



## **SUPPORTING STUDENTS WITH MEDICAL CONDITIONS POLICY**

Lead	Assistant Principal Inclusion
Reviewed by Staff	January 2025
Reviewed by Students	n/a
Approved by Governors	January 2025
Interim Review	January 2026
Full Review	January 2027

### **Links to other Policies and Documents**

[Equalities Policy](#)

[Access Plan](#)

[Safeguarding & Child Protection Policy](#)

[Health and Safety Policy](#)

[SEND Policy](#)

[Complaints Procedure](#)

## 1. Introduction

This policy is informed by the Department for Education statutory guidance 'Supporting pupils at school with medical conditions' (2015). Section 100 of the Children and Families Act 2014 places a duty on the Local Governing Body (LGB) and Senior Leaders at Riddlesdown Collegiate to make arrangements for supporting students with medical conditions. Students with special medical needs have the same right of admission to Riddlesdown Collegiate as other young people and cannot be refused admission or excluded from the Collegiate on medical grounds alone. Teachers and other Collegiate staff in charge of students have a common law duty to act in the place of the parent/carer and may need to take swift action in an emergency. This duty also extends to teachers and other Collegiate staff leading activities off site. This could extend to a need to administer medicine. The prime responsibility for a child's health lies with the parent/carer who is responsible for the child's medication. Therefore, parents/carers should supply the Collegiate with any relevant medical information relating to their child. This Policy will be reviewed regularly according to the Collegiate Trust's Policy Management Plan and will be readily accessible to parents and staff through the Collegiate website and intranet.

## 2. Policy Implementation

As mentioned in the introduction of this Policy, all schools and academies are statutorily expected to have a policy dealing with medical needs and to be able to demonstrate that this is implemented effectively. The overall responsibility for the successful implementation of this Policy is given to the CEO of the Collegiate Trust. The Principal of Riddlesdown Collegiate is responsible for ensuring that sufficient staff are suitably trained. An Assistant Principal oversees cover arrangements in the event of staff absence or staff turnover to ensure that a member of staff is always available and on site to deal with issues detailed in this Policy. A member of the Senior Leadership Team is also responsible for briefing supply teachers, where necessary, about the medical needs of students. A member of the Riddlesdown Collegiate Senior Leadership Team ensures risk assessments for visits and other activities outside of the normal timetable take full account of this Policy. Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the student, parents/carers, Assistant Principal Inclusion, Special Educational Needs Coordinator (SENDCO), College Inclusion Coordinators (CIC) and medical professionals, including the School Nurse. All Collegiate staff are expected to show a commitment to supporting students with medical conditions and an awareness of these medical conditions. All new members of staff will be inducted into the arrangements and guidelines set out in this Policy.

## 3. Definitions of Medical Conditions

Students' medical needs may be broadly summarised as being of two types:

- Short-term affecting their participation in Collegiate activities because they are on a course of medication or have an illness/condition.
- Long-term potentially limiting their access to education and requiring extra care and support (deemed special medical needs). We have a number of students who fall into this category, not limited to those in Phoenix College requiring intimate and/or personal care.

## 4. The Role of Staff at Riddlesdown Collegiate

- 4.1 Some students with medical conditions may have further disabilities. Where this is the case the LGB must comply with its duties under the Equality Act 2010. For students with disabilities, this Policy should be read in conjunction with the Collegiate's Equalities Policy. A number of students at Riddlesdown require intimate and/or personal care. This is delivered in a manner that respects the student's dignity, privacy and autonomy, and is carried out in accordance with safeguarding procedures and, where appropriate, the informed consent of the student and their parents/carers. Staff who perform intimate and/or personal care duties are under the direction of College Inclusion Coordinator and the Collegiate SENDCO.
- 4.2 Some students with medical needs may also have Special Educational Needs and may have an Education, Health and Care Plan (EHCP) which brings together health and social care needs, as well

as their special educational provision. For students with SEND, this guidance should be read in conjunction with the Collegiate's SEND Policy.

