



## Medical Needs Policy – Solihull Sixth Form College

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<b>Next review due by:</b>	March 2025	
<b>Monitoring &amp; Review</b>	At Trust and Academy Level in response to DfE and local authority updates.	
<b>Links</b>	<ul style="list-style-type: none"> <li>• Safeguarding and Child Protection Policy</li> <li>• Equalities Policy</li> <li>• SEND Policy</li> <li>• Complaints Policy</li> </ul> <p>Associated documents</p> <ul style="list-style-type: none"> <li>• <b>Policy on Handling &amp; Adminstrating Medication to Students</b></li> </ul>	
<b>Staff responsible</b>	Summit Learning Trust Director for Inclusion Martin Sullivan Caroline Sweeney	

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## **Statement of intent**

Children and young people with medical conditions are entitled to a full education and have the same rights of admission to our academies as others. This means that no young person with a medical condition should be denied admission or prevented from taking up a place at an academy because arrangements for their medical condition have not been made.

We take our responsibility to keep learners safe very seriously and that includes when administering medicines and/or providing first aid or medical assistance.

We will ensure that students with medical conditions, in terms of both physical and mental health, are fully supported so that they have full access to education, including academy trips and physical education, and can access and enjoy the same opportunities at the academy as any other learner.

We will consult with healthcare professionals, social care professionals, students, and their parents/carers to ensure that the needs of the young people with medical conditions are effectively supported.

Where learners with medical conditions may be considered disabled, we will ensure compliance with our duties as set out in the Equality Act 2010 (see Equalities Policy).

Where learners with medical conditions have a special educational needs (SEN) Education, Health and Care (EHC) plan, we will meet the expectations of the [Special Educational Needs and Disability \(SEND\) code of practice](#) (see SEND Policy).

We will ensure that staff members are appropriately trained to provide the support that learners need.

This document sets out our policy for supporting learners with medical conditions. This policy will be made readily available to parents/carers, staff, volunteers and any other professionals working to support the health and well-being of our learners.

## **1 Legal framework and definitions**

1.1 This policy has due regard to statutory legislation, including, but not limited to

- The Education Act 2002
- The Freedom of Information Act 2000
- The Immigration Act 2016
- The Equality Act 2010
- The General Data Protection Regulation (GDPR)
- The Data Protection Act 2018
- The Education (Independent School Standards) Regulations 2014.
- The Human Medicines (Amendment) (No. 2) Regulations 2014

1.2. For the purposes of this policy, we follow the statutory guidance set out in the Department for Education's document Supporting Pupils at School with Medical Conditions 2015 and for Early Years settings the Statutory Framework for the Early Years Foundation Stage.

1.3 Where learners with medical conditions have a special educational need (SEN) and/or Education, Health and Care plan (EHCP) we will have due regard to the Special Educational Needs and Disability (SEND) Code of Practice.

## **2 Scope of this policy**

2.1 This policy applies to

- All those involved in the governance of Solihull Sixth Form College.
- All staff and volunteers working within Solihull Sixth Form College.
- Local authority professionals working to support young people in our academy.
- Clinical commissioning groups (CCGs), NHA England professionals working to support young people in our academy.
- Parents/carers and students.
- Health Care professionals and Social Care professionals working to support young people in our academy.
- Anyone who has an interest in promoting the wellbeing and academic attainment of young people with medical conditions, including alternative provision.

**We have clear separate guidance on the administration and management of medication within our academy which can be found in Appendix 1.**

### 3.1 Roles and responsibilities

3.1.1 Supporting a young person with a medical condition during academy hours is the responsibility of all staff. We recognise that our ability to provide effective support often depends on working co-operatively with other agencies. We will ensure that our staff engage in effective partnership working with healthcare professionals (and, where appropriate, social care professionals), the local authority, parents/carers and students.

#### 3.1.2 Table of Responsibilities

Person	Responsibility
The Principal (Martin Sullivan)	Has overall responsibility for Medical Conditions.
The Principal (Martin Sullivan)	Has day to day responsibility for ensuring the policy is put into practice.
The Principal (Martin Sullivan)	Has responsibility for ensuring that sufficient staff are suitably trained.
The Principal (Martin Sullivan)	Has responsibility for ensuring a register of learners with medical needs and associated risk assessments is kept up to date.
Student Welfare Adviser (Megan Eyres)	Has responsibility for ensuring relevant staff are made aware of a young person's condition (including briefing relevant supply teachers).
Educational Visits Coordinator (Janice Hamilton)	Is responsible for ensuring that appropriate risk assessments are in place for academy trips, holidays and other activities outside the normal timetable.
Student Welfare Adviser (Megan Eyres)	Is responsible for monitoring individual risk assessments on annual basis (or sooner if needs have changed) and ensuring they are followed.
The Principal (Martin Sullivan)	Is responsible for ensuring medication is stored appropriately within the academy.

