

# Supporting students with medical conditions

Blessed Edward Oldcorne Catholic  
College



**Approved by:**

**Governing  
Body**

**Date:** October 2024

**Last reviewed on:**

October 2023

**Next review due by:**

October 2025

*At Blessed Edward Oldcorne Catholic College everything that we do is 'For the Greater Glory of God', therefore our core purpose is to develop virtuous young people of good character. Students will leave our college with the capacity to fulfil their vocation and play their part in building a better world. Our ambition is to share the joy of learning with our students and guide and challenge them to love and seek the Truth.*

*We recognise that knowledge has the power to transform us and that it is the birthright of all our students irrespective of their starting point or background. At our college students will know that they are loved.*

## **Overview**

This policy will ensure that students at college with medical conditions are supported so that they have full access to education, including college trips and physical education.

## **Roles and Responsibilities**

### **The Governing Body**

The governing body should ensure that the college's policy clearly identifies the roles and responsibilities of all those involved in the arrangements they make to support students at college with medical conditions. They should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions.

### **The Headteacher**

The Headteacher has overall responsibility for the development of Individual Healthcare Plans. He should also make sure that college staff are appropriately insured and are aware that they are insured to support students in this way.

### **College Staff**

Any member of college staff may be asked to provide support to students with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers' professional duties, they should take into account the needs of students with medical conditions that they teach. College staff will receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions. Any member of college staff should know what to do and respond accordingly when they become aware that a student with a medical condition needs help. Specific support for students with educational, social and emotional needs will be given. Examples include; 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 and dealing with medical conditions during exams. Staff are advised to look at Synergy to identify students who have medical conditions and to seek further information from Miss Mason, Mrs Corbin or Mrs Fitzer as appropriate. Staff who are trip leaders must check with relevant Heads of Year if any students they are taking have an IHP. These student names must then be recorded on the visit trip form.

### **Other professionals**

The college will liaise with other medical professionals in order to gain advice and guidance on how best to support students with medical conditions. These professionals include college nurses, community nursing teams, GPs, paediatricians and local specialist health teams.

## **Students**

Students will be fully involved in discussions about their medical support needs and be asked to contribute as much as possible.

## **Parents/Carers**

Parents/Carers should provide the college with sufficient and up-to-date information about their son/daughter's medical needs. They must carry out any action they have agreed to as part of its implementation. For example, provide medicines and equipment and ensure that they, or another nominated adult, are contactable at all times.

## **Local Authority**

The Local Authority will work with the college to support students with medical conditions to attend full time. Where it is not possible for a student to receive a suitable education in college because of their health needs, the local authority has a duty to make other arrangements. The local authority will make arrangements under this duty when it is clear that a student will be away from college for 15 days or more because of health needs (whether consecutive or cumulative across the college year).

## **Supporting Students with Medical Conditions**

Once the college is notified of a student's medical condition, the Headteacher will notify the following staff and they will take advice on the necessity to complete an Individual Healthcare Plan (IHP):

- Muriel Fitzer for students on the SEND register;
- Kaye Mason and / or appropriate HOY for all KS3 students who are not on the SEND register.
- Cheryl Corbin and / or appropriate HOY for all KS4 students who are not on the SEND register

The college does not have to wait for a formal diagnosis before providing support to students. Should an IHP be necessary, a meeting to discuss the relevant needs will be convened with parents/carers, the student, the college nurse (where appropriate) and any other necessary health professionals/specialist support services. Where a student is identified with a special educational need but does not have an EHC plan or Statement, this should be stated on an IHP.

The delegated person for ensuring that sufficient staff are trained to support a student's medical needs is Margaret Thomas (Business Manager). Muriel Fitzer/Kaye Mason/ Cheryl Corbin will keep all relevant staff informed of the student's needs.

Emily Oram (cover co-ordinator) will ensure supply teachers are made aware of any student with an IHP who is in their classes. Katy Hickman (exams officer) will also ensure that invigilators are aware of any specific student needs for those students with an IHP taking examinations in the sports hall.

Paul Coward (EVC coordinator) will ensure that risk assessments for visits and other college activities beyond the normal timetable ensure adequate provision for students with IHPs.

Kaye Mason and Cheryl Corbin will coordinate an annual review of all IHPs to ensure information contained in them is up-to-date and provision is still appropriate. Any amendments will be shared

with relevant staff. A central log of all students with IHPs will be available for any staff who require access.

### **Support for children with mental health difficulties**

Children with significant mental health difficulties should have an Individual Healthcare Plan which outlines the adjustments and support in place to meet needs.

When writing an IHP for a child with mental health difficulties, schools should refer to Worcestershire's Emotional Health and Wellbeing Toolkit and the Emotional Health and Wellbeing Pathway. These documents provide a self-evaluation framework for mental health provision and guidance about how to support children experiencing difficulties respectively. Worcestershire Children First has also produced specific guidance for schools supporting pupils with anxiety.

#### [Emotional Health and wellbeing](#)

If the child is experiencing anxiety or low mood schools should consider referring to Reach for Wellbeing for a short-term group-based intervention.

