding the program that should be followed while the student is in hospital.
- 7.1.7 The LA will set up a personal education plan (PEP) for the student which will allow the school, the LA and the provider of the student's education to work together.
- 7.1.8 The college will monitor student attendance and mark registers to ensure it is clear whether a student is, or should be, receiving education otherwise than at school.
- 7.1.9 The college will only remove a student who is unable to attend school because of additional health needs from the school roll where:
- the student has been certified by a Medical Officer as unlikely to be in a fit state of health to attend school, before ceasing to be of compulsory school age
  - either the student nor their parent has indicated to the college the intention to continue to attend the college, after ceasing to be of compulsory school age
- 7.1.10 A student unable to attend school because of their health needs will not be removed from the college register without parental consent and certification from the Medical Officer, even if the LA has become responsible for the student's education.

## 7.2 Support for Students

- 7.2.1 Where a student has a complex or long-term health issue, the college will discuss the student's needs and how these may be best met with the LA, relevant medical professionals, parents and, where appropriate, the student.
- 7.2.2 The LA expects the college to support students with health needs to attend full-time education wherever possible, or for the college to make reasonable adjustments to students' programmes of study where medical evidence supports the need for those adjustments.
- 7.2.3 The college will make reasonable adjustments under students' individual healthcare plans (IHCPs), in accordance with the "Supporting Students with Medical Conditions Policy".

- 7.2.4 Students admitted to hospital will receive education as determined appropriate by the medical professionals and hospital tuition team at the hospital concerned.
- 7.2.5 During a period of absence, the college will work with the provider of the student's education to establish and maintain regular communication and effective outcomes.
- 7.2.6 Where appropriate, the college will provide the student's education provider with relevant information, curriculum materials and resources.
- 7.2.7 To help ensure a student with additional health needs is able to attend school following an extended period of absence, the following adaptations will be considered:
- a personalised or part-time timetable, drafted in consultation with the named staff member
  - access to additional support in school
  - online access to the curriculum from home
  - movement of lessons to more accessible rooms
  - places to rest at school

### 7.3 Reintegration

- 7.3.1 When a student is considered well enough to return to school, the college will develop a tailored reintegration plan in collaboration with the LA.
- 7.3.2 The college will work with the LA when reintegration into the college is anticipated, to plan for consistent provision during and after the period of education outside school.
- 7.3.3 As far as possible, the child will be able to access the curriculum and materials that they would have used in college.
- 7.3.4 If appropriate, the school nurse will be involved in the development of the student's reintegration plan and informed of the timeline of the plan by the appointed named member of staff, to ensure they can prepare to offer any appropriate support to the student.
- 7.3.5 The college will consider whether any reasonable adjustments need to be made to provide suitable access to the college and the curriculum for the student.
- 7.3.6 For longer absences, the reintegration plan will be developed near to the student's likely date of return, to avoid putting unnecessary pressure on an ill student or their parents in the early stages of their absence.
- 7.3.7 The college is aware that some students will need gradual reintegration over a longer period of time and will always consult with the student, their parents, and key staff about concerns, medical issues, timing and the preferred pace of return.



## **8. MEDICINES**

- 8.1 Where possible, it is preferable for medicines to be prescribed in frequencies that allow the student to take them outside of college hours.
- 8.2 If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental agreement form for the college to administer medicine.
- 8.3 No student will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- 8.4 Where a student is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage the student to involve their parents while respecting their right to confidentiality.
- 8.5 No student under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- 8.6 Medicines MUST be 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.
- 8.7 A maximum of four weeks supply of the medication may be provided to the college at one time.
- 8.8 Controlled drugs may only be taken on college premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence which will be dealt with under our Behaviour Policy.
- 8.9 Medications will be stored securely in Student Services and in a refrigerator, as appropriate.
- 8.10 Any medications left over at the end of the course will be returned to the child's parents.
- 8.11 Written records will be kept of any medication administered to students.
- 8.12 Students will never be prevented from accessing their medication.
- 8.13 Kingsthorpe College cannot be held responsible for side effects that occur when medication is administered/taken correctly.

## **9. EMERGENCIES**

- 9.1 Medical emergencies will be dealt with under the Trust's Healthcare, First Aid and the Administration of Medicine Policy.
- 9.2 Where an Individual Healthcare Plan (IHCP) is in place, it should detail:
  - what constitutes an emergency?
  - what to do in an emergency.

- 9.3 Students will be informed in general terms of what to do in an emergency such as telling a member of staff.
- 9.4 If a student needs to be taken to hospital, a member of staff will remain with the student until their parents arrive.

## **10. AVOIDING UNACCEPTABLE PRACTICE**

Kingsthorpe College understands that the following behaviour is unacceptable:

- Assuming that students with the same condition require the same treatment.
- Ignoring the views of the student and/or their parents.
- Ignoring medical evidence or opinion.
- Sending students home frequently or preventing them from taking part in activities at college.
- Sending the student to the medical room or college office alone if they become ill.
- Penalising students with medical conditions for their attendance record where the absences relate to their condition.
- Making parents feel obliged or forcing parents to attend college to administer medication or provide medical support, including toilet issues.
- Creating barriers to students participating in college life, including college trips.
- Refusing to allow students to eat, drink or use the toilet when they need to in order to manage their condition (this will form part of the IHCP).


## **11. INSURANCE**

- 11.1 Teachers who undertake responsibilities within this policy are covered by the college's insurance.
- 11.2 The college insurance policy can be requested from Orbis Trust Finance.
- 11.3 Full written insurance policy documents are available to be viewed by members of staff who are providing support to students with medical conditions. Those who wish to see the documents should contact Orbis Trust Finance.


