



Supporting Students with Medical Conditions and Emergency First Aid

Assistant Principal – Safeguarding and Wellbeing | Spring 21

Minsthorpe Community College: A place where everyone plays a part in strengthening our learning community through Motivation, Commitment & Care.



Minsthorpe
Community College

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Statement of intent

Minsthorpe Community College wishes to ensure that students with medical conditions receive appropriate care and support at school. The range of policies employed by the College ensure that the Department for Education's guidance released in April 2014 – "Supporting pupils at school with medical conditions" is met. We endeavour to meet the needs of students with Special Educational Needs and or Disabilities and this includes children with medical conditions.

We pride ourselves on being an inclusive College where all students regardless of medical conditions have the same opportunities as others. Minsthorpe Community College works hard to ensure that all students can access education by making reasonable adjustments to support individual needs. We will work with young people, families and other agencies to ascertain how best we can meet these needs.

The College makes sure all staff understand their duty of care to children and young people in the event of an emergency. All staff feel confident in knowing what to do in an emergency and key staff are trained to use EVAC Chairs to ensure students can be speedily evacuated from upper levels in an emergency.

The College understands that certain medical conditions are debilitating and potentially life threatening, particularly if poorly managed or misunderstood. General Office staff and a range of other key workers are Emergency Aid trained and this opportunity is offered annually to widen this further. EpiPen training is delivered regularly by the school nurse to all staff. Equally risk assessments are completed as needs are identified and staff are informed of the measures needed to ensure students are safe and a medical support plan will be created if a serious risk is apparent.

This College understands the importance of medication and care is taken as directed by healthcare professionals and parents. Annual Medical consent forms are sought from parents to update medical information and keep young people safe. The General Office staff store and support with the administration of medicines as and when a child needs.

The named member of College staff responsible for this medical conditions policy and its implementation is Jeanette Collins, Assistant Principal for Wellbeing and Safety.



Section 1

Key roles and responsibilities

1.1. The Local Authority (LA) is responsible for:

- 1.1.1. Promoting cooperation between relevant partners and stakeholders regarding supporting pupils with medical conditions.
- 1.1.2. Providing support, advice and guidance to schools and their staff.
- 1.1.3. Making alternative arrangements for the education of students who need to be out of school for fifteen days or more due to a medical condition.

1.2. The Governing Body is responsible for:

- 1.2.1. The overall implementation of the Supporting Students with Medical Conditions Policy and procedures of Minsthorpe Community College
- 1.2.2. 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.
- 1.2.3. Handling complaints regarding this policy as outlined in the college's Complaints Policy.
- 1.2.4. Ensuring that all students with medical conditions are able to participate fully in all aspects of college life.
- 1.2.5. Ensuring that relevant training provided by the LA is delivered to staff members who take on responsibility to support children with medical conditions.
- 1.2.6. Guaranteeing that information and teaching support materials regarding supporting students with medical conditions are available to members of staff with responsibilities under this policy.
- 1.2.7. Keeping written records of any and all medicines administered to individual students and across the school population.
- 1.2.8. Ensuring the level of insurance in place reflects the level of risk.



1.3. The Principal, Director of HR and Associate Teams, Principal for Student Safety and Wellbeing and Associate Assistant Principal for Additional Needs are responsible for:

- 1.3.1. The day-to-day implementation and management of the Supporting Students with Medical Conditions Policy and procedures of ensuring the policy is developed effectively with partner agencies.
- 1.3.2. Making staff aware of this policy and informing long term supply staff of procedures in relation to supporting students with medical needs.
- 1.3.3. Liaising with healthcare professionals regarding the training required for staff.
- 1.3.4. Making staff who need to know aware of a child's medical condition.
- 1.3.5. Developing Individual Healthcare Plans (IHCPs).
- 1.3.6. Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations. This includes sufficient cover when staff are absent.
- 1.3.7. If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the responsibilities outlined in this policy.
- 1.3.8. Ensuring the correct level of insurance is in place for staff who support students in line with this policy.
- 1.3.9. Contacting the school nursing service in the case of any student who has a medical condition.
- 1.3.10. Sharing information at appropriate multi agency meetings, Transition and/or Admission forms.