#### [Reach for well-being](#)

Reach for Wellbeing is not currently available to children or young people experiencing anxiety as a result of Autism Spectrum Conditions. Support to schools is available from the Complex Communication Needs (Autism) team.

#### [Autism complex communication needs team](#)

The CAMHS CAST team are also able to support school staff working with children with anxiety or low mood through consultation, advice, supervision and/or training.

#### [CAMHS CAST team](#)

Finally, where a child is experiencing anxiety which is impacting on their school attendance, a referral to an educational psychologist should be considered in order to understand the triggers to the anxiety and how the school can make adaptations to the curriculum and school environment. This involvement should also focus on how the school can work effectively with the family in order to help manage triggers and any intervention needed to help the child learn to manage their anxiety more effectively.

#### [Educational psychology](#)

### **Staff Training and Support**

Staff must be appropriately trained to undertake healthcare procedures and administer certain medications (eg epipens). Any member of staff providing support for a student with medical needs should receive suitable training. Appropriate training to support the student in college will be determined by the college nurse. Should the medical needs of a student be more complex, the college will take advice from the college nurse and other appropriate medical professional, including specialist services, on providing training.

### **Medicines**

- Prescription medicines: students are not allowed to carry their own prescribed medicines, with the exception of inhalers, epipens and insulin. Colleges can only administer prescription medicines to a student when they have been prescribed by a doctor, dentist, nurse or pharmacist and where written permission for that particular medicine has been obtained from

the student's parent/carer (see form 2). The college will keep prescription medications securely on the relevant site and named staff have access to this storage. A record is kept, and countersigned of all medicines administered.

- Non-prescription medicines: non-prescription medicines (over the counter medicines) do not require any written consent from a doctor, dentist, nurse, pharmacist or other healthcare professional to allow college staff to administer them. However, colleges can only administer non-prescription medicines where written permission for that particular medicine has been obtained from the student's parent/carer (see form 2). Prior to administering the non-prescription medication, we will contact the parents/carers to ensure they are aware. A stock of non-prescription medicines (ibuprofen or paracetamol) will be kept securely in the college. Students are not allowed to carry their own non-prescription medicines and must not bring them into college.

### **Medicines-administration**

We will accept prescription medication on the following basis:

- a) Only prescription medication prescribed by a doctor, dentist, nurse or pharmacist will be accepted.
- b) Prescription medication will only be administered to a student when it has been prescribed by a doctor, dentist, nurse or pharmacist. The prescription medication can only be accepted if it is in date, labelled, provided in the original container as dispensed by the pharmacy and include instructions for administration, dosage and storage. The prescription medication must be clearly marked with the name of the student, together with the dose and the time(s) of day at which it should be taken,
- c) Medication will be kept in a locked cabinet in pupil reception. The only exception is emergency medication i.e. epipens which are also kept in pupil reception for ease of access.

### **Record of medicine administered to an individual student**

An accurate record will be kept, and countersigned, of all medicines administered using the book(s) in the medical room.

### **Emergency Salbutamol inhalers in college**

From 1st October 2014 the Human Medicines (Amendment) (No 2) Regulations 2014 allows colleges to keep a salbutamol inhaler for use in emergencies. The emergency salbutamol inhaler should only be used by students for whom written parental consent for use of the emergency inhaler has been given, who have either been diagnosed with asthma or prescribed an inhaler, or who have been prescribed an inhaler as reliever medication. The inhaler can be used if the student's prescribed inhaler is not available (for example, because it is broken, or empty). Keeping an inhaler for emergency use will have many benefits. It could prevent an unnecessary and traumatic trip to hospital for your son/daughter and potentially save his/her life. Parents/carers are likely to have greater peace of mind about sending their son/daughter to college. This does not negate the parent/carer's responsibility to ensure that their son/daughter has his/her own inhaler prescribed by his/her GP. Students should have their own inhaler with them to treat symptoms and for use in the event of an asthma attack. An asthma register will be accessible to staff and designed to allow a quick check as to whether or not a student is recorded as having asthma, and consent for an emergency inhaler to be administered.

## **Attendance**

All children and young people are entitled to a full-time education unless a decision has been made by Worcestershire Children First that to provide this is not in the child's best interest. This decision would be made in consultation with relevant professionals involved with the child at the time.

In most cases schools are able to make suitable arrangements for children to secure regular full-time attendance in school. However, if the child is absent or likely to be absent for 15 days or more during an academic year, (consecutive or cumulative), then the school must inform Worcestershire Children First. An officer will then work with the school to identify any additional adjustments that may be required to safeguard the child's education.

Children should not be sent home regularly because of their medical needs unless this is documented in the Individual Health Care Plan. If it is necessary to send the child home because of health needs, consideration must be made to making suitable alternative arrangements and Worcestershire Children First must be informed. Medical evidence should be sought where attendance is regularly affected. Part time timetables must be underpinned by medical evidence of the need for this approach.

### **Part time timetables**

In exceptional circumstances there may be a need for a temporary part-time timetable to meet a pupil's individual needs, for example where there is evidence that a medical condition prevents a pupil from attending full-time education and a part-time timetable is considered as part of a reintegration package. A part-time timetable must not be treated as a long-term solution and must be agreed with parent/carers. If the plan results in the child being absent for 10 days or more either consecutively or cumulatively the school must make suitable alternative arrangements and notify Worcestershire Children First using the 10-day absence form found on the Children Services Portal.

