

St Joseph's College

Supporting Pupils with Medical Needs Policy

Date Reviewed - Spring 1st Half-Term 2024
Next Review Date - Spring 1st Half-Term 2026
Policy Author - Mr S Cabrera (Director of Development)
Chair of Governors signature: Mr S Horsman

*To inspire the minds of all generations through education, with fearless faith.
As a united community we demonstrate our Lasallian values of faith, service, and respect.*

Mission Statement

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1. Aims

This policy aims to ensure that:

- Pupils, staff and parents/carers understand how our college will support pupils with medical conditions.
- Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including college trips and sporting activities.

The **Governing Board** will implement this policy by:

- Making sure sufficient staff are suitably trained.
- Making staff aware of pupils' conditions, where appropriate.
- Making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions.
- Providing supply teachers with appropriate information about the policy and relevant pupils
- Developing and monitoring Individual Healthcare Plans (IHPs)

The named person with responsibility for implementing this policy is the Director of Development with oversight from the Headteacher.

St Joseph's College has a responsibility to plan ahead for pupils with medical conditions who may enrol for our college in the future, and we do this by:

- Having some staff who have the duties of administering medicines and undertaking health care procedures written into their job descriptions.
- Ensuring other staff are aware that they may volunteer to do these duties and that they also have responsibilities in emergency situations.
- Having record keeping procedures in place for administering medication
- Having storage facilities in place for medication (e.g. lockable cupboards, fridges)
- Having identified a suitable area within school for undertaking health care procedures
- Having flexible policies which take into account medical conditions e.g. we do not refuse access to the toilet at any time to any pupil with a medical condition that requires this.
- Appointing a member of staff to be our Named Person for specific medical needs.

2. Legislation and Statutory Responsibilities

This policy meets the requirements under [Section 100 of the Children and Families Act 2014](#), which places a duty on governing board to make arrangements for supporting pupils at their college with medical conditions.

It is also based on the Department for Education (DfE)'s statutory guidance on [supporting pupils with medical conditions at college](#).

This policy also complies with our funding agreement and articles of association.

3. Roles and responsibilities

3.1 The Governing Board

The Governing Board has ultimate responsibility to make arrangements to support pupils with medical conditions. The Governing Board will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

3.2 The Headteacher

The Headteacher will:

- Make sure all staff are aware of this policy and understand their role in its implementation.
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all Individual Healthcare Plans (IHPs), including in contingency and emergency situations.
- Ensure that all staff who need to know are aware of a child's condition (e.g. Form Tutors, First Aiders).
- Take overall responsibility for the development of IHPs.
- Make sure that college staff are appropriately insured and aware that they are insured to support pupils in this way.
- Contact the Croydon Health Nursing support service in the case of any pupil who has a medical condition that may require support at college, but who has not yet been brought to their attention.
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date.

3.3 Staff

Supporting pupils with medical conditions during college hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to pupils with medical conditions, although they will not be required to do so. This includes the administration of medicines.

Those staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training and will achieve the necessary level of competency before doing so.

Teachers will take into account the needs of pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

3.4 Parents

It is the duty of the Parent/Carer to:

- Provide the college with sufficient and up-to-date information about their child's medical needs.
- Be involved in the development and review of their child's IHP and may be involved in its drafting.
- Carry out any action they have agreed to as part of the implementation of the IHP, e.g. provide medicines and equipment, and ensure they or another nominated adult are contactable at all times.

3.5 Pupils

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Pupils should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs. They are also expected to comply with their IHPs.

3.6 College Nurses and other Healthcare Professionals

Our college nursing service will notify the college when a pupil has been identified as having a medical condition that will require support in college. This will be before the pupil starts college, wherever possible. They may also support staff to implement a child's IHP and provide relevant training.

Healthcare professionals, such as GPs and paediatricians, will liaise with the college's nurses and notify them of any pupils identified as having a medical condition. They may also provide advice on developing IHPs.

4. Equal Opportunities

Our college is clear about the need to actively support pupils with medical conditions to participate in college trips and visits, or in sporting activities, and not prevent them from doing so.

The college will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on college trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

5. Being notified that a Child has a Medical Condition

The college asks on pupil enrolment forms if a pupil has any medical/health conditions, and this is recorded on our Management Information System (MIS).

When the college is notified that a pupil has a medical condition, the process outlined below will be followed to decide whether the pupil requires an IHP.

