



Soham Village College

SUPPORTING STUDENTS WITH MEDICAL CONDITIONS

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Statement of Intent

Soham Village College wishes to ensure that students with medical conditions receive appropriate care and support at school. This policy has been developed in line with the Department for Education's guidance released in April 2014 – "Supporting students at school with medical conditions".

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

Vision & Aims for Soham Village College

Our vision is to be a truly outstanding village college at the heart of its community

- We aim to provide an education in which outcomes for students are outstanding
- We are committed to the provision of a curriculum which gives every student the opportunity to achieve highly and to enjoy learning
- We encourage students to develop the skills they will need for working life
- We are committed to the well-being of all of our students and help them adopt a lifestyle which is safe, healthy and constructive within the local community
- We seek to enable our students to reflect on their own experiences and those of others to develop a clear set of personal values in which respect for self, others and the environment is central

Signed By:

Head teacher _____ Date: _____

Chair of Advisory Board _____ Date: _____

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 students 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 Advisory Body is responsible for:

- 1.2.1. The overall implementation of the Supporting Students with Medical Conditions Policy and procedures of Soham Village 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 school's Complaints Procedure.
- 1.2.4. Ensuring that all students with medical conditions are able to participate fully in all aspects of school 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. Ensuring 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. Ensuring that written records are kept of any 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 nominated senior lead for Student Services is responsible for:

- 1.3.1. The day-to-day implementation and management of the Supporting Students with Medical Conditions Policy and procedures of Soham Village College including ensuring there is sufficient cover for first aid in the event of staff absence
- 1.3.2. Ensuring the policy is developed effectively with partner agencies.

- 1.3.3. Making staff aware of this policy.
- 1.3.4. Liaising with healthcare professionals regarding the training required for staff.
- 1.3.5. Making staff who need to know aware of a child's medical condition.
- 1.3.6. Developing Individual Healthcare Plans (IHCPs).
- 1.3.7. Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- 1.3.8. If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.
- 1.3.9. Ensuring the correct level of insurance is in place for teachers who support students in line with this policy.
- 1.3.10. Contacting the school nursing service in the case of any child who has a medical condition.

1.4. Staff members are responsible for:

- 1.4.1. Taking appropriate steps to support children with medical conditions.
- 1.4.2. Using SIMS and Go4Schools to look up children with medical conditions in their classes, make a note in their registers and check if any queries by referring to Individual Healthcare Plans at Student Services
- 1.4.3. Where necessary, making reasonable adjustments to include students with medical conditions into lessons.
- 1.4.4. Administering medication, if they have agreed to undertake that responsibility.
- 1.4.5. Undertaking training to achieve the necessary competency for supporting students with medical conditions, if they have agreed to undertake that responsibility. This is especially important for Student Services and The Hub.
- 1.4.6. Familiarising themselves with procedures detailing how to respond when they become aware that a student with a medical condition needs help.
- 1.4.7. Student Services Manager is responsible for administering injections other than Epi - or/Jext-pens and will seek training from the School Nursing Service as required.

1.5. Parents and carers are responsible for:

- 1.5.1. Keeping the school informed about any changes to their child/children's health.
- 1.5.2. Completing a parental agreement for school to administer medicine form before bringing medication into school.
- 1.5.3. Providing the school with the medication their child requires and keeping it up to date.
- 1.5.4. Collecting any leftover medicine at the end of the course or year.
- 1.5.5. Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- 1.5.6. Where necessary, developing an Individual Healthcare Plan (IHCP) for their child in collaboration with Deputy Head (Student Services), other staff members and healthcare professionals.

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 Soham Village College, including teachers.

3. Training of staff

- 3.1. Relevant staff will receive training and updates as required as part of their development.
- 3.2. Teachers and support staff who undertake responsibilities under this policy will receive the following training when their first aid certificates are renewed and be monitored by the lead teacher for Health & Safety:
 - Cambridge Community Services provides Support Staff training every July and teacher training every September
 - Training covers Anaphylaxis, Asthma, Diabetes and Epilepsy
- 3.3. No staff member may administer prescription medicines or undertake any healthcare procedures without having specific training.
- 3.4. No staff member may administer drugs by injection unless they have received training in this responsibility.

