



**FOUNDRY COLLEGE**

**SUPPORT FOR PUPILS WITH MEDICAL CONDITIONS**

**Document Control Information**

<b>Version</b>	<b>DATE</b>	<b>DESCRIPTION</b>
3	21/10/2015	Minor clarification updates
4	07/11/2017	Further minor updates
5	13/11/2019	Further minor updates
6	19/01/2021	Further minor updates

Reviewed	19/01/2021
Responsibility	Nicky Rees
Committee	Resources
Review Date	Jan 2022
Signed	John Bayes

Foundry College is an inclusive college that aims to support and welcome pupils with medical conditions. We aim to provide all pupils with all medical conditions the same opportunities as others at college and achieve this by ensuring that:

- all staff understand their duty of care to pupils and young people in the event of an emergency
- all staff feel confident in knowing what to do in an emergency
- the college understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood
- the college understands the importance of medication being taken as prescribed
- All staff are made aware of the common medical conditions that affect pupils at the college
- the college allows adequate time for staff to receive training on the impact medical conditions can have on pupils
- staff receive additional training about any pupils they may be working with who have complex health needs

### 1. **Communication**

- This policy is supported by a clear communication plan for staff, parents / carers and other key stakeholders to ensure its full implementation.
- Parent / carers are informed about this policy by signposting access to the policy via the college's website or from the college office. A paper copy can be provided on request.
- College staff are informed and regularly reminded about the policy through staff meetings.
- Supply and temporary staff are informed of the policy and their responsibilities including who is the First Aider, any medical needs related to the pupils in their care and how to respond in emergencies.

### 2. **Emergencies**

- Relevant staff are aware of the most common serious medical conditions at the college.
- Staff understand their duty of care to pupils both during, and at either side of the college day in the event of an emergency. In an emergency situation, college staff are required under common law duty of care to act like any reasonably prudent parent / carer. This may include administering medication.
- Training is prioritised for key staff members who work with pupils who have specific medical conditions.
- The college informs the appropriate staff (including supply teachers and support staff) of pupils with complex health needs in their care who may need emergency help.
- If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent / carer arrives. The college will try to ensure that the staff member will be one the pupil knows. The staff member concerned should then provide an update to a member of the college's Senior Leadership Team.

### 3. **Administration of Prescribed Medication**

- Staff trained in first aid will issue / administer prescribed medicines with another member of staff present to countersign the Record of Prescribed Medicines Administered (Appendix 3). In the event that a staff witness is not available, the medicine must still be administered in an emergency.
- Staff will check the Record to ensure that the dose of medicine has not already been given and ask the pupil if in doubt.

- If a pupil refuses to take their medicine, staff will then note this in the Comments column of the Record. The Record will show whether the unused medicine was returned to the cabinet or disposed of safely. The pupil's parent / carer will be informed.
- Should the pupil then take the medicine at a later time, staff will log this and then inform other members of staff and parents / carers.
- Pupils will be given their medicine in the school office. For off-site activities, the medicine will be carried by staff in a suitable container and clearly labelled. The Record of Prescribed Medicines Administered will also be taken off-site and completed as usual.

### **Administration of Emergency Medication**

- The college will seek to ensure that pupils with medical conditions have **easy access to their emergency medication**.
- The college will ensure that all pupils understand the arrangements for a member of staff (and the reserve member of staff) to assist in helping them take their emergency medication safely.

### **Administration of Prescribed Medicines**

The following guidelines are based on Drug Manufacturers instructions, medically prescribed directions and Ofsted National Minimum Standards recommendations.

- A medicine is any substance intended to have a medical or therapeutic effect.
- Parents / carers must inform the college when any prescribed medicine is being sent into college by completing an Administration of Prescribed Medicines Treatment Form (Appendix 1).
- Medicines will not be given to pupils unless they have been prescribed for the pupil by a medical practitioner.

### **Administration of Non-Prescribed Medicines**

It is college policy not to accept responsibility to administer non-prescribed medicines such as Calpol, Nurofen general cold/flu headache tablets and therefore these type of medicines should not be brought into the college.