3.1.3 Key roles and responsibilities are set out below:

#### Trustees of Summit Learning Trust

3.1.4 Trustees have overall responsibility for making sure arrangements to support students with medical conditions are in place and that the policy for supporting students with medical conditions is developed.

#### Principal

3.1.5 The Principal is responsible for the policy and its effective implementation with partners. This includes ensuring that all staff are aware of the policy and understand their role in its implementation.

3.1.6 The Principal will ensure that all staff who need to know are made aware of a young person's condition and ensure that sufficient trained numbers of staff are available to implement this policy and deliver against all individual healthcare plans, including in contingency and emergency situations. Whole academy training and induction training for new staff will be available on a regular basis.

- 3.1.7 The Principal will ensure that information about what action is required for staff to take in a medical emergency is displayed in prominent locations for all staff.
- 3.1.8 The Principal has overall responsibility for the development of individual healthcare plans and will contact the school nursing service in the case of any young person who has a medical condition that may require support at the academy.
- 3.1.9 The Principal will ensure relevant information is shared with new staff to the academy, in particular temporary and supply staff.

### **Academy Staff**

- 3.1.10 There is a common law duty of care owed by all staff to students both during and at either side of the academy day in the event of an emergency. In an emergency situation academy staff are required, by the common law duty of care, to act in the best interests of the pupil as an ordinary reasonable, prudent parent/carer. This may include administering medicine.
- 3.1.11 Any member of academy staff may be asked to provide support to students with medical conditions, including administering medicines, although they cannot be required to do so.
- 3.1.12 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 and seek to act in the student's best interests.
- 3.1.13 Academy staff including temporary and supply staff will receive appropriate training and achieve the necessary level of competency before they take on responsibility to support learners with medical conditions. All academy staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help including common medical conditions such as asthma, diabetes and epilepsy.

### **School Nurse**

- 3.1.14 The community nursing team can be a valuable source of advice and support.

### **Other healthcare professionals, including GPs and Paediatricians**

- 3.1.15 It is the young person and / or their guardian's responsibility to notify the College of any medical condition that may require support.
- 3.1.16 Specialist local health teams may be able to provide support for young people with particular conditions (e.g. asthma, diabetes, epilepsy, cancer).
- 3.1.17 Where the students also have an Education Health and Care Plan advice should be taken to ensure all needs are recognised and catered for in the healthcare plan.

### **Students**

- 3.1.18 Students with medical conditions are often best placed to provide information about how their condition affects them and, wherever possible, will be fully involved in discussions about their medical support needs. They will also be asked to contribute as much as possible to the development of their own individual risk assessment.

### **Parents/Carers**

- 3.1.19 Parents/carers are required to provide the academy with sufficient and up-to-date information about their child's medical needs. In some cases, they will be the first to notify the academy that their child has a medical condition. Where appropriate,

parents/carers are key partners and will be involved in the development and review of their child's risk assessment. Parents/carers are requested to carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

3.1.20 Academies are under a duty to ensure that they have two emergency contacts recorded for every pupil.

### **Local Authority (LA)**

3.1.21 The LA is the commissioner of school nurses for maintained schools and academies. Under Section 10 of the Children Act 2004, local authorities have a duty to promote co-operation between relevant partners such as proprietors of academies, clinical commissioning groups and NHS England, with a view to improving the wellbeing of young people with regard to their physical and mental health, and their education, training and recreation.

3.1.22 The local authority can provide support, advice and guidance, for academy staff, to ensure that the support specified within an Education Health Care plans or risk assessment can be delivered effectively.

## **4 Notification that a pupil has a medical condition**

4.1 Once we are notified that a pupil has a medical condition, we will ensure that appropriate arrangements (staff training and support) are put in place as soon as available.

4.2 Where students have a new diagnosis or join us mid-term we will make every effort to ensure that appropriate arrangements are in place as quickly as possible.

4.3 When students transition to sixth form, we will liaise with their previous school to help ensure a smooth transition.

## **5 Medical Risk Assessments**

5.1 Risk assessments are used to inform the appropriate staff (including first aid team, supply teachers and support staff) of students with complex health needs in their care who may need emergency help.