- 4.3 If a student is deemed to have a long-term medical condition, the Collegiate will ensure that arrangements are in place to support them. In doing so, we will ensure that such students can access and enjoy the same opportunities at Riddlesdown Collegiate as any other student.
- 4.4 The Collegiate, parents of students, health professionals, and other support services work together to ensure that students with medical conditions receive a full education, unless this would not be in their best interests because of their health needs. In some cases, this requires flexibility and involves, for example, programmes of study that rely on part time attendance at Riddlesdown Collegiate in combination with alternative provision. Riddlesdown Collegiate makes use of appropriate external provisions, and has, in the past, where necessary allowed students to take public examinations in their own home after application to the Joint Council for Qualifications (JCQ). Consideration is also given to how students are reintegrated back into the Collegiate after long periods of absence, which could involve provision in the MacKay College.
- 4.5 Staff must not give prescription medicines or undertake health care procedures without appropriate training (updated to reflect any IHCP). At Riddlesdown Collegiate, we recognise that a first-aid certificate does not solely constitute appropriate training in supporting children with medical conditions. The Collegiate arranges for healthcare professionals where needed to provide further targeted training (for example, delivery of EpiPen and Bucculum training). Training records are held centrally by the Student Support Team.

## **5. Procedures to be followed when Notification is received that a Student has a Medical Condition**

- 5.1 Riddlesdown Collegiate ensures that the correct procedures are followed whenever we are notified that a student has a medical condition. The procedures are also in place to cover:
  - any transitional arrangements between Riddlesdown Collegiate and another provider
  - the process followed upon reintegration
  - when student's needs change, or
  - when there is a need for further staff training or support.

Every effort will be made to ensure that arrangements are in place in time for the start of the relevant school term. In other cases, such as a new diagnosis or students moving to the Collegiate mid-term, our aim is to have arrangements in place as soon as possible, however, this may be dependent on external training availability.

- 5.2 In making the arrangements, Riddlesdown Collegiate takes into account the fact that many of the medical conditions that require support at Riddlesdown Collegiate affect quality of life and may also be life threatening. Further, we acknowledge that some conditions will be more obvious than others. We ensure, therefore, that the focus is on the needs of each individual student and how their medical condition impacts on their school life. Riddlesdown Collegiate ensures that any such arrangements give parents and students confidence in the Collegiate's ability to provide effective support for medical conditions; show an understanding of how medical conditions may impact on a student's ability to learn and promote self-care.
- 5.3 Riddlesdown Collegiate ensures that a number of staff are trained to provide the support that students need. Arrangements are clear and unambiguous about the need to actively support students with medical conditions, supporting participation in trips, visits, sporting activities, and ensures students are not at a disadvantage due to their medical need. The Collegiate makes arrangements for the inclusion of students in such activities by making any reasonable adjustments as required - unless evidence from a clinician such as a GP or Consultant states that this is not possible. The Collegiate makes sure that no student with a medical condition is denied admission or is prevented from attending Riddlesdown Collegiate because arrangements for their medical condition have not been made. However, in line with our Safeguarding duties, we will ensure that students' health is not put at unnecessary risk from, for example, infectious diseases. We do not, therefore, accept a child at the Collegiate at times where it would be detrimental to the health of that child or to that of others.

- 5.4 The Collegiate does not have to wait for a formal diagnosis before providing support to students, however, in order to complete an IHCP, appropriate medical evidence must be provided to the school. Where a student's medical condition or related information is unclear, conflicting, or where there are differing views the Collegiate will work collaboratively with parents/carers and relevant health professionals to determine appropriate support based on the evidence available. This may involve consultation with parents/carers and the provision of further medical clarification where required. Where necessary, the Collegiate may seek additional information to ensure the most appropriate arrangements are put in place to meet the student's needs safely and effectively. This process will usually be led by the Collegiate SENDCo or Assistant Principal Inclusion. Following these discussions, an IHCP may be agreed and implemented where appropriate.
- 5.5 Where a student has an IHCP, this clearly defines what constitutes an emergency and explains what to do, ensuring that all relevant staff are aware of emergency symptoms and procedures. We ensure that other students in the Collegiate know what to do in general terms, such as informing a teacher immediately if they think help is needed. If a student (regardless of whether they have an IHCP) needs to be taken to hospital, a member of staff stays with the child until the parent/carers arrives, or accompanies a student taken to hospital by ambulance.