1.4. Staff members are responsible for:

- 1.4.1. Taking appropriate steps to support students with medical conditions.
- 1.4.2. Where necessary, making reasonable adjustments to include students with medical conditions into lessons.
- 1.4.3. Administering medication, if they have agreed to undertake that responsibility or it is within their job description.
- 1.4.4. Undertaking training to achieve the necessary competency for supporting students with medical conditions, if they have agreed to undertake that responsibility or that it is within their job description.
- 1.4.5. Familiarising themselves with procedures detailing how to respond when they become aware that a student with a medical condition needs help.
- 1.4.6. Physiotherapy supervision.



1.5. School nurses are responsible for:

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

1.6. Parents and carers are responsible for:

- 1.6.1. Keeping the college informed about any changes to their child/children's health.
- 1.6.2. Completing a parental agreement for school to administer medicine form before bringing medication into school.
- 1.6.3. Providing the college with the medication their child requires and keeping it up to date.
- 1.6.4. Collecting any leftover medicine at the end of the course or year.
- 1.6.5. Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- 1.6.6. Where necessary, developing an Individual Healthcare Plan (IHCP) for their child in collaboration with the Assistant Principal (Wellbeing and Safety), Associate Assistant Principal (Additional Needs), other staff members and healthcare professionals.
- 1.6.7. Following up to date Government Guidance in relation to Covid 19 including Isolation and Test and Trace processes.

Section 2

Definitions

- 2.1. "Medication" is defined as any prescribed or over the counter medicine.
- 2.2. "Prescription medication" is defined as any drug or device prescribed by a doctor.
- 2.3. A "staff member" is defined as any member of staff employed at Minsthorpe Community College, including teachers.



Section 3

Training of staff

- 3.1. Staff who will have responsibility in supporting students with medical conditions will receive training on the Policy as part of their new starter induction, which will include use of PPE where relevant.
- 3.2. Teachers and support staff will receive regular and ongoing training as part of their development.
- 3.3. Teachers and support staff who undertake responsibilities under this policy will receive the necessary training i.e:
 - Emergency Aid
 - EVAC Chair
 - EpiPEN
 - Defibrillator
 - Administering Medication
- 3.4. The clinical lead for this training is the allocated school nurse.
- 3.5. No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering medications.
- 3.6. No staff member may administer drugs by injection unless they have received training in this responsibility.
- 3.7. The Administration Team Leader will keep a record of training undertaken and a list of staff qualified to undertake responsibilities under this policy via the College management information system SIMS.



Section 4

The role of the child

- 4.1. Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- 4.2. Where necessary, 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.
- 4.3. If students refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- 4.4. Where appropriate, students will be encouraged to take their own medication under the supervision of a staff member.

Section 5

Individual Healthcare Plans (IHCPs)

- 5.1. Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the student, parents/carers, Assistant Principal, Associate Assistant Principal, Administration Team Leader and medical professionals.
- 5.2. IHCPs will be easily accessible whilst preserving confidentiality.
- 5.3. IHCPs will be reviewed when a child's medical circumstances change.
- 5.4. Where a student has an Education, Health and Care plan the IHCP will be linked to it or become part of it.
- 5.5. Where a child is returning from a period of hospital education or alternative provision or home tuition, we will work with the education provider to ensure that the IHCP identifies the support the child needs to reintegrate



Section 6

Medicines

- 6.1. Where possible, it is preferable for medicines to be prescribed in frequencies that allow the student to take them outside of school hours.
- 6.2. 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 for a school to administer medicine form.
- 6.3. No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances as advised by a medical professional.
- 6.4. 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.
- 6.5. No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- 6.6. 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.
- 6.7. Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence which will be dealt with under the college Screening policy
- 6.8. Medications will be stored in the locked cabinets in the General Office.
- 6.9. Any medications left over at the end of the course will be returned to the child's parents.
- 6.10. Written records will be kept of any medication administered to children.
- 6.11. Students will never be prevented from accessing their medication.
- 6.12. Minsthorpe Community College cannot be held responsible for side effects that occur when medication is taken incorrectly.
- 6.13. There may be specific situations, when going to the General Office is not in the student's best interest. In such circumstances, the appropriate Cross Curriculum Team Leader/Associate Assistant Principal can undertake the responsibility. In exceptional circumstances other special arrangements may be agreed after consultation with the Administration Team Leader.
- 6.14. If students refuse to take medication, staff should not force them to do so. Parents should be informed and if necessary emergency services contacted.



