

# Medical conditions Policy

<p><b>iCollege</b> Alternative Education West Berkshire</p>
<p><b>Medical Condition Policy</b></p>

Document Control	
<b>Document Name</b>	Medical condition Policy
<b>Category:</b>	<b>Statutory</b>
<b>Date:</b>	Approved December 2023
<b>Version:</b>	2.2
<b>Written by:</b>	This policy has been produced using The Key guidance
<b>Associated policies and useful information</b>	Child Protection & Safeguarding Policy Anti-Bullying Policy Parents Carers Complaints Policy <a href="http://www.medicalconditionsatschool.org.uk/">http://www.medicalconditionsatschool.org.uk/</a> <a href="https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3">https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3</a>
<b>Review:</b>	Dec '24

## Contents

1	Forward.....	1
2	Purpose and Rationale.....	2
3	Equal Opportunities.....	2
4	Roles and Responsibilities.....	2
5	Individual Care Plans (ICP).....	3
6	Medicine- administration.....	3
7	Storage of medicines and equipment.....	4
8	Record keeping.....	4
9	Physical environment including reducing or eliminating health and safety risks.....	5
10	Reducing or eliminating Health and Safety risks.....	5
11	Understanding the condition and Emergencies.....	6
12.	Key contact list.....	6
13.	Change Record.....	7

## 1 Forward

This policy has been drawn up in accordance with the DfE guidance 'Supporting Pupils at School with Medical Conditions'.

Section 100 of the Children and Families Act 2014 places a duty on governing bodies of maintained schools, proprietors of academies and management committees of PRUs to make arrangements for supporting pupils at their school with medical conditions.

In meeting the duty, the governing body, proprietor or management committee must have regard to guidance issued by the Secretary of State under this section. This guidance came into force on 1 September 2014.

iCollege Management Group will further comply with their duties under the Equality Act 2010 towards disabled children and adults.

## 2 Purpose and Rationale

The policy framework describes the essential criteria for how the school can meet the needs of children and young people with long-term medical conditions.

- iCollege is welcoming and supportive of pupils with medical conditions. It provides children with medical conditions with the same opportunities and access to activities (both school based and out-of-school) as other pupils.
- No child will be denied admission or prevented from taking up a place in iCollege because arrangements for their medical condition have not been made.
- iCollege will listen to the views of pupils and parents.
- Pupils and parents/carers feel confident in the care they receive from iCollege and the level of that care meets their needs.
- Staff understand the medical conditions of pupils at iCollege and that they may be serious, adversely affect their quality of life and impact on their ability to learn.
- All staff understand their duty of care to children and young people and know what to do in the event of an emergency.
- The whole school understand and support the medical conditions policy.
- iCollege understands that all children with the same medical condition will not have the same needs.
- The school recognises that duties in the Children and Families Act (England only), the Equality Act (England, Wales and Scotland) and the Disability Discrimination Act (Northern Ireland only) relate to children with disability or medical conditions and are anticipatory.

## 3 Equal Opportunities

iCollege is an inclusive community that welcomes and supports pupils with medical conditions.

iCollege provides all pupils with any medical condition the same opportunities as others at school. We will help to ensure they can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic wellbeing once they leave school.

iCollege makes sure all staff understand their duty of care to children and young people in the event of an emergency.

All staff feel confident in knowing what to do in an emergency.

iCollege understands that certain medical conditions are debilitating and potentially life threatening, particularly if poorly managed or misunderstood.

iCollege understands the importance of medication and care being taken as directed by healthcare professionals and parents/carers.

All staff understand the medical conditions that affect pupils at iCollege and receive training on the impact medical conditions can have on pupils.

## 4 Roles and Responsibilities

- **iCollege** understands that certain medical conditions are serious and potentially life threatening, and will ensure that relevant staff, in each unit, feel confident in knowing how to support young people with medical conditions.
- This school works in partnership with all relevant parties including the pupil (where appropriate), parent/carer, MC, staff and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully. The MC should ensure parents are aware of the iCollege complaints policy and procedures should they be dissatisfied with the support provided to their child.
- **iCollege** understands the importance of medication and care being taken as directed by healthcare professionals and parents/carers. All pupils with medical conditions will have an Individual Care Plan created with the Lead teacher/Pastoral (HLTA) and parents before the young person starts at iCollege, this will be reviewed regularly at least annually or more often if necessary.

# Medical Condition Policy

- iCollege will ensure that staff, in the relevant unit, understand the medical conditions that affect their pupils and will receive appropriate training on the impact of such medical conditions to help them to support effectively.
- First aid boxes are located in all units and there are trained First Aiders.
- **iCollege** ensures this policy is applied across the curriculum, in all units and includes when pupils are on day or residential trips.