## **6. Individual Health Care Plans (IHCPs)**

- 6.1 Individual Healthcare Plans (IHCPs) will be developed in collaboration with the student, parents/carers, Student Support Team, Assistant Principal Inclusion or Special Educational Needs Coordinator (SENDCo) and medical professionals (which could include School Nursing Team or specialist consultant). In the case of medical intervention and the protocol to follow in case of an emergency being necessary, the medical professionals supporting the student will support the Collegiate in identifying these measures. It is the responsibility of all members of staff supporting the individual students to ensure that the IHCP is followed. Class teachers are responsible for ensuring that students and their medical conditions are supported at school. IHCPs help to ensure that the Collegiate effectively supports students with medical conditions. They provide clarity about what needs to be done, when and by whom. They are essential in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed. They are helpful in the majority of other cases too, especially where medical conditions are long-term and complex. However, not all students will require one. The Collegiate, health care professionals and parents should agree, based on evidence, when an IHCP would be inappropriate or disproportionate. If consensus cannot be reached, the Principal is best placed to take a final view.
- 6.2 IHCPs are stored securely and will be easily accessible to staff who need the information to support the students effectively, whilst adhering to confidentiality and GDPR requirements. IHCPs capture the key information and actions that are required to support the student effectively. The level of detail within a student's IHCPs will depend on the complexity of the student's condition and the degree of support needed. This is important because different students with the same health condition may require very different support. Students with medical conditions who are also on our SEND Register should have their IHCP monitored in collaboration with their SEND Support Plan to ensure records are consistent and accurate.
- 6.3 IHCPs, can be initiated by parents/carers and reviewed; where necessary, in consultation with the parent, Student Support Team, Assistant Principal Inclusion, Special Educational Needs Coordinator (SENDCo) and medical professionals (including School Nursing Team and specialist consultants).
- 6.4 The Collegiate ensures that IHCPs are updated when necessary, by the Student Support Team at least annually, or earlier if evidence is presented that the student's needs have changed. They are developed and reviewed with the student's best interests in mind and ensures that the Collegiate assesses and manages risks to the student's education, health and social wellbeing whilst minimising educational disruption. (Parents should inform the Student Support Team of any changes to their child's IHCP as soon as they occur). For students with medical conditions that also have EHCPs, the IHCP will include details of the student's health condition, as recorded in Section C of the EHCP, if appropriate.
- 6.5 It is necessary for each IHCP to include:
- The medical condition, its triggers, signs, symptoms and treatments

- The student'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/noisy conditions, travel time between lessons
- Specific support for the student's educational, social and emotional needs – for example, how absences will be managed, requirements for extra time to complete tests, use of rest periods or additional support in catching up with lessons, counselling sessions
- The level of support needed, (some students will be able to take responsibility for their own health needs), including in emergencies. If a student is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring, who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the student's medical condition from a healthcare professional and cover arrangements for when they are unavailable
- Who in the Collegiate needs to be aware of the student's condition and the support required
- Arrangements for written permission from parents for medication to be administered by a member of staff, or self-administered by the student during school hours
- Separate arrangements or procedures required for Collegiate trips or other Riddlesdown activities outside of the normal school timetable that will ensure the student can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parents or student, the designated individuals to be entrusted with information about the student's condition
- What to do in an emergency, including whom to contact, and contingency arrangements. Some children may have an Emergency Health Care Plan prepared by their lead clinician that could be used to inform development of their IHC. The Emergency Health Care Plan will not be the Collegiate's responsibility to write or review.