- 6.15. Where medication must be taken at prescribed times it is the student's responsibility to remember to take it, i.e. staff are not responsible for chasing students to remind them.
- 6.16. Off-site Visits
- 6.16.1 Residential Visits
- The Group Leader must refer to the Offsite Learning Policy and Procedures Document, especially Section 12 Students with Medical Needs.
- 6.16.2 Day Visits
- For part day visits, students should, whenever possible, go to the General Office before/after the visit to take their medication.
 - For full day, parents are responsible for completing the Parental Consent Form giving relevant information.
 - The Group Leader will collect any necessary medication from the General Office and follow normal guidelines.
- 6.17. Temporary disability – fractures; sprains; post operation conditions; post illness condition
- CCTL following a conversation with parents will need to ascertain the nature and severity of the injury. A Risk Assessment should be completed. Refer to Appendix 7

Section 7

Emergencies – Emergency First Aid

Medical emergencies will be dealt with as below:

- General Office will be contacted by the quickest means possible (phone/runner)
- Staff should ensure that the student is in a safe place – move objects out of area and other students, seek support within location to manage the situation safely. If Advice is given in IHCP staff should follow the advice given to manage the condition safely.
- Dependent on nature of medical incident – Emergency Aid will be delivered by staff and/or Emergency Services contacted for support or attendance.
- Parents will be contacted at the earliest opportunity to advise of next steps.

7.1 Non-Emergency Treatment

- We have no school nurse on site.
- If you have concerns as to the nature/seriousness of any injuries, it is always safest to leave the casualty where they are and send for help.



- First Aid Boxes are kept in several locations around site such as:
 - Premises Office
 - Conference Centre including community defibrillator
 - Cadet Centre
 - General Office
 - PE (4 First Aid boxes);
 - Sports & Fitness Centre including defibrillator

- The General Office has a small First Aid room attached to it. The General Office staff have knowledge of Emergency First Aid and will deal with any student sent to them. Staff should email 'student collection' for any students that genuinely are in need of Emergency First Aid or are ill and cannot stay in the classroom. It is essential that staff send an explanatory email giving information as to the nature of the illness and include student name and year group. We are very limited in the treatment we are allowed to give. Paracetamols may be given to students with parental permission.

- A dedicated separate medical room (previously - Hub staff room) is in place with supplies of PPE if needed, where any students and staff whom are displaying potential symptoms of Cov19 will be housed until collection.

- The administration of medicines to students in College is in accordance with the procedures outlined in a separate document (The Administration of Medicines in College)

7.2. Where an Individual Healthcare Plan (IHCP) is in place, it should detail:

- What constitutes an emergency.
- What to do in an emergency.

7.3. Students will be informed in general terms of what to do in an emergency such as telling a teacher.

7.4. If a student needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

7.5. The College has access to a defibrillator and has advised the emergency services of the location on College site. Staff trained and advised by the Emergency Services will use this if instructed to do so.

7.6. The College hold a Ventolin inhaler that can be used in an emergency for students with diagnosed Asthma where parental permission has been given.

7.7. The College hold a EpiPen that can be used in an emergency for students with a diagnosed condition that would require an epiPen where parental permission has been given.



Section 8

Avoiding unacceptable practice

- 8.1. Minsthorpe Community 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 school
 - Sending the student to the medical room or school office alone if they become worryingly 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 school to administer medication or provide medical support, including toilet issues.
 - Creating barriers to children participating in school life, including school trips.
 - Refusing to allow students to eat, drink or use the toilet when they need to in order to manage their condition.

Section 9

Insurance

A team of staff are responsible for supporting students with medical needs so cover is in place for a range of eventualities.

9.1. Teachers who undertake responsibilities within this policy are covered by the school's insurance.

9.2. Insured with:

Department for Education

Membership No:

137011

9.3. Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions. Those who wish to see the documents should contact the Business Manager.