5.2 We will liaise with our healthcare colleagues and parents/carers (and if appropriate the pupil) to ensure that, where appropriate, risk assessments are developed to support students (see appendix 1).

5.3 We recognise that the responsibility to ensure that risk assessments are finalised and implemented rests with the academy.

5.4 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 staff member concerned should inform a member of the academy's senior leadership team.

5.5 We will ensure that risk assessments are reviewed at least annually or earlier if evidence is presented that the young person's needs have changed or the learning environment/placement.

5.7 Risk assessments will consider the following:

- The medical condition, its triggers, signs, symptoms and treatments;
- The pupil's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues (e.g. crowded corridors, travel time between lessons etc.);

- Specific support for the pupil's educational, social and emotional needs – for example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions;
- The level of support needed (some learners will be able to take responsibility for their own health needs) including in emergencies. If a young person is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring.
- Who will provide this support, their training needs, and expectations of their role and confirmation of proficiency to provide support for the young person's medical condition from a healthcare professional and cover arrangements for when they are unavailable.
- Who in the academy needs to be aware of the young person's condition and the support required.
- Separate arrangements or procedures required for trips or other activities outside of the normal academy timetable that will ensure that where possible, the young person can participate (e.g. risk assessments etc.).
- Separate arrangements for fire evacuation in the case of a fire alarm.
- Where confidentiality issues are raised by the parents/carer/young person, the designated individuals to be entrusted with information about the young person's condition.
- What to do in an emergency, including whom to contact, and contingency arrangements.

## **6 The young person's role in managing their own medical needs**

6.1 After discussion with parents/carers, learners who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be reflected within their medical based risk assessment.

6.2 Wherever possible, learners will be expected to carry their own medicines and relevant devices or will be able to access their medicines for self-medication quickly and easily. If it is not appropriate for a child to self-manage, then relevant staff will help to administer medicines and manage procedures for them. Where learners appear unable to adequately self-manage further advice and guidance shall be sought from parents/carers and /or relevant health care professionals, and a record made in the risk assessment.

## **7 Staff training and support**

7.1 Any member of staff providing support to a pupil with medical needs will receive suitable training, appropriate to the individual risk assessments of learners they support.

7.2 Staff must not give prescription medicines or undertake healthcare procedures without appropriate training. However, in some cases, written instructions from the parent/carer or on the medication container dispensed by the pharmacist may be considered sufficient providing that parents have completed a consent form (Appendix 4).

7.3 We will ensure that an appropriate number of staff have received basic training including giving out medication, asthma support, EpiPens etc. and that training is refreshed at least annually.

7.4 When learners have more complex medical needs the academy can liaise with the school nursing service to discuss training requirements.



## **8 Emergency procedures**

- 8.1 We have risk management processes and arrangements in place for dealing with emergencies for all academy activities wherever they take place, including on academy trips within and outside the UK.
- 8.2 Where a young person has a risk assessment or EHCP it must clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other students in the academy will, if appropriate, be made aware of what to do in general terms, such as informing a teacher immediately if they think help is needed.
- 8.3 If a young person needs to be taken to hospital, staff will stay with the young person until the parent/carer arrives, or accompany a young person taken to hospital by ambulance.
- 8.4 With regard to **asthma inhalers** held for emergency use, where the academy holds an emergency inhaler, it will only be given to a young person for whom it is held. We will ensure that staff are trained in the use of the inhalers and will follow the Department of Health protocol on their storage and use.

## **9 Day trips, residential visits and sporting activities**

- 9.1 We will actively support students with medical conditions to participate in trips and visits, or in sporting activities, and make reasonable adjustments to allow them to take part. Students will always be included; unless evidence from a clinician such as a GP states that this is not possible.
- 9.2 Our planning arrangements will take account of any adjustments needed to ensure that students with medical conditions are included. This requires consultation with parents/carers and students, advice from relevant healthcare professional and a risk assessment to ensure that students can participate safely.

## **10 Home to academy transport**

- 10.1 With regard to **home-to-academy transport**, where appropriate, transport can be provided for students with complex medical conditions. Transport must be applied for by parents/carers via their local authority.

## **11 Unacceptable practice**

- 11.1 This policy is explicit about what practice is not acceptable. Although staff will use their discretion and judge each case on its merits with reference to the young person's individual risk assessment, it is not generally acceptable practice to:
- Prevent learners from easily accessing their inhalers and medication and administering their medication when and where necessary;
  - Assume that every young person with the same condition requires the same treatment;
  - Ignore the views of the young person, their parents/carers or ignore medical evidence or opinion (although this may be challenged);
  - Send learners with medical conditions home frequently or prevent them from staying for normal academy activities, including lunch, unless this is specified in their individual healthcare plans;
  - Penalise learners for their attendance record if their absences are related to their medical condition (e.g. hospital appointments etc.)