## 5 Individual Care Plans (ICP)

All children with a medical condition should have an Individual Care Plan

A Care Plan details exactly what care a child needs in school, when they need it and who is going to give it.

It should also include information on the impact any health condition may have on a child's learning, behaviour or classroom performance.

This should be drawn up with input from the child (if appropriate) their parent/carer, relevant school staff and healthcare professionals, ideally a specialist if the child has one.

**iCollege** will ensure that all students joining school have an Individual Care Plan in place, agreed jointly with nurses, parents/carers, pupils and school staff. This will explain what support is needed. The ICP will accompany a pupil should they need to attend hospital. Care plans are developed in the context of assessing and managing risks to the pupil's education, health and social wellbeing.

Individual Care Plans should consider:

- The medical condition, its trigger, signs, symptoms and treatment
- The pupil's resulting needs, including medication (its side-effects and storage) and other treatments, dose, time, facilities, equipment, testing, dietary requirements and environmental issues.
- Specific support for the pupil's educational, social and emotional needs, for example how absences will be managed, requirements for extra time to complete work, rest periods or additional support
- Who will provide this support, their training needs, expectations of their role and confirmation of their proficiency to provide support for the pupil's medical needs.
- Who needs to be aware of the student's condition and the support required.
- Separate arrangements or procedures required for trips or other activities outside the normal iCollege timetable that will ensure the pupil can participate, e.g. risk assessments
- Arrangements for travel to and from iCollege and what should be done if an emergency arises
- Where confidentiality issues are raised by the parent or pupil, the designated individuals to be entrusted with information about the child's condition
- What to do in an emergency, including who to contact and contingency arrangements
- Care Plans are reviewed regularly or whenever the pupil's needs change.

The Lead Teacher of each unit has responsibility for ensuring that all stakeholders are kept informed.

## 6 Medicine- administration

Management of the administration of medication is done via the Leading Teacher/Pastoral HLTA and follows West Berkshire H&S guidance. Any individual needs may be discussed with them. Any member of staff providing support to a pupil with medical needs will have received suitable training.

iCollege will make sure that there are several members of staff who have been trained to administer the medication and meet the care needs of an individual child and will ensure there are sufficient members of staff trained to cover any absences, staff turnover and other contingencies.

# Medical Condition Policy

Medication may only be administered if prescribed by a healthcare professional. Medicines bought 'over the counter' may be administered in agreement with the Lead Teacher and parent/carer. When administering non-prescribed medication, for example prescribed pain relief, iCollege will check the maximum dosage and when the previous dose was given. Parents/carers will be informed.

iCollege will not give medication (prescription or non-prescription) to a child under 16 without a parent/carer's written consent except in exceptional circumstances, and every effort will be made to encourage the pupil to involve their parent/carer, while respecting their confidentiality.

If a pupil refuses to take their medication or carry out a necessary procedure, staff should not force them to do so, but follow the procedure agreed in the ICP. Parents/carers will be informed.

This school will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site educational visit and the needs of the pupil, associated risks and how these are to be managed will be included in the risk assessment for the visit.

Parents/carers at iCollege understand that they should let the school know immediately if their child's needs change and provide enough information to ensure their needs are met.

iCollege will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit, including overnight stays.

## 7 Storage of medicines and equipment

iCollege makes sure that all staff understand what constitutes an emergency for an individual student and makes sure that emergency medication/equipment is readily available wherever the student is at an iCollege unit and on off-site activities. Pupils may carry their emergency medication/equipment with them if this is appropriate or know where and how to access it.

The LT or HLTA at each unit will ensure that students know to ask any member of staff regarding immediate access to their medication when required. In iCollege, medications are stored safely in a locked cabinet.

**iCollege** will store medication that is in date and labeled in its original container. Controlled drugs will be stored securely, with only named staff having access. Staff at **iCollege** can administer a controlled drug to a pupil once they have had specialist training.

Medication will only be accepted where it is in its original container, complete with dispensing label including the students' name and instructions for administering from a qualified healthcare professional. The exception to this is insulin, which though must still be in date, will generally be supplied in an insulin injector pen or a pump.

The LT/HLTA will regularly check all medication held in each iCollege unit and all medicines which will expire will be returned to parents and replacements requested.

**iCollege** disposes of needles and other sharps in line with local policies.

Sharps boxes are held securely at school and will accompany a student on off-site visits. They are collected and disposed of in line with LA procedures.

## 8 Record keeping

iCollege parents/carers and referring schools are asked if the student has any medical conditions at the Care Plan meetings. The Individual Care Plan is used to record the support an individual pupil needs around their medical condition.