## **4. Storage of Prescribed Medicines**

- Inhalers for pupils with asthma will be kept as follows:
  - Secondary pupils - pupil may keep their inhalers on their person
  - Primary pupils - the college will store the inhalers in the medicine cabinet

The college will store spare inhalers in the medicine cabinet.

- Pupils are not permitted to carry other medicines on their person.
- The First Aid Cabinet must remain locked at all times and the key returned to the cabinet in the college office. Pupils are not allowed access to the First Aid Cabinet.
- All medicines should be kept in clearly labelled packages, as supplied by the pharmacy, inside the locked medicine cabinet until administered.
- Tablets can be split in advance if the prescribed dosage requires. The split tablets will be kept in a clearly labelled container.
- Medicines cannot be accepted unless they are prescribed for the pupil, clearly labelled, in date and age appropriate. Any medicine that does not comply with these conditions will be returned to parents / carers using the form in Appendix 2.
- Any change in the amount of medicine prescribed must be supported by a letter from the prescribing professional.

- Where a pupil's medicine is particularly complex, a risk assessment may be undertaken and a clear and agreed plan of action will be developed.
- If a pupil is given the wrong medicine or the wrong dosage of their medicine, professional medical advice will be sought immediately and the Headteacher must immediately investigate the causes of the mistake.
- If necessary, the college will supervise and support any pupil that takes insulin for diabetes. Parents / carers should provide the college with a written plan for diabetes in conjunction with their GP.

## 5. Employees' Medicines

- Staff may need to bring their own medicine into college but have a duty of care to ensure that their medicines are not accessible to pupils.

## 6. Record Keeping

### Parental Agreement Forms (see Appendix 6)

Parents / carers are asked if their child has any medical conditions and if a pupil has a short-term medical condition that requires medication during college hours (e.g. antibiotics to cover a chest infection), a prescribed medicines treatment form is sent to the pupil's parents / carers to complete.

### Individual Healthcare Plans (see Appendix 4)

The college uses an Individual Healthcare Plan for pupils with complex health needs to record important details about the individual pupil's medical needs at college, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Individual Healthcare Plan (see Appendix 4) if required.

Examples of complex health needs which may generate an Individual Healthcare Plan are:

- Diabetes
- Gastrostomy feeds
- Tracheostomy
- Anaphylaxis
- Central line or other long term venous access
- Severe asthma that has required a hospital admission within the last 12 months
- Epilepsy with rescue medication

An Individual Healthcare Plan, accompanied by an explanation of why and how it is used, is sent to all parents / carers of pupils with a complex health need. This is sent at the start of the college year; at enrolment; when a diagnosis is first communicated to the college; at transition discussions; following new diagnosis.

It is the parent / carer's responsibility to fill in the Individual Healthcare Plan and return the completed form to the college. If the college does not receive an Individual Healthcare Plan, all college staff should follow standard first aid measures in an emergency. The college will contact the parent / carer if health information has not been returned. If an Individual Healthcare Plan has not been completed, the college will contact the parents.

## **College Individual Healthcare Plan Register (Appendix 5)**

Individual Healthcare Plans are used to create a centralised register of pupils with complex health needs. The SENCo has responsibility for the register. The college has ensured that there is a clear and accessible system for identifying pupils with healthcare plans / medical needs. A robust procedure is in place to ensure that the pupil's record, contact details and any changes to the administration of medicines, condition, treatment or incidents of ill health in the college are updated on the colleges' record system.

The SENCo follows up with the parents / carers and health professional if further detail on a pupil's Individual Healthcare Plan is required or if permission or administration of medication is unclear or incomplete.

### **Ongoing Communication and Review of Individual Healthcare Plans**

Parents / carers are regularly reminded to update their child's Individual Healthcare Plan if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication and treatments change. Each Individual Healthcare Plan will be reviewed at the half termly educational review meetings.

Parents / carers direct any additional information, letters or health guidance to the SENCo in order that the necessary records are altered quickly and the necessary information disseminated.

### **Storage and Access to Individual Healthcare Plans**

Parents / carers and pupils (where appropriate) are provided with a copy of the pupil's current agreed Individual Healthcare Plan. Individual Healthcare Plans are kept in a secure central location at the college.

When a member of staff is new to a pupil group, for example due to staff absence, the college makes sure that they are made aware of the Individual Healthcare Plans and needs of the pupils in their care.

