



## **Newham Collegiate Sixth Form Centre**

A specialist centre for Science and Mathematics

# **Supporting Students with Medical Conditions**

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**Date:** 1<sup>st</sup> December 2018

**Approved date:** 3<sup>rd</sup> December 2018

**Review date:** No later than December 2020



## **Introduction**

The NCS values the abilities and achievements of all its young people, and is committed to providing for each student the best possible environment for learning. We actively seek to remove the barriers to learning and participation that can hinder or exclude individual students, or groups of students. This means that equality of opportunity must be reality for our young people. We make this a reality through the attention we pay to the different groups of young people within our Sixth Form.

This policy is to be read in conjunction with our

- SEND Policy;
- Safeguarding policies;
- Equality Policy;
- Behaviour and Anti Bullying policies;
- Curriculum and Teaching and Learning policies;
- Health and Safety Policy.

The Young people and Families Act 2014 states that arrangements for supporting students at Sixth Form with medical conditions must be in place and those students at Sixth Form with medical conditions should be properly supported so that they have full access to education, including Sixth Form trips and physical education.

Young people, at some point during their time at Sixth Form, will have a medical condition which may affect their potential to learn and their participation in Sixth Form activities. For most, this will be short term; perhaps finishing a course of medication or treatment; other young people may have a medical condition that, if not properly managed, could limit their access to education.

## **Aims and Objectives**

To ensure that young people with medical conditions, in terms of both physical and mental health, are properly supported in Sixth Form so that they can play a full and active role in Sixth Form life, remain healthy and achieve their academic potential.

To establish a positive relationship with parents and carers, so that the needs of the young person can be fully met - Parents of young people with medical conditions are often concerned that their child's health will deteriorate when they attend Sixth Form. This is because students with long-term and complex medical conditions may require on-going support, medicines and care while at Sixth Form to help them manage their condition and keep them well. Other young people may require interventions in particular emergency circumstances. It is also the case that young people's health needs may change over time, in ways that cannot always be predicted, sometimes resulting in extended absences. It is therefore important that parents feel confident that their child's medical condition will be supported effectively in Sixth Form and that they will be safe.



To work in close partnership with health care professionals, staff, parents and students to meet the needs of each young person – In making decisions about the support they provide, it is crucial that we consider advice from healthcare professionals and listen to and value the views of parents and students.

To ensure any social and emotional needs are met for young people with medical conditions – young people may be self-conscious about their condition and some may be bullied or develop emotional disorders such as anxiety or depression around their medical condition.

To minimise the impact of any medical condition on a young person's educational achievement – In particular, long term absences due to health problems affect young people's educational attainment, impact on their ability to integrate with their peers and affect their general wellbeing and emotional health. Reintegration back into Sixth Form should be properly supported so that young people with medical conditions fully engage with learning and do not fall behind when they are unable to attend. Short term absences, including those for medical appointments, (which can often be lengthy), also need to be effectively managed.

To ensure that a Health Care Plan is in place for each young person with a medical condition and for some young people who may be disabled or have special educational needs, that their Education, Health and Care Plan is managed effectively.

## **Responsibilities**

Supporting a young person with a medical condition during Sixth Form hours is not the sole responsibility of one person. Partnership working between staff, healthcare professionals, and parents and students will be critical.

### **The Head teacher is responsible for**

- ensuring that a policy is in place to meet the needs of young people with medical conditions;
- Ensuring that all staff are aware of the policy for supporting students with medical conditions and understand their role in its implementation;
- Ensuring that all staff who need to know are aware of the young person's condition;
- Ensuring that sufficient trained staff is available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations;
- ensuring that the Sixth Form is appropriately insured and that staff are aware that they are insured to support students in this way;
- Ensuring that staff have received suitable training and are competent before they take on responsibility to support young people with medical conditions.



### **Sixth Form staff**

- Understand that any member of staff may volunteer or be asked to provide support to students with medical conditions, including the administering of medicines, although they cannot be required to do so;
- Understand the role they have in helping to meet the needs of a young person with a medical condition;
- Work towards/complete targets and actions identified within the Health Care Plan or the SEN Education, Health and Care Plan.