## **12. COMPLAINTS**

- 12.1 The details of how to make a complaint can be found in the Complaints Policy:
- 12.1.1 Stage 1 - Complaint heard by staff member
  - 12.1.2 Stage 2 - Complaint heard by headteacher
  - 12.1.3 Stage 3 – Complaint heard by Governing Bodies' Complaints Panel


## Appendix 1 - Individual healthcare plan implementation procedure




Parent or healthcare professional informs college that child has a medical condition or is due to return from long-term absence, or that needs have changed.



Headteacher co-ordinates meeting to discuss student's medical needs and identifies member of college staff who will provide support to the student.



Meeting held to discuss and agree on the need for IHCP to include key college staff, child, parent and relevant healthcare professionals.



Develop IHCP in partnership with healthcare professionals and agree on who leads.




College staff training needs identified.



Training delivered to staff - review date agreed.



IHCP implemented and circulated to relevant staff.



IHCP reviewed annually, or when condition changes. Parent/carer, or healthcare professional to initiate (back to 3)

## Appendix 2 - Individual healthcare plan template

<b>Kingsthorpe College Individual Health Care Plan</b>	
Child's Name	
Tutor Group	
Date of Birth	
Child's address	
Medical Diagnosis or Condition	
Date	
Review Date	
<b>Family Contact Information</b>	
Name	
Relationship to Child	
Phone Number (Work)	
Phone Number (Home)	
Phone Number (Mobile)	
Name	
Relationship to Child	
Phone Number (Work)	
Phone Number (Home)	
Phone Number (Mobile)	
<b>Clinic/ Hospital Contact</b>	
Name	
Phone Number	
<b>GP</b>	
Name	
Phone Number	
Address	
Who is responsible for providing support in College?	
Describe Medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.	
Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by / self-administered with / without supervision	

Daily care requirements

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Specific support for the student's educational, social and emotional needs

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Arrangements for college visits/trips etc.

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Other information

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Describe what constitutes an emergency, and the action to take if this occurs

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Who is responsible in an emergency (*state if different for off-site activities*)

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Plan developed with

---

Staff training needed/undertaken – who, what, when

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Form copied to

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**Appendix 3 - Parental agreement for college to administer medicine template**



Optimism      Resilience      Balance      Individuality      Synergy

The school will not give your child medicine unless you complete and sign this form; the school has a policy that staff can administer medicine.

**Personal Information**

Date for review:	
Name of school/setting:	
Name of child:	
Date of birth:	
Tutor Group:	
Medical condition or illness:	

**Medicine**

Name/type of medicine:	
Expiry date:	
Dosage and method:	
Timing:	
Special precautions/other instructions:	
Side effects:	
Self-administration – Y/N:	
Procedures to take in an emergency:	

NB: Medicines must be in the original container as dispensed by the pharmacy.

**Contact Details**

Name:	
Daytime telephone no:	
Relationship to student:	
Address:	
I understand that I must deliver the medicine personally to:	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is to be stopped.

Signature(s): ..... Date:.....

**Appendix 4 - Record of medicine administered to an individual child**

Optimism
Resilience
Balance
Individuality
Synergy

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Name of school:	
Name of child:	
Date medicine provided by parent/carer:	
Tutor Group:	
Quantity received:	
Name and strength of medicine:	
Expiry date:	
Quantity returned:	
Dose and frequency of medicine:	

Staff signature: -----

Signature of parent/carer: -----

Date: -----

Date		
Time given		
Dose given		
Name/type of medicine <i>(as described on the container)</i>		
Medical condition or illness		
Name of member of staff		

Date  
Time given  
Dose given  
Name/type of medicine  
*(as described on the container)*  
Medical condition or illness  
Name of member of staff


Date  
Time given  
Dose given  
Name/type of medicine  
*(as described on the container)*  
Medical condition or illness  
Name of member of staff


Date  
Time given  
Dose given  
Name/type of medicine  
*(as described on the container)*  
Medical condition or illness  
Name of member of staff


Date  
Time given  
Dose given  
Name/type of medicine  
*(as described on the container)*  
Medical condition or illness  
Name of member of staff






## Appendix 6 Staff Training Record – administration of medicine

Name of college/setting	Kingsthorpe College
Name of Staff Member	
Type of Training Received	Epipen training
Date completed	
Training Provided by	e.g. NCC School Nurse
Profession and Title	e.g. Registered School Nurse

I confirm that \_\_\_\_\_ has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated by \_\_\_\_\_.

Trainer's signature:

Date:

**I confirm that I have received the training detailed above.**

Staff signature:

Date:

Suggested review date:

Note: Epipen training is done annually.

## **Appendix 7 - Contacting Emergency Services**

**Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.**

**Speak clearly and slowly and be ready to repeat information if asked.**

- Your telephone number – **01604 716106**
- Your name
- Your location as follows: **Kingsthorpe College, Boughton Green Road, Kingsthorpe, Northampton, NN2 7HR.**
- The exact location of the patient within the college.
- The name of the student and a brief description of their symptoms.
- The best entrance to use and state that the crew will be met and taken to the patient.
- Put a completed copy of this form by the phone.

## Appendix 8 - Healthcare Plan Development

Dear Parent,

RE: DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. I enclose a copy of the college's policy for supporting students at college with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support each student needs and how this will be provided. Individual healthcare plans are developed in partnership with the college, parents/carers, students, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts their ability to participate fully in college life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for (xx/xx/xx). I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will include (add details of team). Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I (or add name of other staff lead) would be happy for you contact me (them) by email or to speak by phone if this would be helpful.

Yours sincerely,

Kingsthorpe College