The college will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for pupils who are new to our college.

See Appendix 1.

6. Individual Healthcare Plans (IHPs)

A member of the Senior Leadership Team will oversee the development of IHPs for pupils with medical conditions. The Lead First Aider for the college with the support from a member of the Safeguarding team will develop the IHP for a student.

Plans will be reviewed at least annually, or earlier if there is evidence that the pupil's needs have changed.

Plans will be developed with the pupil's best interests in mind and will set out:

- What needs to be done
- When
- By whom

Not all pupils with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, a member of the Senior Leadership Team will make the final decision.

Plans will be drawn up in partnership with the college, parents/carers and a relevant healthcare professional, such as the college nurse, specialist or paediatrician, who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate.

IHPs will be linked to, or become part of, any Education, Health and Care (EHC) Plan. If a pupil has SEN but does not have an EHC plan, the SEN will be mentioned in the IHP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The Governing Board and those with responsibility for developing IHPs, will consider the following when deciding what information to record on IHPs:

- The medical condition, its triggers, signs, symptoms and treatments.
- The pupil'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 pupil'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.
- The level of support needed, including in emergencies. If a pupil is self-managing their medication, this will 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 pupil'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 pupil's condition and the support required.
- Arrangements for written permission from parents and the headteacher for medication to be administered by a member of staff, or self-administered by the pupil during college hours.
- Separate arrangements or procedures required for college trips or other college activities outside of the normal college timetable that will ensure the pupil can participate, e.g. risk assessments.
- Where confidentiality issues are raised by the parent/pupil, the designated individuals to be entrusted with information about the pupil's condition.
- What to do in an emergency, including who to contact, and contingency arrangements

7. Managing Medicines

Prescription and non-prescription medicines will only be administered at college:

- When it would be detrimental to the pupil's health or college attendance not to do so and
- Where we have parents/carers written consent.

The only exception to this is where the medicine has been prescribed to the pupil without the knowledge of the parents.

The Lead First Aider ensures the correct storage of medication at the college.

The Lead First Aider ensures the expiry dates for all medication stored at the college are checked every half-term and informs parents/carers in advance of the medication expiring.

Some medications need to be refrigerated. These are stored in a clearly labelled airtight container in the fridge located in first aid room. This area is inaccessible to unsupervised pupils. Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. If it is not recorded that students are allowed to be given pain relief,

such as Paracetamol, then parents/carers will always be contacted first for permission. Parents/carers will always be informed when pain medication has been administered.

The college will only accept prescribed medicines that are:

- In-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage.

The college will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely. Pupils will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils and not locked away.

Medicines will be returned to parents to arrange for safe disposal when no longer required.

7.1 Controlled Drugs

[Controlled drugs](#) are prescription medicines that are controlled under the [Misuse of Drugs Regulations 2001](#) and subsequent amendments, such as morphine or methadone.

A pupil who has been prescribed a controlled drug may have it in their possession if they are competent to do so, but they must not pass it to another pupil to use. All other controlled drugs are kept in a secure cupboard in the college office and only named staff have access.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

7.2 Pupils Managing their Own Needs

Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents and it will be reflected in their IHPs.

Pupils will be allowed to carry their own medicines and relevant devices wherever possible. Staff will not force a pupil to take a medicine or carry out a necessary procedure if they refuse, but will follow the procedure agreed in the IHP and inform parents so that an alternative option can be considered, if necessary.

7.3 Unacceptable Practice

College staff should use their discretion and judge each case individually with reference to the pupil's IHP, but it is generally not acceptable to:

- Prevent pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary.
- Assume that every pupil with the same condition requires the same treatment.
- Ignore the views of the pupil or their parents/carers.
- Ignore medical evidence or opinion (although this may be challenged).
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal college activities, including lunch, unless this is specified in their IHPs.

- If the pupil becomes ill, send them to the college office or medical room unaccompanied or with someone unsuitable.
- Penalise pupils for their attendance record if their absences are related to their medical condition, e.g. hospital appointments.
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively.
- Require parents, or otherwise make them feel obliged, to attend college to administer medication or provide medical support to their pupil, including with toileting issues. No parent should have to give up working because the college is failing to support their child's medical needs
- Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of college life, including college trips, e.g. by requiring parents to accompany their child
- Administer, or ask pupils to administer, medicine in college toilets

7.4 School Trips

Staff organising our school trips will ensure:

- They plan well in advance.
- They seek information about any medical/health care needs of all pupils going on the trip which may require management during the excursion. This is specifically relevant for residential visits when pupils may require medication/procedures that they would not normally require during the daytime.
- That any medication, equipment, health care plans are taken with them and kept appropriately during the trip.
- They do a risk assessment which includes how medical conditions will be managed in the trip. Staff are aware that some pupils may require an individual risk assessment due to the nature of their medical condition.