### **Healthcare professionals**

- Notifying the Sixth Form when a young person has been identified as having a medical condition who will require support in Sixth Form;
- Take a lead role in ensuring that students with medical conditions are properly supported in Sixth Form, including supporting staff on implementing a young person's plan;
- Work with Headteachers to determine the training needs of Sixth Form staff and agree who would be best placed to provide the training;
- Confirm that Sixth Form staff are proficient to undertake healthcare procedures and administer medicines.

### **Assisting Young people with Long Term or Complex Medical Needs**

A proactive approach is taken towards young people with medical needs. Every young person with a long term or complex medical need will be offered a home visit from the Pastoral Lead and/or class teacher at the onset of condition or change in condition. This enables the Sixth Form / parents to identify potential issues/difficulties before a young person returns to Sixth Form. Issues identified in the past have included access to classrooms, toilet facilities, lunchtime procedures and emergency procedures. A Health Care Plan will be produced for any young person with long term/complex medical needs and will be reviewed on a regular basis. To assist young people with long term or complex medical needs, the Sixth Form will also consider whether any/all of the following is necessary

- Adapting equipment, furniture or classrooms to enable the young person to access a particular aspect of the curriculum or area of the Sixth Form. Involving the home and hospital support service. Working in partnership with medical agencies and receiving advice/support from other professionals;
- Adapting lesson plans;
- Establishing a phased attendance programme;
- Ensuring that there are procedures in place for the administration of medicine;
- Training for Support Staff/Teachers on a specific medical condition;
- Providing a programme of work for young people who are absent from Sixth Form for significant periods of time;



- Providing appropriate seating during assembly;
- Ensuring that arrangements are made to include a young person with medical needs on Sixth Form visits.

## **Individual Health Care Plans**

An Individual Healthcare Plan is a document that sets out the medical needs of a young person, what support is needed within the Sixth Form day and details actions that need to be taken within an emergency situation. They provide clarity about what needs to be done, when and by whom. The level of detail within the plans will depend on the complexity of the young person's condition and the degree of support needed. This is important because different young people with the same health condition may require very different support.

Individual healthcare plans may be initiated by a member of Sixth Form staff, or another healthcare professional involved in providing care to the young person. Plans must be drawn up with input from such professionals e.g. a specialist nurse, who will be able to determine the level of detail needed in consultation with the Sixth Form, the young person and their parents. Plans should be reviewed at least annually or earlier if the young person's needs change. They should be developed in the context of assessing and managing risks to the young person's education, health and social well-being and to minimise disruption. Where the young person has a special educational need, the individual healthcare plan should be linked to the young person's statement or EHC plan where they have one.

Parents will receive a copy of the Health Care Plan with the originals kept by the Pastoral Lead

## **Administering Medicines**

Medicines should only be administered at Sixth Form when it would be detrimental to a young person's health or Sixth Form attendance not to do so;

No young person under 16 should be given prescription or non-prescription medicines without their parent's written consent - except in exceptional circumstances where the medicine has been prescribed to the young person without the knowledge of the parents. In such cases, every effort should be made to encourage the young person or young person to involve their parents while respecting their right to confidentiality;

A young person under 16 should never be given medicine containing aspirin unless prescribed by a doctor; Medication, e.g. for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken;



Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside Sixth Form hours;

Staff should 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 to Sixth Forms inside an insulin pen or a pump, rather than in its original container;

All medicines must be stored safely. Young people should know where their medicines are at all times and be able to access them immediately. Where relevant, they should know who holds the key to the storage facility. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenalin pens should be always readily available to young people and not locked away;

Staff should otherwise keep controlled drugs that have been prescribed for a student securely stored in a non-portable container and only named staff should have access;

Controlled drugs should be easily accessible in an emergency a member of staff may administer a controlled drug to the young person for whom it has been prescribed providing they have received specialist training/instruction;

Staff should keep a record of all medicines administered to individual young people, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at Sixth Form should be noted;

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.

There is no legal duty which requires staff to administer medication. However, staff across Sixth Form may administer medication to young people provided that the parent/carer has completed an Administration of Medication Form (see Appendix 2). We will only administer non-prescription medicines under exceptional circumstances and with a written request. Occasionally, a young person will show an adverse reaction to a new course of treatment and for this reason the Sixth Form will not take responsibility for administering the first prescribed dosage.