Section 10

Complaints

10.1. The details of how to make a complaint can be found in the Complaints Policy:

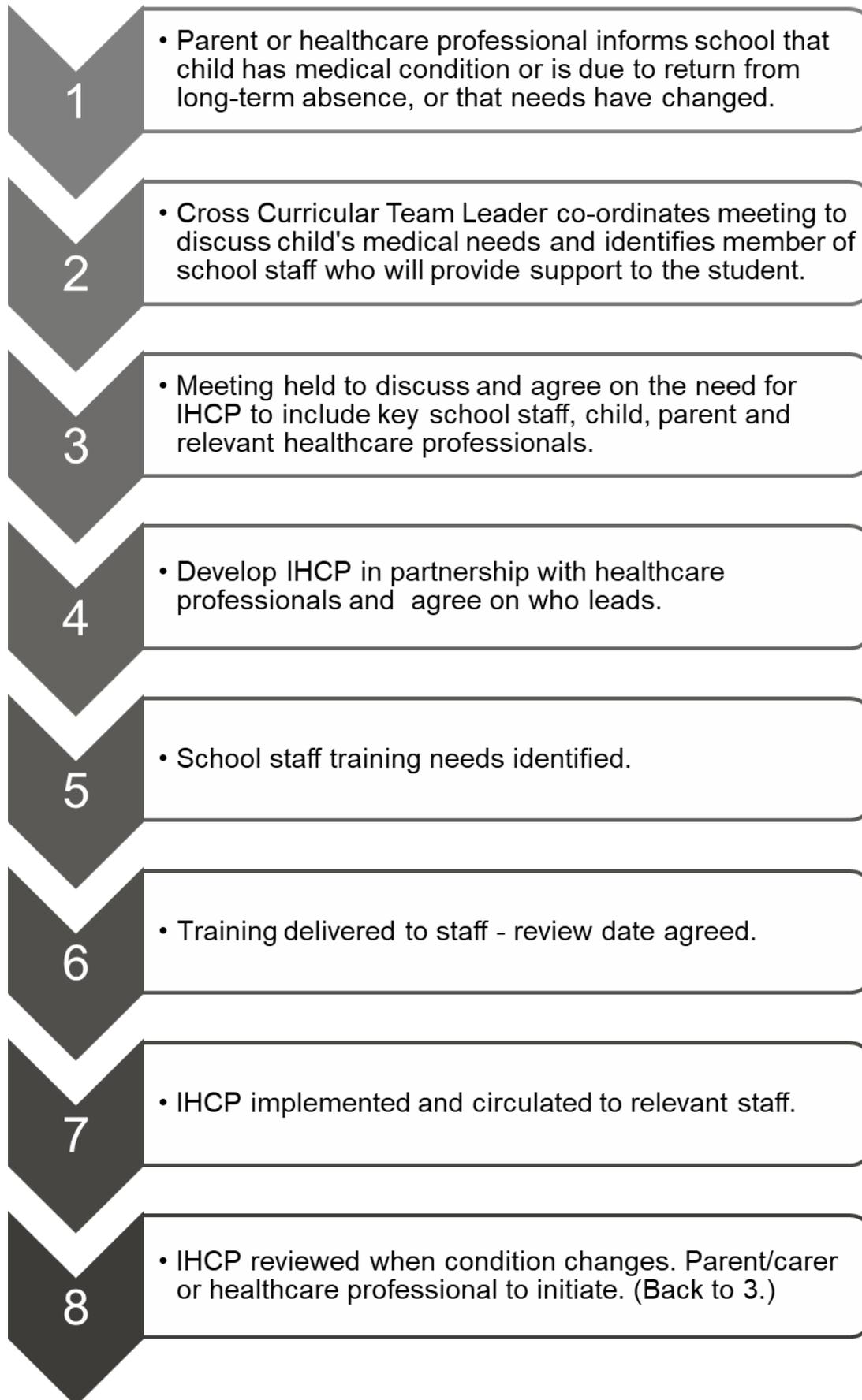
10.1.1. Stage 1 - Complaint Heard by Staff Member

10.1.2. Stage 2 - Complaint Heard by a member of the Leadership Team (on behalf of the Principal) if not previously involved.