- 3.5. The HR department will keep a record of training undertaken on employees' personnel files.

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 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.
- 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 teacher.

5. Individual Healthcare Plans (IHCPs)

- 5.1. Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the student, parents/carers, Deputy Head (Student Services), Special Educational Needs Coordinator (SENCo) and medical professionals.
- 5.2. IHCPs will be easily accessible whilst preserving confidentiality.
- 5.3. IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner. The Student Services Manager will lead on this.
- 5.4. 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.
- 5.5. Where a child 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.

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.

- 6.4. Where a student is prescribed medication by a healthcare professional 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. A maximum of four weeks supply of temporary medication such as antibiotics may be provided to the school at one time.
- 6.8. 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 our Drug and Alcohol Policy.
- 6.9. Medications will be securely stored in Student Services.
- 6.10. Any medications left over at the end of the course will be returned to the child's parents.
- 6.11. Written records will be kept of any medication administered to children.
- 6.12. Students will never be prevented from accessing their medication.
- 6.13. Soham Village College cannot be held responsible for side effects that occur when medication is taken correctly.

7. Emergencies

- 7.1. Medical emergencies will be dealt with under the school's emergency procedures.
- 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.

8. Avoiding unacceptable practice

- 8.1. Soham Village 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 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.

9. Insurance

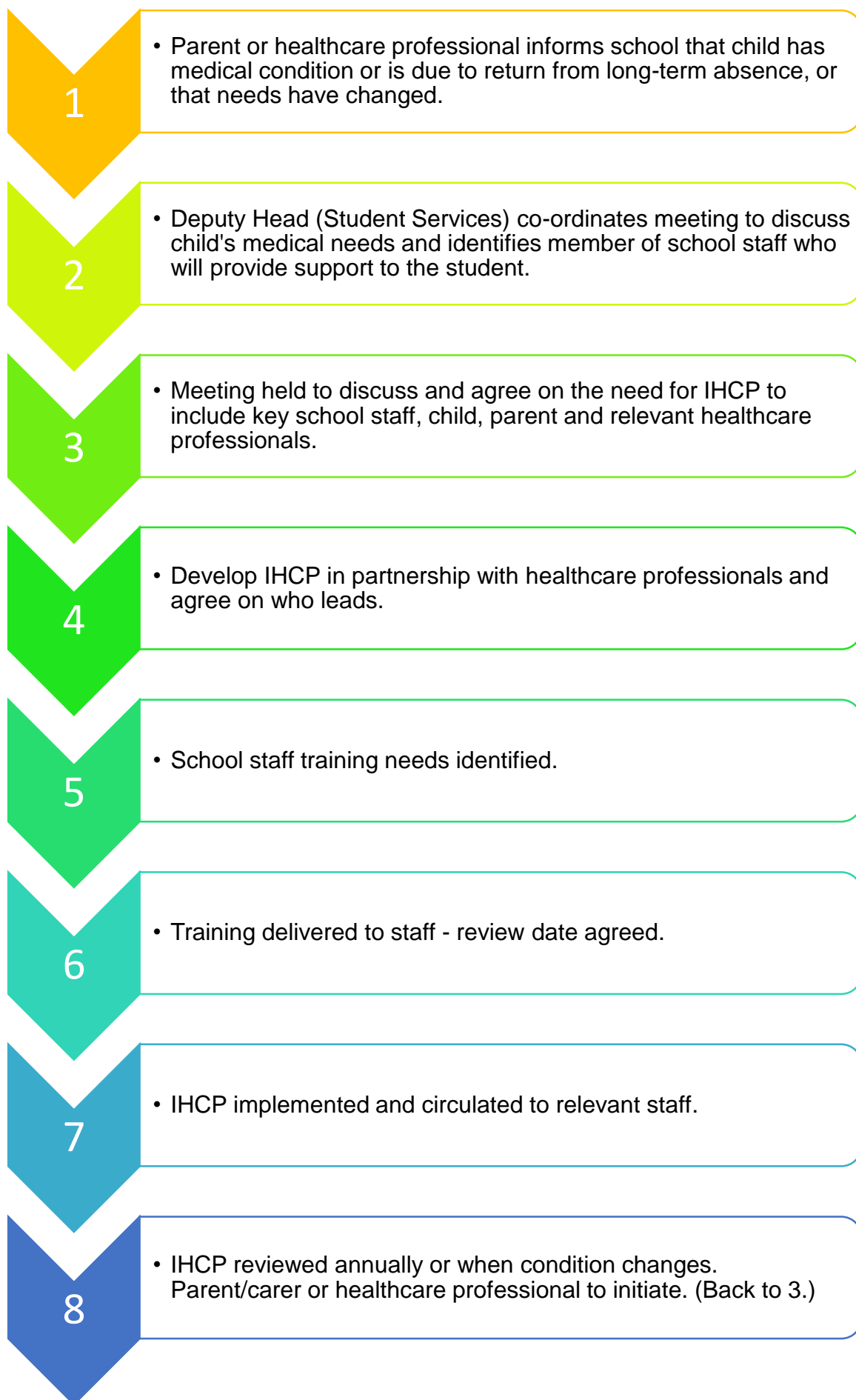
- 9.1. Teachers who undertake responsibilities within this policy are covered by the school's Risk Protection Arrangement.
- 9.2. The RPA will provide indemnity if a Member became legally liable to pay for damages or compensation in respect of or arising out of personal injury occurring in connection with the provision of medicines or medical procedures. Indemnity will also be provided to any member of staff (other than any doctor, surgeon or dentist while working in a professional capacity) who is providing support to pupils with medical conditions and has received sufficient and suitable training.
- 9.3. Full written RPA 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 the Director of Operations.