## **7. The Student's Role in managing their own Medical Needs**

- 7.1 If it is deemed, after discussion with the parents, that a student is competent to manage their own health needs and medicines, the Collegiate will encourage them to take responsibility for managing their own medicines and procedures. This will be reflected within IHCPs. Wherever possible and appropriate, students should be allowed to carry their own medicines and relevant devices or should be able to access their medicines for self-medication quickly and easily; these will be stored at Student Services. In instances where students carry their own medication or medical devices, safeguarding the student population should always be considered. Controlled drugs must always be kept securely at Student Services, marked with the student's name, college and requirements.
- 7.2 All medicines administered during the day are recorded on Arbor by the Student Services Team. Students who carry and administer their own medicines, should do so in Student Services so that it can be recorded. Ritalin, Midazolam, and other controlled drugs must always be kept securely at Student Services, marked with the student's name, college, and requirements. The Collegiate recognises that students who can take their medicines themselves or manage procedures may require an appropriate level of supervision. If a student is not able to self-medicate then they should report to the Student Services Team for support with medical administration, or if necessary, a member of the Student Services Team goes to the student.
- 7.3 If a student refuses to take medicine or carry out a necessary procedure, staff should not force them to do so but instead follow the procedure agreed in the IHCP. Parents should be informed so that alternative options can be considered.

## **8. Managing Medicines on the Riddlesdown Collegiate Site**

The following are the procedures to be followed for managing medicines:

- All parents of students at Riddlesdown Collegiate will be required to detail any medical conditions that the child may have on the portal form as part of the enrolment procedures.
- Where possible medicine should be administered at home. Medicines should only be administered at the Collegiate when it would be detrimental to a child's health or school attendance not to do so.
- In most cases, the Student Services Team are the only members of staff authorised to manage and administer medicines. In the event of needing to administer emergency medication such as EpiPens and

Midazolam, only staff who have undergone approved training and are deemed competent should do so. Staff should not administer emergency medication without appropriate training and competency.

- Students may carry and administer (where appropriate), their own medicines, bearing in mind the safety of other children and medical advice from the prescriber in respect of the individual child. Ritalin, Midazolam and other controlled drugs must always be kept securely at Student Services, marked with the student's name, college, and requirements.
- Staff should never give a non-prescribed medicine to a child under 16 unless there is specific prior written permission from the parents. If such medicine is administered to a student, the parent must be notified.
- Under no circumstances will we administer aspirin to a child under 16, unless prescribed by a doctor.
- If in doubt about any procedure, staff should not administer the medicines but check with the parent/carer or a health professional before taking further action.
- The Collegiate will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date but will generally be available inside an insulin pen or a pump, rather than in its original container.
- All medicines (excluding medicine that students are carrying and administering themselves) are kept in Student Services, and will be stored safely and securely, marked with the student's name, college and requirements. Students should know where their medicines are at all times and be able to access them immediately during the school hours until 4pm.
- Medicines and devices such as asthma inhalers, blood glucose testing meters and Auto-injectors pens (Epipen) are easily accessible in a storage cupboard supervised by The Student Support Team, in Student Services during school office hours of 8 am to 4 pm
- During Collegiate trips, unless the student is self-managing, the first aid trained member of staff/party leader will carry all medical devices and medicines required. Any child attending an educational visit and requiring an Auto-injector (Epipen) will be accompanied by a suitably trained member of staff. It is good practice to ensure that at least one staff member on every visit is trained.
- The IHCP's must be accessible during visits for emergency use; this access will be provided digitally. Information taken out of Riddlesdown Collegiate must be done so in line with the GDPR and school trip guidelines
- If staff are concerned about whether they can provide for a child's safety, or the safety of other children on a visit, they should seek parental views and medical advice from the child's GP. In all cases it will be the final decision of the party leader of any visit, in discussion with the Principal, whether a child with medical needs can participate fully and safely in that visit.
- Staff supervising sporting activities should consider whether risk assessments are necessary for some children, be aware of relevant medical conditions and any preventative medicine that may need to be taken and emergency procedures.
- Staff administering medicines should do so in accordance with the prescriber's instructions.
- All medicines administered during the day are recorded on Arbor by the Student Services Team.
- When a student is on a trip, any medication administered must be recorded on Arbor by the person who administered it as soon as is practical when returning to school from the trip
- These records offer protection to staff and students and provide evidence that agreed procedures have been followed.
- Medication records are monitored regularly by the Student Support Team to ensure accuracy. When no longer required, medicines should be returned to the parent to arrange for safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps.

## 9. Defibrillator

Defibrillators – sudden cardiac arrest is when the heart stops beating and can happen to people of any age and without warning. If this does happen, quick action (in the form of early CPR and defibrillation) can help save lives. A defibrillator is a machine used to give an electric shock to restart a patient's heart when they are in cardiac arrest. Modern defibrillators are easy to use, inexpensive and safe.