10.1.3. Stage 3 – Complaint Heard by Governing Bodies



Appendix 1 - Individual healthcare plan implementation procedure



Appendix 2 - Individual healthcare plan template

Minsthorpe Community College Individual Health Care Plan	
Child's name	
P&A group	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	
Family Contact Information	
Name	
Phone no. (work)	
(home)	
(mobile)	
Name	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	
Clinic/Hospital Contact	
Name	
Phone no.	
G.P.	
Name	
Phone no.	
Who is responsible for providing support in school	
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 school 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 3 - Parental agreement for a school to administer medicine template

Details of Student

Surname: _____ First name: _____ P & A : _____ Date of Birth: _____

Address: _____

Condition or illness: _____

Medication

Doctor's Name: _____

Name of medication: _____

For how long will your son/daughter take this medication?: _____

Dosage: _____ Side effects: _____

Times to be taken: _____ How it is to be administered: _____

Procedures to take in an emergency: _____

Contact details

Name: _____ Relationship to student: _____

Address: _____

Emergency contact number/s: _____

I understand that this is a service, which the College is not obliged to undertake, and that it is my responsibility to ensure that there is sufficient weekly in date medication in College. The medication should be in the original container, which is issued by the dispensing chemist.

I understand that College staff will not follow up students who fail to collect and take their medication.

If there is any change in the medication/dosage, I undertake to notify the College immediately in writing.

Signed: _____ Parent/Carer Date: _____



Appendix 5 - 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 – 01977 657600
- Your name.
- Your location as follows: Minsthorpe Community College, Minsthorpe Lane, South Elmsall, Pontefract, WF9 2UJ.
- The exact location of the patient within the school.
- The name of the child 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.



Appendix 6 - Model letter inviting parents to contribute to individual healthcare plan development

Dear *,

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 school's policy for supporting students at school 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 school, 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 school 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.

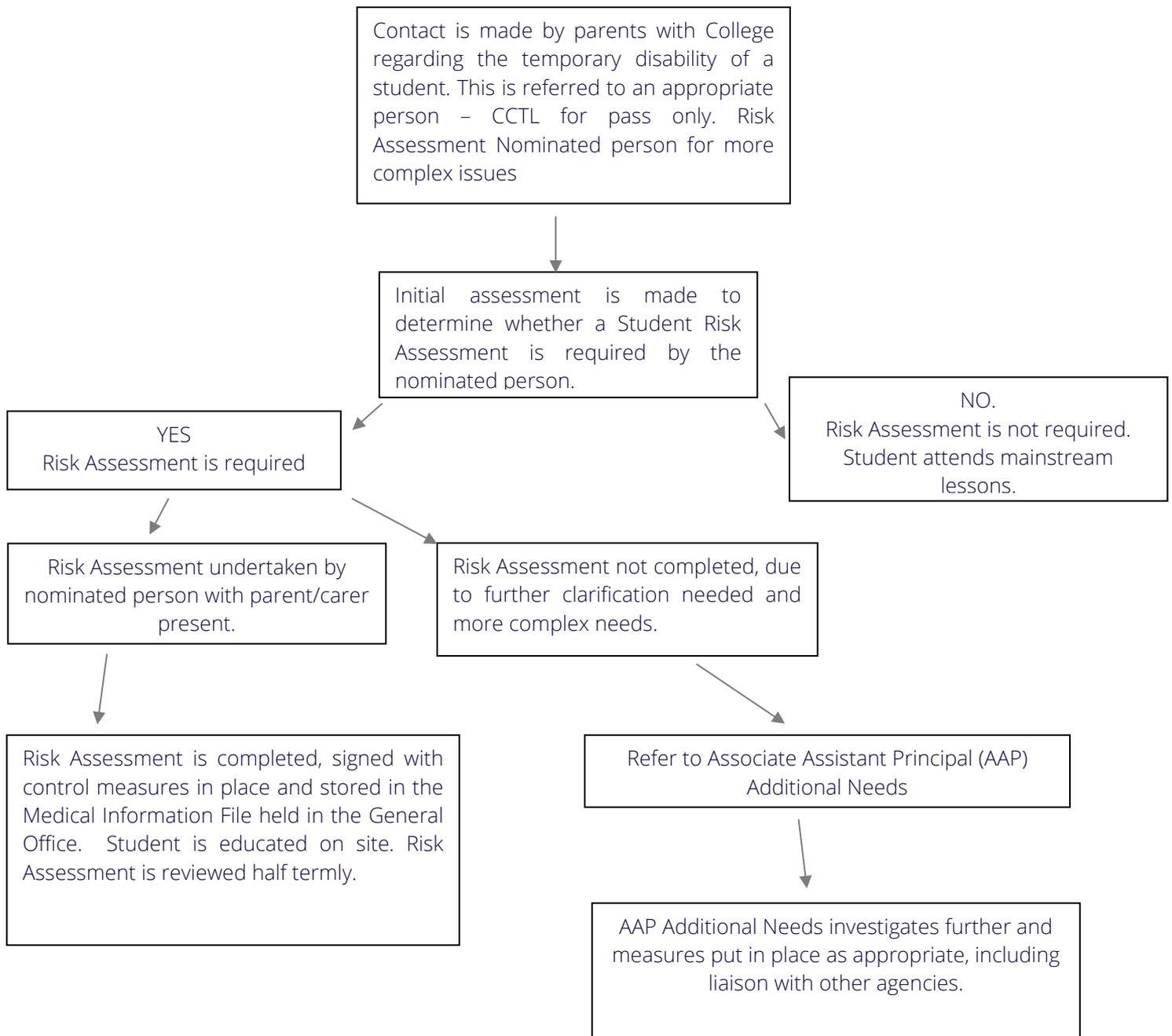
If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I or add name of other staff lead would be happy for you contact me [them] by email or to speak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