10. Complaints

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



Appendix 1 - Individual healthcare plan implementation procedure



Appendix 2 - Soham Village College Individual Healthcare Plan



Date of Plan:

Plan Completed by (PRINT) :

Child's name	
Child's address	
Date of birth	
Tutor group	
Medical diagnosis or condition	

Family Contact Information	
Name	
Relationship to child	
Phone no: Work Home Mobile	
Name	
Relationship to child	
Phone no: Work Home Mobile	

Medical Contacts	
G.P. Name	
G.P. Surgery (Address)	
G.P. Surgery (Phone Number)	

Clinic/Specialist Name (1)	
Clinic/Hospital (Address) (1)	
Clinic/Hospital (Phone Number) (1)	

Clinic/Specialist Name (2)	
Clinic/Hospital (Address) (2)	
Clinic/Hospital (Phone Number) (2)	

In School Support

Who is responsible for Managing Support in school	
Describe medical needs	
Give details of symptoms	
Give details of triggers and signs	
Give details of treatment	

Name of Medication (1)	
Dose & method of administration (1)	
Self-Administration or by Staff (1)	

Name of Medication (2)	
Dose & method of administration (2)	
Self-Administration or by Staff (2)	

Any other medications (to be taken in school time)	
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Any other medications (NOT taken in school time)	
Other daily care requirements	
Describe what constitutes an emergency	
Who is responsible in an emergency	
What action is to be taken if this occurs <i>(state if different for off-site activities)</i>	
Specific support needed for educational needs	
Specific support needed for social & emotional needs	
Do special arrangements need to be made for school visits/trips	
Any other information	
Staff training needed <ul style="list-style-type: none"> • Who • What • When 	
Plan developed with (other Agencies involved)	
Form copied to	<ul style="list-style-type: none"> • Mrs Ali Daniels – Student Services Manager (Medical) • Head of Year • Other
Plan to be reviewed on	

Appendix 3 - Medication/Medical Equipment to be left in School



Child's name	
Child's address	
Date of birth	
Tutor group	
Medical condition or illness	
Family Contact Information	
Name	
Relationship to child	
Phone no: Work Home Mobile	
G.P. Name	
G.P. Surgery (Address)	
G.P. Surgery (Phone Number)	

Medication/Equipment	
Medication/Equipment (including expiry date if applicable)	
Medication/Equipment	

(including expiry date if applicable)	
Medication/Equipment (including expiry date if applicable)	
Medication/Equipment (including expiry date if applicable)	
Medication/Equipment (including expiry date if applicable)	
Medication/Equipment (including expiry date if applicable)	
Medication/Equipment (including expiry date if applicable)	
Medication/Equipment (including expiry date if applicable)	