The college ensures that all staff protect pupils' confidentiality. The college informs parents / carers that the Individual Healthcare Plan would be sent ahead to emergency care staff, should an emergency happen during college hours or at a college activity outside the normal college day. This is included on the Individual Healthcare Plan.

The information in the Individual Healthcare Plan will remain confidential unless needed in an emergency.

### **Use of Individual Healthcare Plans**

Individual Healthcare Plans are used to:

- inform the appropriate staff about the individual needs of a pupil with a complex health need in their care
- identify important individual triggers for pupils with complex health needs at college that bring on symptoms and can cause emergencies. The college uses this information to help reduce the impact of triggers
- ensure the college's emergency care services have a timely and accurate summary of a pupil's current medical management and healthcare in an emergency

## 7. Consent to Administer Prescribed Medicines

If a pupil requires regular prescribed medication at college, parents / carers are asked to provide consent on their child's medication plan giving the pupil or staff permission to administer medication on a regular / daily basis, if required (Appendix 1). This form is completed by parents / carers for pupils taking short courses of medication.

All parents / carers of pupils with a complex health need who may require medication in an emergency are asked to provide consent on the Individual Healthcare Plan for staff to administer medication.

## 8. Record of Awareness Raising Updates and Training

The college circulates updates on common medical conditions as required. The college Nursing Service will provide updates if requested.

All college staff who volunteer or who are contracted to administer emergency medication are provided with training. The college keeps a register of staff that have had the relevant training; it is the college's responsibility to arrange this.

The college risk assesses the number of first aiders it needs and ensures that the first aiders are suitably trained to carry out their responsibilities.

## 9. Roles and Responsibilities

The college works in partnership with all interested and relevant parties including the Management Committee, college staff, and community healthcare professionals and any relevant emergency practitioners to ensure the policy is planned, implemented and maintained successfully.

**Management Committee** have a responsibility to:

- ensure the health and safety of their staff and anyone else on the premises or taking part in college activities (this includes all pupils). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips
- ensure the college's health and safety policies and risk assessments are inclusive of the needs of pupils with medical conditions and reviewed annually
- make sure this policy is effectively implemented, monitored and evaluated and regularly updated
- ensure that the college has robust systems for dealing with medical emergencies and critical incidents, at any time when pupils are on site or on out of college activities

**The Headteacher** has a responsibility to:

- ensure the college is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks
- ensure the policy is put into action, with good communication of the policy to all staff, parents / carers and Management Committee
- ensure every aspect of the policy is maintained
- ensure that if the oversight of the policy is delegated to another senior member of staff, the reporting process forms part of their regular line management meetings
- monitor and review the policy at regular intervals, with input from Management Committee, parents / carers, staff and external stakeholders
- report back to Management Committee about implementation of the health and safety and medical conditions policy

- ensure, through consultation with the Management Committee, that the policy is adopted and put into action

**All Foundry College staff** have a responsibility to:

- have read and understood this policy
- be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency
- call an ambulance in an emergency
- know which pupils in their care have a complex health need and be familiar with the content of the pupil's Individual Healthcare Plan
- know the college's registered first aiders and where assistance can be sought in the event of a medical emergency
- maintain effective communication with parents / carers including informing them if their child has been unwell at college
- ensure pupils who need medication have it when they go on a college visit or out of the classroom
- be aware of pupils with medical conditions who may be experiencing bullying or need extra social support
- ensure that all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in
- ensure that pupils have the appropriate medication or food during any exercise and are allowed to take it when needed
- follow universal hygiene procedures if handling body fluids
- ensure that pupils who present as unwell are questioned about the nature of their illness, if anything in their medical history has contributed to their current feeling of being unwell, if they have felt unwell at any other point in the day, if they have an Individual Healthcare Plan and if they have any medication. The member of staff must remember that while they can involve the pupil in discussions regarding their condition, they are in loco parentis and as such, must be assured or seek further advice from a registered first aider if they are in doubt as to the child's health, rather than take the child's word that they feel better.