**iCollege will ensure:**

- There is a centralized register of ICPs held on Share Point and an identified member of staff has the responsibility for this register.
- The Care Plans are regularly reviewed, at least every year or whenever the pupil's needs change and are created with a nurse present and maintained by the nursing staff.

# Medical Condition Policy

- The staff, pupil (where appropriate), parents/carers, specialist nurse (where appropriate), and relevant healthcare services hold a copy of the ICP. Other school staff are aware and physiotherapists, speech therapists and occupational therapists have access to the ICPs for pupils in their care.
- That the pupil's confidentiality is protected and they seek permission from parents before sharing medical information with any other party.
- That meetings with the nurses, pupil (where appropriate), parents/carers and relevant healthcare services prior to any school visits to discuss and make a plan for any extra care requirements that may be needed. This is also recorded in the ICP which accompanies them on the visits. Only staff on the signed trained list for administering medications can hold responsibility for the administration of medications out of school.
- That the LT/HLTA keep an accurate record of all medication administered, including the dose, time, date and supervising staff.
- That iCollege makes sure that all staff providing support to a pupil have received suitable training and ongoing support, to make sure they have the confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's Care Plan. This should be provided by suitably qualified healthcare professional. The specialist healthcare professional will confirm their competence, and iCollege keeps an up-to-date record of all training undertaken and by whom.

## 9 Physical environment including reducing or eliminating health and safety risks

iCollege is committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility. It is also committed to an accessible physical environment for out-of-school activities.

iCollege makes sure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits.

All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside the Anti Bullying Policy, to help prevent and deal with any problems. They use opportunities such as PSHE and science lessons to raise awareness of medical conditions to help promote a positive environment.

iCollege understands the importance of all pupils taking part in physical activity and that all relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all pupils. This includes out-of-school clubs and team sports.

iCollege understands that all relevant staff are aware that pupils should not be forced to take part in activities if they are unwell. They should also be aware of pupils who have been advised to avoid/take special precautions during activity, and the potential triggers for a pupil's medical condition when exercising and how to minimise these.

iCollege makes sure that pupils have the appropriate medication/equipment/food with them during physical activity.

iCollege makes sure that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other pupil, and that appropriate adjustments and extra support are provided.

All iCollege staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition. iCollege will not penalise pupils for their attendance if their absences relate to their medical condition.

iCollege will refer pupils with medical conditions who are finding it difficult to keep up educationally to the inclusion manager who will liaise with the pupil (where appropriate), parent/carer and the pupil's healthcare professional.

iCollege makes sure that a risk assessment is carried out before any out-of-school visit, including work experience and educational placements. The needs of pupils with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.

## 10 Reducing or eliminating Health and Safety risks

iCollege is committed to identifying and reducing triggers both at school and on out-of-school visits.

**INSPIRATION KS1 & 2**  
Foxglove Way, Thatcham,  
Berkshire, RG18 4DH  
01635 877114

**POD Plus KS2 & 3**  
Modular Building  
Paynesdown Road  
Thatcham RG19 3TE  
01635 243208

**The POD KS2**  
**INTERVENTION KS3 & 4**  
88 Newtown Road,  
Newbury, Berkshire,  
RG14 7BT  
01635 49397

**INTEGRATION KS3 & 4**  
22, Highview  
Calcot, Reading  
Berkshire RG31 4XD  
01189 416636

**INDEPENDENCE KS4 & 5**  
Richmond House, Bath Road,  
Newbury, Berkshire,  
RG30 1QY  
01635 48872

# Medical Condition Policy

iCollege staff have been given training and written information on medical conditions which includes avoiding/reducing exposure to common triggers. It has a list of the triggers for pupils with medical conditions at each unit and has a trigger reduction schedule and is actively working towards reducing/ eliminating these health and safety risks.

The ICPs will detail an individual pupil's triggers and details how to make sure the pupil remains safe throughout the whole school day and on out-of-school activities. Risk assessments are carried out on all out-of-school activities, taking into account the needs of pupils with medical needs.

iCollege reviews all medical emergencies and incidents to see how they could have been avoided, and changes iCollege policy according to these reviews.

## 11 Understanding the condition and Emergencies

All iCollege staff, including temporary or supply staff (and volunteers if and when appropriate) will be made aware of the medical conditions at each unit and understand their duty of care to students. They will also understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition. iCollege will not penalise pupils for their attendance if their absences relate to their medical condition.