PLEASE NOTE: Medicines must be as dispensed by the pharmacy with the Pharmacy Label visible

- I/we will deliver the medicine personally to the Student Services Team
- The above information is, to the best of my knowledge, accurate at the time of writing
- I/we will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.
- I/we will replace items when they are within 1 month of their expiry dates

Parent/Carer Signature	
Signature on behalf of Soham Village College	
Date	

Appendix 4 - Parental Agreement for Administering Medicine



Child's name	
Child's address	
Date of birth	
Tutor group	
Medical condition or illness	
Family Contact Information	
Name	
Relationship to child	
Phone no: Work Home Mobile	
Name	
Relationship to child	
Phone no: Work Home Mobile	

Medical Contacts	
G.P. Name	
G.P. Surgery (Address)	
G.P. Surgery (Phone Number)	
Name/type of Medication <i>(as described on the container)</i>	
Medication Expiry date	
Dose, Method & Timing	
To be administered by Student or Staff	
Are there any side effects that the school needs to know about	
Any other information / Procedures to take in an emergency	

PLEASE NOTE: Medicines must be as dispensed by the pharmacy with the Pharmacy Label visible

- I understand that I must deliver the medicine to the Student Services Team
- The above information is, to the best of my knowledge, accurate at the time of writing
- By signing this form I give consent to school staff administering medicine as instructed
- 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 stopped.

Parent/Carer Signature	
Signature on behalf of Soham Village College	
Date	

Appendix 5 - Record of medicine administered to Student



Child's name	
Date of birth	
Tutor group	
Name of Medication	
Medication Expiry date	
Dose, Method & Timing	
To be administered by Student or Staff	

Date				
Time given				
Dose given				
Staff Name				
Student Signature				

Date				
Time given				
Dose given				
Staff Name				
Student Signature				

Date				
Time given				
Dose given				
Staff Name				
Student Signature				

Date				
Time given				
Dose given				
Staff Name				
Student Signature				

Date				
Time given				
Dose given				
Staff Name				
Student Signature				

Appendix 6 – Student Medical Details Form



Child's name	
Child's address	
Date of birth	

Family Contact Information	
Name	
Relationship to child	
Phone no: Work Home Mobile	
Name	
Relationship to child	
Phone no: Work Home Mobile	

Medical Practice Contact Information	
Doctors Name	
Surgery Name	
Surgery Phone Number	
Surgery Address	

<p>Parental Consent for Non-Prescription Medication</p> <p>In the event of a minor injury/headache do you give consent for a first aider in school to administer the following medications to your child</p>	
Paracetamol (Tablets/Dissolvable/Liquid)	
Ibuprofen (Tablets/Dissolvable/Liquid)	
Antihistamine Cream	
Antihistamine Medication	

Medical Conditions

Please state any medical conditions of which you wish the school to be made aware,
(e.g. asthma, epilepsy, allergies) along with any protocols we should follow

Condition 1	
Protocol 1	
Condition 2	
Protocol 2	
Condition 3	
Protocol 3	
Condition 4	
Protocol 4	

Additional Conditions

Please state any other conditions of which you wish the school to be made aware,
(e.g. hearing or sight difficulties, previous medical operations etc.)

Condition 1	
Condition 2	
Condition 3	
Condition 4	
Condition 5	

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 – mobile number (to be confirmed) or **01353 724100**
- Your name.
- Your location as follows:
 - **FOR BEECHURST- Soham Village College, Sand Street, Soham, Cambs, CB7 5AA.**
 - **FOR LODESIDE – Soham Village College, College Close, Soham, Cambs, CB7 5HP.**
- The exact location of the patient within the school.
- The name of the child and a brief description of their symptoms.

Put a completed copy of this form by the phone.

Appendix 8 - Model letter inviting parents to contribute to individual healthcare plan development



Dear Parent/Carer,

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 at time. 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. Alison Daniels (Student Services Manager) or I would be happy for you contact us by email or to speak by phone if this would be helpful.

Yours sincerely,

Alison Daniels, Student Services Manager adaniels@soham-college.org.uk