Medication should only be requested to be administered if it needs to be administered during Sixth Form time. Where the dosage is 3 three times a day it is usually acceptable that these doses are given at home – before Sixth Form, immediately after Sixth Form and just before bedtime.



## **Storing medicines**

The Sixth Form will only store, supervise and administer medicine that has been prescribed for an individual young person. Where a young person needs two or more prescribed medicines, each should be in a separate container. Staff should never transfer medicines from their original containers. Medicines are stored safely in the Medical Room and in the refrigerator if required. All emergency medicines, such as asthma inhalers and adrenaline pens are readily available to the young person– not locked away.

Young people should know where their own medicines are stored.

## **Disposal of Medicines**

Staff should not dispose of medicines. Parents are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. They should also collect medicines held at the end of each term. This includes asthma medication. If parents do not collect all medicines, they should be taken to a local pharmacy for safe disposal.

## **Safety Management of Medicines**

The storage of medicines must ensure that the risks to the health of others are properly controlled as set out in the Control of Substances Hazardous to Health Regulations 2002 (COSHH).

## **Emergency Procedures**

In emergency situations, where possible, the procedure identified on a young person's Healthcare Plan will be followed. When this is not available, a qualified First Aider will decide on the emergency course of action. If it is deemed a young person needs hospital treatment as assessed by the First Aider the following procedures must take place

- Stabilise the young person
- Dial 999
- Contact parent/carer
- Notify Head Teacher

The most appropriate member of staff accompanies young person to hospital with all relevant health documentation (Inc. tetanus and allergy status) and clear explanation of the incident if witness does not attend. Senior member of staff should attend the hospital to speak to parents if deemed necessary.



## **Hygiene and Infection Control**

All staff should be aware of normal precautions for avoiding infections and follow basic hygiene procedures e.g. basic hand washing.

## **Sporting Activities**

Some young people may need to take precautionary measures before or during exercise. Staff supervising such activities should be aware of relevant medical conditions and any preventative medicine that may need to be taken and emergency procedures.

## **Educational Visits**

We actively support students with medical conditions to participate in Sixth Form trips and visits, or in sporting activities but are mindful of how a young person's medical condition will impact on their participation. Arrangements will always be made to ensure students with medical needs are included in such activities unless evidence from a clinician such as a GP or consultant states that this is not possible.

A risk assessment will be complete at the planning stage to take account of any steps needed to ensure that students with medical conditions are included. This will require consultation with parents and students and advice from other healthcare professional that are responsible for ensuring that students can participate. A copy of the young person's health care plan should be taken with the young person on an Educational Visit.

The class teacher must also ensure that medication such as inhalers and epi-pens are taken on all Sixth Form trips and given to the responsible adult that works alongside the young person throughout the day. A First Aid kit must be taken on all Sixth Form trips. The Trip Leader must ensure that all adults have the telephone number of the Sixth Form in case of an emergency.

The party leader must ensure that all necessary medicines are taken on the trip. This will mean checking the medical requirements of the class and ensuring that any young person with a specific medical condition has access to prescribed medicine whilst on the trip. First Aid trained staff administering medication to young people on Sixth Form trips should follow the guidelines above.

## **After Sixth Form Clubs**

It is the responsibility of Sixth Form clubs (from outside providers) to liaise with parents/carers and to send home a medical form for completion. The Sixth Form must ensure that all clubs know how to obtain medical assistance, where the medical room is, location of the medication and how to dial for an outside line if they need to call an ambulance.





## **Staff Training**

Training of staff must be sufficient to ensure that staff are competent and have confidence in their ability to support students with medical conditions, and to fulfil the requirements as set out in individual healthcare plans. They will need to understand the specific medical conditions they are being asked to deal with, their implications and preventative measures.

Staff should not give prescription medicines or undertake health care procedures without appropriate training (updated to reflect individual healthcare plans at all times) from a healthcare professional.

It is important that all staff are aware of the Sixth Form's policy for supporting students with medical conditions and their role in implementing that policy. Each Sixth Form should ensure that training on conditions which they know to be common within their Sixth Form is provided (asthma, epi pen, sickle cell, diabetes for example)

Parents can be asked for their views and may be able to support Sixth Form staff by explaining how their young person's needs can be met but they should provide specific advice, nor be the sole trainer.