- Prevent students from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Prevent learners from participating or create unnecessary barriers to learners participating in any aspect of academy life, including academy trips
- Not make the necessary reasonable adjustments to the physical learning environment.

## **12 Liability and indemnity**

12.1 Staff are assured that when providing support to students with medical conditions, they are covered by our insurance.

## **13 Complaints**

13.1 Any complaints regarding our support to students with medical conditions should be made in the first instance to the member of staff most likely to have knowledge of the young person's needs. More serious complaints can be taken up using our complaints policy and procedure which is available on our website.

## **14 Record keeping and data protection**

14.1 The academy will ensure that written records are kept of all medicines administered to learners.

14.2 Where appropriate we will inform parents/carers if their child has been unwell at the academy.

14.3 Risk assessments will be stored in a secure central location at the academy.

14.4 Apart from the central copy, specified members of staff (agreed by the pupil and parents/carers) securely hold copies of students' risk assessments. These copies will be updated at the same time as the central copy. The academy will ensure that where multiple copies are in use, there is a robust process for ensuring that they are updated and hold the same information.

14.5 Parents/carers and students (where appropriate) will be provided with a copy of the pupil's current agreed risk assessment.

14.6 We will ensure that all staff protect pupil's confidentiality.

14.7 The academy will maintain a centralised register of students with complex health needs. An identified member of academy staff has responsibility for the register at each academy. The academy must ensure that there is a clear and accessible system for identifying students with health plans/medical needs such as names being 'flagged' on the Arbor system. A robust procedure will be in place to ensure that the young person's record, contact details and any changes to the administration of medicines, condition, treatment or incidents of ill health in the academy is updated on the academy's record system.

14.8 The responsible member of academy staff will follow up with the parents/carers and health professional if further detail on a pupil's individual risk assessment is required or if permission or administration of medication is unclear or incomplete.

14.9 The information in the individual risk assessment will remain confidential and on a 'need to know basis' unless needed in an emergency.

## **Appendix 1 – Policy on Handling and Administering Medication to Students**

### **Policy**

B.1 Medication should only be brought into College when essential; that is, where it is detrimental to a person's health if the medicine is not taken during a College teaching day.

B.2 Students aged over 16 should be responsible for their own prescribed medication and self-administer unless they are unable to do so.

### **C Responsibilities of Staff**

#### **C.1 College staff:**

- are not permitted to administer non-prescribed medication
- are not permitted to administer prescribed medication
- are not permitted to administer paracetamol or aspirin or other "over the counter" pain relief.

#### **C.2 First aiders:**

- are not permitted to administer non-prescribed medication
- are not permitted to administer prescribed medication
- are not permitted to administer paracetamol or aspirin or other "over the counter" pain relief.

#### **C.3 Designated/trained staff:**

- are permitted, with parent/carer consent if the student is under the age of 18, to administer non-prescribed medication
- are permitted to administer prescribed medication
- are permitted, with consent from the parent/carer, to administer paracetamol or aspirin or other "over the counter" pain relief.

### **D Administering Medication**

#### **D.1 Prescribed medication**

D.1.1 It is expected that students administer and look after their own medication wherever possible. However, some students with complex needs may require support to administer prescribed medication. This should be done by a designated person following the prescriber's instructions for administration. The College cannot accept changes to the prescribed dosage without supporting medical evidence.

D.1.2 The designated person must keep a written record of when medication is administered. Training will be offered to staff if it is required for a specific medication.

D.1.3 In some cases, students may be prescribed controlled drugs which they need to self-manage. These should be kept in a secure locked cabinet and appropriate records kept regarding key holders. Students should be able to access this medication through a designated person, when required.

#### **D.2 Non-prescribed medication**

D.2.1 No member of staff other than the designated person should administer non-prescribed medication or treatment. Designated persons working with students with complex needs may administer non-prescribed medication or treatment only with consent from the parent/carer.

## **E Storage of Medication**

E.1 Medication must be provided in the original container, as dispensed by the pharmacist, and include the prescriber's instructions for administration and the student's name. The medication must be stored in a locked non-portable cabinet. Access to the cabinet should be for designated persons only and appropriate records kept regarding key holders. Medication should never be stored in a first aid box.

E.2 The College should keep controlled drugs in a locked non-portable cabinet and only named persons should have access. Records should be kept for audit and safety purposes, including details of key holders and dates/times when medication has been administered.