All iCollege staff receive relevant up to date training for each individual pupil as necessary and updated on a regular basis as needs change.

iCollege will refer pupils with medical conditions who are finding it difficult to keep up educationally to the inclusion manager who will liaise with the pupil (where appropriate), parent/carer and the pupil's healthcare professional. Pupils at iCollege will learn what to do in an emergency.

iCollege makes sure that a risk assessment is carried out before any out-of-school visit, including work experience and educational placements. The needs of pupils with medical conditions are considered during this process and plans are put in place for any additional medication or support that may be required.

All iCollege staff should be familiar with normal procedures for avoiding infection and follow basic hygiene procedures. Staff have access to protective clothing and suitable disposal equipment to safely deal with spillages of blood or other bodily fluids, including the changing of dressings.

If a pupil needs to attend hospital, a member of staff (preferably known to the student) will stay with them until a parent/carer arrives, or accompany a student taken to hospital by ambulance

## 12. Key contact list

HEADTEACHER Jacqueline Davies		01635 528048 07833 191057	<a href="mailto:jdavies@icollege.org.uk">jdavies@icollege.org.uk</a>
<b>Designated Safeguarding Lead (DSL)</b>			
Assistant Head teacher (Safeguarding and Well-being)	Faye Miller	07771 989791	<a href="mailto:fmiller@icollege.org.uk">fmiller@icollege.org.uk</a>
<b>Deputy Designated Safeguarding Leads in each unit (DDSLs)</b>			
Inspiration	Siobhan Harvey	01635 877114	<a href="mailto:sharvey@icollege.org.uk">sharvey@icollege.org.uk</a>
The Pod/Inspiration	Rachel Silverthorne	01635 522748	<a href="mailto:rsilverthorne@icollege.org.uk">rsilverthorne@icollege.org.uk</a>
Pod Plus/all units	Jo Farley	01635 243208	<a href="mailto:jfarley@icollege.org.uk">jfarley@icollege.org.uk</a>
Integration KS3 & 4	Pietro Framallicco Abby Ward	01189 416636 07733 083136	<a href="mailto:pframallicco@icollege.org.uk">pframallicco@icollege.org.uk</a> <a href="mailto:award@icollege.org.uk">award@icollege.org.uk</a>
Intervention Year 9 & 10	Helen Blunn Carolyn Smith	01635 49397 07786 038722	<a href="mailto:hblunn@icollege.org.uk">hblunn@icollege.org.uk</a>
Independence YR11 & KS5	Angie Palmer Marie Lacoste	01635 48872 07426 430968	<a href="mailto:apalmer@icollege.org.uk">apalmer@icollege.org.uk</a> <a href="mailto:mlacoste@icollege.org.uk">mlacoste@icollege.org.uk</a>

**INSPIRATION KS1 & 2**  
Foxglove Way, Thatcham,  
Berkshire, RG18 4DH  
01635 877114

**POD Plus KS2 & 3**  
Modular Building  
Paynesdown Road  
Thatcham RG19 3TE  
01635 243208

**The POD KS2  
INTERVENTION KS3 & 4**  
88 Newtown Road,  
Newbury, Berkshire,  
RG14 7BT  
01635 49397

**INTEGRATION KS3 & 4**  
22, Highview  
Calcot, Reading  
Berkshire RG31 4XD  
01189 416636

**INDEPENDENCE KS4 & 5**  
Richmond House, Bath Road,  
Newbury, Berkshire,  
RG30 1QY  
01635 48872

# Medical Condition Policy

<b>All units</b>	Emma Dodridge	01635 49397	<a href="mailto:edodridge@icollge.org.uk">edodridge@icollge.org.uk</a>
<b>Safeguarding Governor</b>	Maureen Sims		<a href="mailto:msims@icollge.org.uk">msims@icollge.org.uk</a>

<b>Sign:</b>		<b>Sign:</b>	
Jacqueline Davies		Maureen Sims	
Head Teacher		Chair of Governing Body	
<b>Date:</b>		<b>Date:</b>	

<b>13. Change Record</b>				
<b>Version Number</b>	<b>Date Approved</b>	<b>Management Committee Minute Reference</b>	<b>Description of Amendments</b>	<b>Review Date</b>
V1	13.3.18	SWC	New Policy	March 2018
V2	23.9.18	SWC ratified 8.11.18 MC	Updated	July 18
V2.1	12.11.19	SWC	Minor updates by FM-contacts dates and KCSIE.	Sept 19
V2.2	12.12.23	Electronic/email	MR Updated: format to new WBC format. Removed Pastoral Manager and changed to Pastoral HLTA Updated associated policies and useful information section March 2023	March 2023 then November 2023

## Keeping Children Safe in Education

All staff at iCollege take seriously their responsibility to protect and safeguard the welfare of children and young people in their care; this includes protecting children from maltreatment; preventing impairment of children's mental and physical health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.