The IHP should clearly set out the point at which the pupil is expected to attend full-time or be provided with alternative provision. The arrangements described in the IHP should be reviewed regularly when a child is on a part time timetable or is accessing alternative provision.

The decision that a child is unable to attend school because of medical difficulties or is only able to attend part time must be supported Worcestershire Children First based on evidence from a health professional. This evidence will need to include:

- The nature of the child's illness that leads to the child being unable to attend school, including prognosis where possible.
- Advice as to whether the child can engage in learning and for what proportion of the week.
- The timescale that medical advice is relevant for or the timescale for which education, other than in school (for example home tuition or with the Medical Education Team) will be considered necessary.
- When a review of arrangements made for the child will take place

### **Insurance and Litigation**

College staff are covered by the college's insurance to administer medicine as long as the dose is prescribed. However, college staff should not have to assess medical need in order to administer medication. College staff are also covered during trips and visits.

### Complaints

Should parents/carers be dissatisfied with the support provided they should discuss their concerns directly with the college. If after this the matter remains unresolved, parents/carers may make a formal complaint via the college's complaints procedure.

## Form 1: Blessed Edward Oldcorne Catholic College individual healthcare plan

Name of school/setting

Blessed Edward Oldcorne Catholic College

Child's name

Group/class/form

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



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Form copied to

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## Form 2: parental agreement for Blessed Edward Oldcorne Catholic College staff to administer medicine

Nominated staff at Blessed Edward Oldcorne Catholic College will not give your child medicine unless you complete and sign this form, and the school has a policy that the staff can administer medicine.

Date for review to be initiated by

Name of child

Date of birth

Form

Medical condition or illness


### Medicine

Name/type of medicine  
*(as described on the container)*

Expiry date

Dosage and method

Timing

Special precautions/other instructions

Are there any side effects that the school/setting needs to know about?

Self-administration – y/n

Procedures to take in an emergency


**NB: Medicines must be in the original container as dispensed by the pharmacy. Prescribed medicines can only be accepted if they are in date, labelled, provided in the original container as dispensed by the pharmacy and include instructions for administration, dosage and storage.**

### Contact Details

Name

Daytime telephone no.

Relationship to child

Address


I understand that I must deliver the medicine personally to

[agreed member of staff]

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

**Non-prescription medication**

I give consent to college staff administering the following non-prescription medicines in accordance with the college policy: Ibuprofen / Paracetamol (please delete as appropriate)

I will inform the college immediately, in writing, if there is any change to this consent to administer non-prescription medicines.

Signature(s)

Date

Dear Parent

#### DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

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

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support the each student needs and how this will be provided. Individual healthcare plans are developed in partnership between the college, parents, 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 on their ability to participate fully in college life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for xx/xx/xx at xxxx. 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 involve [the following people]. 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 and return it, together with any relevant evidence, for consideration at the meeting. I [or another member of staff involved in plan development or student support] would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely

### Form 3: Consent form for the use of an emergency salbutamol inhaler

Student showing symptoms of asthma / having asthma attack

1. I can confirm that my son/daughter has been diagnosed with asthma / has been prescribed an inhaler (delete as appropriate).
2. My son/daughter has a working, in-date inhaler, clearly labelled with his/her name, which he/she will bring with him/her to school every day.
3. In the event of my son/daughter displaying symptoms of asthma, and if his/her inhaler is not available or is unusable, I consent for him/her to receive salbutamol from an emergency inhaler held by the school for such emergencies.
4. I give my consent for my son/daughter's photograph to be kept on the register to allow a visual check to be made.

Signed: .....Date: .....

Name (print): .....

Student's name: .....Tutor group: .....

Parent/Carer's address and contact details:

.....  
.....  
.....

Telephone: .....

E-mail: .....

## PROTOCOL FOR ACCEPTING STUDENTS BACK INTO SCHOOL WHILST ON CRUTCHES

Blessed Edward Oldcorne Catholic College requires information from a medical professional (GP, hospital etc) detailing exactly what injury has been sustained before accepting responsibility for a student on crutches.

Prior to a student returning to school the parent/carer will be required to contact the Head of the Year to enable the following to be discussed/explained:

- Movement between lessons
- Leaving lessons early
- Medication (particularly analgesia) – authorisation form can be signed and details of storage and deliver of medication explained
- Arrival at/Collecting from school arrangements can be discussed
- Any emergency contact details can be checked
- Follow-up appointments noted
- Timetable and location of lessons

In terms of the health and safety issues, within Science, PE and Technology, each department with HOY will make an individual decision as to whether a student on crutches can join in with the practical activities. A generic risk assessment detailing the health & safety issues for all students on crutches is available and parents/carers will be made aware of the details.

### **Links to other policies / procedures**

This policy links to the following policies:

- Accessibility plan
- Supporting students with health needs who cannot attend college policy
- Alternative Provision Policy
- Reduced timetable protocol
- Attendance Policy