8. Emergency Procedures

Staff will follow the college's normal emergency procedures (for example, calling 999). All pupils' IHPs will clearly set out what constitutes an emergency and will explain what to do.

If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent/carer arrives or accompany the pupil to hospital by ambulance.

We have a procedure in place for dealing with emergencies and all staff know they have a duty to take swift action. The Senior Leadership Team member ensures that all staff feel confident in knowing what to do in an emergency. Details of how to call an ambulance are the same in school as out of school.

All emergencies will be coordinated by the Lead First Aider, or other member of Reception staff. If a pupil needs to be taken to hospital, an ambulance will be called and, if parents are not available, a member of staff will accompany, and school will phone the parent/s to meet the ambulance at casualty. The member of staff will stay with the pupil until a parent arrives. Health professionals are responsible for any decisions on medical treatment in the absence of a parent.

Staff will not take a pupil to hospital in their own car unless it is an absolute necessity and never unaccompanied.

The Director of Development, who has oversight of all first aid incidents, will be informed as soon as possible

an incident occurs. All incidents are recorded on the Evolve Accident Book.

9. Training

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so.

The training will be identified during the development or review of IHPs. Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with Director of Development and the Lead First Aider. Training will be kept up to date.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils.
- Fulfil the requirements in the IHPs.
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures .

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

10. Record Keeping

The Governing Board will ensure that written records are kept of all medicine administered to a pupil for as long as these pupils are at the college. Parents/carers will be informed if their pupil has been unwell at college.

IHPs are kept in a readily accessible place which all staff are aware of.

11. Liability and Indemnity

The Governing Board will ensure that the appropriate level of insurance is in place and appropriately reflects the college's level of risk.

The college is a member of the Department for Education's Risk Protection Arrangement (RPA).

See Appendix 2.

12. Complaints

Parents/Carers with a complaint about the college's actions in regard to their child's medical condition should discuss these directly with the Head of Year and/or a member of the Senior Leadership Team. If the parent/carer is not satisfied with the outcome, a meeting with the Headteacher will be arranged. If the Headteacher cannot resolve the matter, they will direct the parent/carer to the college's complaints procedure.