**Teaching staff** have an additional responsibility to also:

- ensure pupils who have been unwell have the opportunity to catch up on missed college work
- be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it, in liaison with the SENCo
- liaise with parents / carers, SENCo and welfare officers if a child is falling behind with their work because of their condition
- use opportunities such as LIFE, Relationships Education, RSE and Health other areas of the curriculum and the college nurse to raise pupil awareness about medical conditions

**College Nurse or Healthcare Professional** has a responsibility to:

- help provide regular updates for college staff in managing the most common medical conditions at college, at its request
- provide information about where the college can access other specialist training
- update the Individual Healthcare Plans in liaison with appropriate college staff and parents / carers

**First Aiders** have an additional responsibility to:

- give immediate, appropriate help to casualties with injuries or illnesses
- when necessary, ensure that an ambulance is called
- ensure they are trained in their role as First Aider

**SENCo** has the additional responsibility to:

- ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in exams or coursework

**Pupils** have a responsibility to:

- treat other pupils with and without a medical condition equally
- tell their parents / carers, teacher or nearest staff member when they are not feeling well
- let a member of staff know if another pupil is feeling unwell
- treat all medication with respect
- know how to gain access to their medication in an emergency
- ensure a member of staff is called in an emergency situation

**Parents / Carers** have a responsibility to:

- tell the college if their child has a medical condition or complex health need
- ensure the college has a complete and up-to-date Individual Healthcare Plan if their child has a complex health need
- inform the college about the prescribed medication their child requires during college hours
- inform the college / provider of any prescribed medication their child requires while taking part in visits, outings or field trips and other out-of-college activities
- tell the college about any changes to their child's prescribed medication, what they take, when, and how much
- inform the college of any changes to their child's condition
- ensure their child's prescribed medication and medical devices are labelled with their child's full name
- ensure that the college has full emergency contact details for them
- provide the college with appropriate spare prescribed medication labelled with their child's name
- ensure that their child's prescribed medication is within expiry dates
- keep their child at home if they are not well enough to attend college
- ensure their child catches up on any college work they have missed
- ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional
- if the child has complex health needs, ensure their child has a written Individual Healthcare Plan for college and, if necessary, an asthma management plan from their doctor or specialist healthcare professional to help their child manage their condition
- have completed / signed all relevant documentation including the Individual Healthcare Plan, if appropriate



**APPENDIX 1****ADMINISTRATION OF PRESCRIBED MEDICINES TREATMENT FORM**

<b>Pupil Name:</b>	
<b>Address:</b>	

<b>Parents' Home Telephone No.</b>	
<b>Parents' Mobile Telephone No.</b>	

<b>GP Name:</b>	
<b>GP Address:</b>	
<b>GP Telephone No:</b>	

Please tick the appropriate box

<b>My child will be responsible for the self-administration of medicines as directed below</b>	
<b>I agree to members of staff administering medicines/providing treatment to my child as directed below or in the case of emergency, as staff may consider necessary</b>	
<b>I recognise that college staff are not medically trained</b>	

<b>Parent Name</b>	
I confirm that I have Parental Responsibility for:	
<b>Signed:</b>	
<b>Dated:</b>	

**APPENDIX 2****RECORD OF PRESCRIBED AND RETURNED MEDICINES**

<b>Pupil Name:</b>	
<b>Date Medicine provided by Parent / Carer:</b>	
<b>Date of Prescription:</b>	
<b>Name and Strength of Medicine:</b>	
<b>Expiry Date:</b>	
<b>Quantity received:</b>	
<b>Dose and Frequency of Medicine:</b>	
<b>Staff Signature:</b>	
<b>Parent Signature:</b>	
<b>Quantity returned:</b>	
<b>Staff Signature:</b>	
<b>Parent Signature:</b>	

**APPENDIX 3**

**RECORD OF PRESCRIBED MEDICINES ADMINISTERED**

**Pupil Name .....**

Date	Medicine Name	Dosage Administered	Time Administered	1 <sup>st</sup> Staff Signature	2 <sup>nd</sup> Staff Signature	Any Reactions / Comments?

**APPENDIX 4  
INDIVIDUAL HEALTHCARE PLAN**

Name of College	
Child's Name	
Group / Form	
Date of Birth	
Child's address	
Medical Diagnosis or Condition	
Date	
Review Date	

**Family Contact Information**

Name	
Phone nos. (work)	
(home)	
(mobile)	
Name	
Relationship to child	
Phone nos. (work)	
(home)	
(mobile)	

**Clinic / Hospital Contact**

Name	
Phone no.	