E.3 Staff should only store, supervise and administer medication that has been prescribed for an individual student.

E.4 Medication should be stored strictly in accordance with product instructions, paying particular note to temperature. Where required, medication should be stored in a non-food refrigerator which is lockable or located in a secure room.


E.5 Wherever possible, students should be responsible for their own emergency medication, which should be readily available.

## **F Disposal of Medication**

F.1 Parents/carers and students are responsible for ensuring that date-expired medication is returned to a pharmacy for safe disposal, and for ensuring that unused medication is collected by the end of the academic year.

F.2 Medication not collected by the end of the academic year will be disposed of by a designated member of staff.

**Appendix 2: Medical / Health Form**

 <p><b>Solihull Sixth Form College</b> SUMMIT LEARNING TRUST</p>	<p align="center"><b>Medical / Health Form Parental/Student Agreement</b></p>
Student's Name	<input type="text"/>
Date of Birth	<input type="text" value="/ /"/>
Medical diagnosis or condition	<input type="text"/>
<b>Medicine</b> Name/type of medicine (as described on container) and dosage	<input type="text"/>
Date dispensed	<input type="text" value="/ /"/>
Expiry date	<input type="text" value="/ /"/>
Special precautions/information/side effects college should know about	<input type="text"/>
Is self administration possible? <b>Yes/No</b> (delete as appropriate) If no give details	<input type="text"/>
Procedure to take in an emergency	<input type="text"/>
<p>I accept that the administration of prescription drugs is not a service that college is normally obliged to undertake, but that college will act to the best of its ability to ensure appropriate treatment is received by all students.</p> <p>I understand that I/we am responsible for providing an in-date prescription of ..... (description) and renewing it when necessary and for updating college if there is any change to the above.</p> <p>Signature ..... (parent/guardian) Date .....</p> <p>Print Name .....</p>	
<b>Please Turn Over</b>	
<small>*Forms/Newforms/Admin/Health Care Plan 010815</small>	

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Describe medical needs/details of allergies/ allergic responses including known triggers


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

Does emergency medication need to be held at College? Eg epipen. If so, what?

Return this form to the Additional Learning Administrator, Malvern Building.  
(You can also ask Reception or your Academic Coach to pass this on). Thank you

**IN ALL CASES OF EMERGENCY DIAL 0 FOR RECEPTION & ASK FOR 1ST AID**

Appendix 3: Risk Assessment Template (Exemplar for student with risk of anaphylactic shock)



## Risk Assessment

Risk Assessment Title:	Severe allergy - EPI PEN USER
Name:	XXXX
Department/ Curriculum Area:	
Risk Assessor's Name:	XXXX
Date:	

Persons at risk: <i>(Add/ Delete as appropriate)</i>	Staff, <b>Student</b> , Governors, Visitors, Public
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+ General Description **Severe nut allergy – risk of anaphylactic shock. Epi pen user.**

Hazard	Initial Risk Level <i>(H=High, M=Medium, L= Low)</i>		Control Measures	Residual/Net Risk Level <i>(H=High, M=Medium, L= Low)</i>	
	Impact	Probability		Impact	Probability
Risk of anaphylactic shock due to severe allergic reaction to Nuts	H	L	<ul style="list-style-type: none"> <li>Epi pen should be carried on the student at all times.</li> <li>Student uses their knowledge to avoid / minimise known allergens.</li> <li><u>Epi</u> pen trained user to administer Epi Pen as necessary.</li> <li><b>Call 999 immediately.</b></li> </ul>	M	L
Risk in Social areas:-e.g.- Refectory/learning centre & moving between buildings	H	L	<ul style="list-style-type: none"> <li>The student is to be aware of who they are sitting next to when in these areas.</li> <li>Student should know what to avoid and how to minimise contact with identified allergens.</li> <li><u>Epi</u> pen trained staff are available to administer the epi pen when needed.</li> <li>Food available from the Canteen. Student should speak with Catering Staff who will advise them accordingly regarding their intolerances/allergies.</li> <li><b>Call 999 immediately in the event of anaphylactic shock.</b></li> </ul>	M	L
Risk in Laboratories (student studies science)	H	L	<ul style="list-style-type: none"> <li>Student should not take part in experiments where allergens are used. They should be excused from the room</li> <li>Benches are thoroughly cleaned after any experiment.</li> <li>Epi pen trained user to administer Epi Pen.</li> <li><b>Call 999 immediately in the event of anaphylactic shock.</b></li> </ul>	M	L