13. Monitoring arrangements

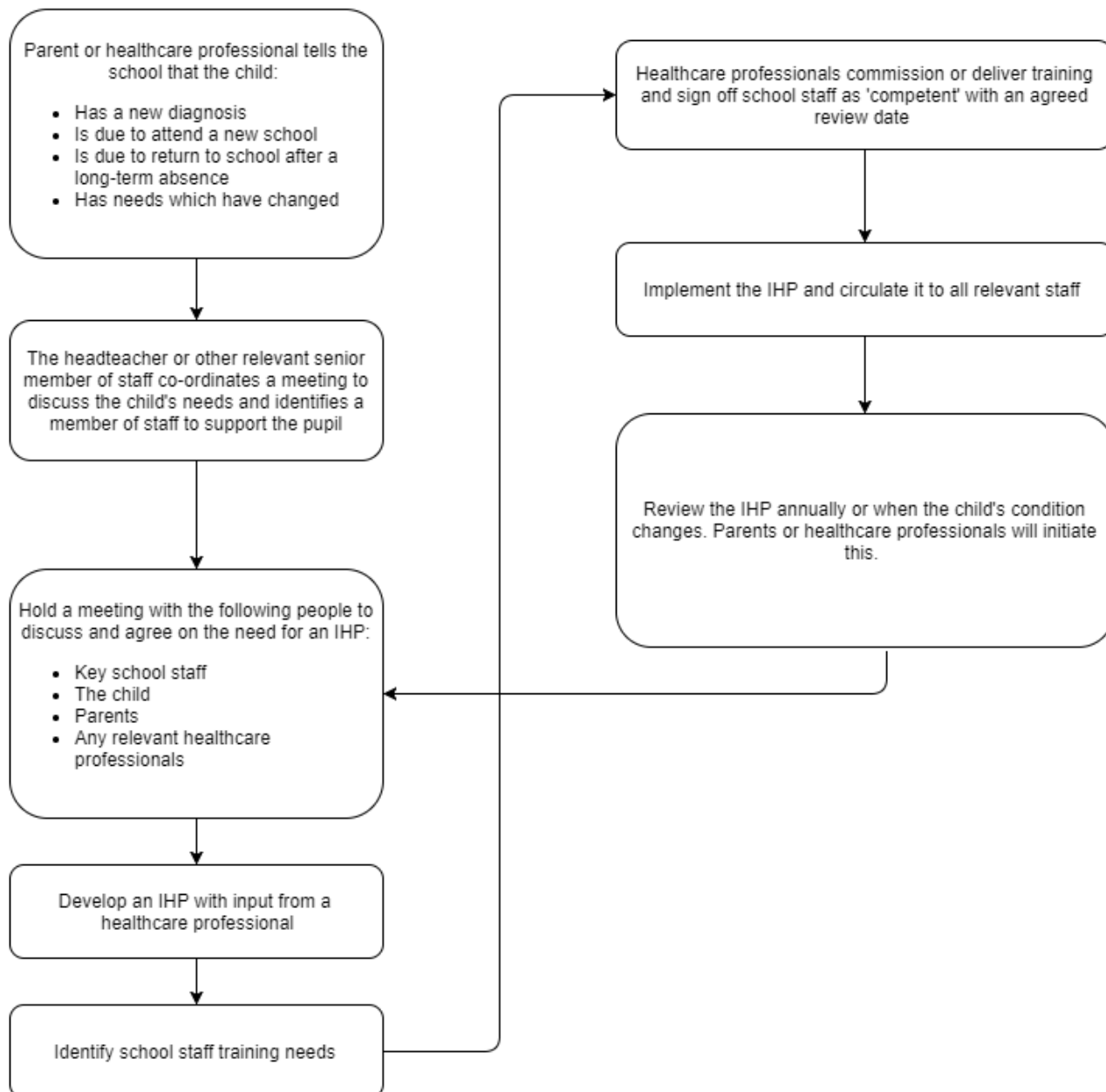
This policy will be reviewed and approved by the Governing Board every two years.

14. Links to other policies

This policy links to the following policies:

- Accessibility plan
- Complaints
- Equality information and objectives
- First aid
- Health and safety
- Safeguarding
- Special Educational Needs and Disability Policy and Information Report.

Appendix 1: Being notified a Child has a Medical Condition



Appendix 2: Confirmation of RPA (Risk Protection Membership)



Confirmation of risk protection arrangement (RPA) membership

The Department for Education's risk protection arrangement (RPA) is a voluntary arrangement for academies, free schools and local authority maintained schools. It is an alternative to insurance through which the cost of risks that materialise will be covered by government funds.

The following academy trust or multi-academy trust is a member of the RPA.

NAME OF MEMBER ORGANISATION:	St Joseph's College
MEMBERSHIP NO/URN:	138221
MEMBERSHIP PERIOD:	01 September 2023 to 31 August 2024
RPA MEMBERSHIP RULES:	Church

(1)	EMPLOYER'S LIABILITY
Limit of Indemnity	Unlimited
(2)	THIRD PARTY PUBLIC LIABILITY
Limit of Indemnity	Unlimited
(3)	PROFESSIONAL INDEMNITY
Limit of Indemnity	Unlimited
(4)	PROPERTY DAMAGE
	Loss of or damage by any risk not excluded to any property owned by or the responsibility of the Member including property the responsibility of the Member due to a lease or hire agreement Cover
Limit	Reinstatement value of the property

NOTES:

1. Indemnity is subject to the RPA membership rules.
2. In accordance with the provisions of paragraph 1 of Schedule 2 of the Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 1998/2573), the Secretary of State for Education hereby certifies that any claim established against the named member organisation above in respect of any liability to the employees of the kind mentioned in section 1(1) of the Employers' Liability (Compulsory Insurance) Act 1969 will, to any extent to which it is otherwise incapable of being satisfied by the aforementioned employer, be satisfied out of moneys provided by parliament.
3. A General Principles Clause is included.

Signed: *SEDWAWM*

Dated: 01 September 2023

Susan Dawson
Director of Commercial for Sector and Commercial Operations