Yours sincerely,



Appendix 7 – Risk Assessment Procedures

Student Risk Assessment Procedures - September 2018



Appendix 8 - Asthma – Ventolin Inhaler Emergency Consent

Dear Parent/ Carer,

Emergency Asthma Inhaler

The College has a Salbutamol Inhaler and spacer that can be used in emergencies for students who have a diagnosis of Asthma.

Our records show from information you have provided in the past that your son/ daughter has been diagnosed with Asthma. If this information is no longer correct please indicate this on the slip below.

As such the College is seeking your permission, if in the event of an Asthma attack or severe episode and your son/ daughter does not have their own inhaler with them in College, that the College Inhaler can be administered. Without your signed consent we will be unable to administer the inhaler.

Please complete sign the consent form below and return to the General Office at the College.

Yours sincerely

Y Kelsall

Mrs Y Kelsall
Administration Team Leader

**Parental Consent for Salbutamol Emergency Asthma Inhaler.
Please return to the General Office.**

Student P&A

I give consent for the above named student (in the event of an emergency) to be administered the College Salbutamol Asthma Inhaler.

My son/ daughter no longer suffers with Asthma.

Signed (parent/carer) Date.



Appendix 9 - Epipen – Emergency Consent

Dear Parent/ Carer,

Epipen

The College has an Epipen that can be used in emergencies for students who have a diagnosis of anaphylaxis/ severe allergies and have been prescribed an Epipen.

Our records show from information you have provided in the past that your son/ daughter has been diagnosed with such conditions.

If this information is no longer correct please indicate this on the slip below.

As such the College is seeking your permission, if in the event of an Emergency situation attack and your son/ daughter does not have their own Epipen with them in College, that the College Epipen can be administered. Without your signed consent we will be unable to administer the College Epipen.

Please complete sign the consent form below and return to the General Office at the College.

Yours sincerely

Y Kelsall

Mrs Y Kelsall
Administration Team Leader

Parental Consent for Emergency Epipen - Please return to the General Office.

Student P&A

I give consent for the above named student (in the event of an emergency) to be administered the College Epipen.

Please detail what may trigger the allergy etc

My son/ daughter no longer suffers with anaphylaxis/ severe allergies requiring an Epipen.

Signed (parent/carer) Date.....



Final Section

Equality Assessment

This policy has been assessed with regard to its impact on equalities issue, with specific reference to the aims of the Equality Act 2010. The equality impact assessment focused on race, gender, disability, pregnancy and maternity, age, sexual orientation, gender identity and religion/belief.

Policy Review Schedule

Example

Policy last reviewed:	Due for next review:	Role Responsible:
July 2020	Spring 2022	Assistant Principal (Progress and Aspiration)
June 2021	Spring 2023	Assistant Principal (Progress and Aspiration)