**G.P.**

Name	
Phone no.	

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

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

Arrangements for college visits / trips etc.

Other information

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

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

Plan developed with

Staff training needed / undertaken – who, what, when

--

Form copied to

--



## APPENDIX 6

### PARENTAL AGREEMENT FORM

Pupil's Personal Information		
Name:	Date of Birth:	
Address:		
Parent/Guardian/Next of kin (full name): Mr/Mrs/Miss/Ms		
Address of above (if different from home address):		
Email:		
Tel: (home)	Tel: (work)	Tel: (mobile)

Additional Emergency Contact	
Name:	Relationship to pupil:
Tel: (home)	Tel: (work)
Name:	Relationship to pupil:
Tel: (home)	Tel: (work)

School Information	
School:	Year Group:

Medical Information	
Doctor's Name:	Tel:
Surgery Address:	



**Confidential Medical Questionnaire**

Has your son / daughter had any of the following? *[Please delete as appropriate]*

- Asthma or Bronchitis ..... Yes ..... No
- Heart Condition ..... Yes ..... No
- Fits, Fainting or Blackout ..... Yes ..... No
- Severe headaches ..... Yes ..... No
- Diabetes ..... Yes ..... No
- Allergies to any known medication..... Yes ..... No
- Any other allergies, e.g. material, food, plasters ..... Yes ..... No
- Other illness or disability..... Yes ..... No
- Travel sickness..... Yes ..... No
- Regular medication ..... Yes ..... No

Does your son / daughter lack confidence in water? ..... Yes ..... No

Has your son / daughter received vaccination against Tetanus in the last ten years? . Yes ..... No

Is your son / daughter receiving medical treatment, or had recent surgical treatment? Yes ..... No

Has your son / daughter been given specific medical advice to follow in emergencies? Yes..... No

If you answered 'yes' to any of the above questions, please give dates and / or details below:

.....  
 .....

**Authorisation and Agreement** (please tick boxes)

- I confirm that I have parental responsibility for the above named young person. He / she is in good health and I consider him / her capable of taking part in the college activities.
- I give permission for my son / daughter to take part in a programme of adventurous activities. I understand that some of these activities will involve heights and water but that my son / daughter will be under instruction at all times. I understand that these activities will take place in a range of different locations.
- I give permission for my son / daughter to be transported in college transport and accompanied by a member / members of staff on such activities, as described above.
- I consent to any emergency treatment necessary during the course of the programme. I authorise the programme leader to sign, on my behalf, any written forms of consent required by hospital authorities should surgical operation, anaesthetics or serum injection be deemed necessary and provided that delay required to obtain my signature might be considered, in the opinion of the doctor or surgeon concerned, likely to endanger the health and safety of my child.

**Authorisation and Agreement** (please tick boxes)

- I give permission for pictures / videos of my child to be used for educational purposes or for appropriate public display, including Foundry College's website.
- If any of the details contained in this form change, I undertake to inform the college as soon as possible.
- I agree to support my child in their studies and personal development. Working towards successful reintegration and / or life outside college.
- I give permission, if the need arises, for staff to make contact with the Educational Psychologist or Child and Adolescent Mental Health Service (CAMHS) to discuss my son / daughter.
- I give permission for my son / daughter to access the Internet. I understand that the College will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the College cannot be held responsible for the nature or content of materials accessed through the Internet. I agree that the College is not liable for any damages arising from use of the Internet facilities.
- I understand that Sex and Relationship Education (SRE) is taught throughout the College. I give permission for my son / daughter to take part in these sessions wherever they take place.

If the Boardmoor alarm should sound indicating a patient has escaped, please tick below your preference in these circumstances.

- Please telephone me and I will collect my son / daughter from Foundry College.
- Please continue with the usual daily programme and send my son / daughter home by taxi at the usual time.
- Please keep my son / daughter at Foundry College, but return them in college transport instead of going to any off-site activity. Please advise me when my son / daughter is expected to be home.

Please advise the College of any change in contact details as it is important we can contact you at any time.

<b>Signed:</b>		<b>Dated:</b>	
----------------	--	---------------	--