Riddlesdown Collegiate has three defibrillators on site. Their locations are as follows;

Internal Defibrillators

Student Services Team office (no code required, office may be locked after 4pm).

College Vi Diner (no code required, yellow cabinet)

External Defibrillator

Orion Bumblebee Wall (Code C159X)

## 10. Ambulance

In the event that a student sustains a bodily injury whilst on the school premises, appropriately trained staff will administer first aid and undertake an initial assessment based on the information and symptoms available at the time. It is recognised that some injuries, including fractures, may not always be immediately apparent, and that symptoms may develop or become clearer over time.

Where an injury or illness is assessed at the time as non-life-threatening, parent/carers will normally be contacted and offered the opportunity to collect their child in order to seek medical attention without delay. This approach reflects current ambulance response times for non-emergency situations, which may be significantly prolonged and, in some instances, exceed 4–6 hours, and is intended to support timely access to appropriate care.

Where a parent/carer expressly requests that an ambulance be called, the school will comply with this request to seek further medical advice and guidance.

All decisions will be made in good faith, prioritising the safety and welfare of the student, and based on the professional judgement of staff at the time of the incident.

An ambulance should be called when there is a medical emergency; a medical emergency is any sudden illness or injury that poses an immediate risk to life, health, or safety and requires urgent medical attention.

An ambulance **must be called immediately** if a student, staff member, or visitor experiences any of the following:

- Loss of consciousness or unresponsiveness
- Difficulty breathing, choking, or not breathing
- Chest pain or suspected heart attack
- Signs of stroke (e.g. facial drooping, arm weakness, slurred speech)
- Severe or uncontrolled bleeding
- Seizures (especially first-time, prolonged, or repeated seizures)
- Serious head injury or suspected spinal injury
- Severe allergic reaction (anaphylaxis)
- Major injury or trauma (e.g. falls, sports injuries, accidents)
- Severe burns or electric shock
- Any condition that appears life-threatening or rapidly deteriorating
- Whenever staff are unsure and believe urgent medical care is required

**Any member of staff** may call an ambulance if they believe a medical emergency exists.

When a medical emergency occurs:

- Call emergency services immediately (e.g. 999 / 911 / local emergency number).
- Provide first aid or CPR if trained and it is safe to do so.
- Do not move the injured person unless there is immediate danger.
- Send a staff member to meet emergency responders and direct them to the scene.
- Ensure other students are supervised and moved away if necessary.

After calling an ambulance, the following must be informed **as soon as possible**:

1. **Principal** or designated senior leader
2. **Student Services Team**
3. **Caretaking Team**
4. **Designated Safeguarding Lead (DSL)**
5. **Parent or legal guardian must be contacted immediately.** They need to be informed that an ambulance has been called, the nature of the emergency (as appropriate) and which hospital the student is being taken to

If parent or legal guardian cannot be reached, a senior leader will decide next steps in line with safeguarding guidance.

## **11. Unacceptable Practice**

Although Collegiate staff should use their discretion and judge each case on its merits with reference to the student's IHCP, it is not generally acceptable practice to:

- Prevent students from easily accessing their inhalers and medication and administering their medication when and where necessary
- Assume that every student with the same condition requires the same treatment
- Ignore the views of the student or their parents; or ignore medical evidence or opinion (although this may be challenged)
- Send students with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal Collegiate activities, including lunch, unless this is specified in their IHCPs
- If the student becomes ill, send them to the Student Services unaccompanied or with someone unsuitable, for example another student who may be unfamiliar with the school layout.
- Penalise students for their attendance record if their absences are related to their medical condition e.g. hospital appointments
- Prevent students from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively.
- Prevent students from participating or create unnecessary barriers to students participating in any aspect of Collegiate life, including Collegiate trips, e.g. by requiring parents to accompany the child.

## **12. Complaints**

Should parents or students be dissatisfied with the support provided they should discuss their concerns directly with the Deputy College Head. If for whatever reason this does not resolve the issue, they may make a formal complaint as outlined in the Collegiate's Complaints Procedures.