

<b>Medical Needs Procedure</b>			
<b>Current Status:</b>	Operational	<b>Last Review:</b>	September 2024
<b>Procedure Owner:</b>		<b>Next Review:</b>	September 2027
<b>Roles Responsible for Review:</b>	Executive Board	<b>Originated:</b>	April 2022
<b>Approved by:</b>	SET Curriculum	<b>Committee:</b>	
<b>Type of Procedure:</b>	Staff	<b>Quality Assured by:</b>	

## 1. Rationale

- 1.1. This procedure applies to all staff and any other personnel associated with Eastern Education Group (EEG), which includes:
  - Abbeygate Sixth Form College
  - One Sixth Form College
  - West Suffolk College (including all PPL centres)
- 1.2. The Children and Families Act 2014 (Section 100) places a duty upon educational establishments, to make arrangements for supporting pupils at school with their medical conditions in line with the statutory guidance issued.
- 1.3. The aim is to ensure that all students with medical conditions, in terms of both physical and mental health, are properly supported at college so that they can play a full and active role, remaining healthy and able to achieve their academic potential. Those students with special medical needs have the same right of admission to school as other young people and cannot be refused admission or excluded on medical grounds alone.
- 1.4. Senior leaders in charge of student welfare, across all Eastern EEG organisations, are responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support these students may need. The colleges within the EEG and its Boards must comply with other relevant duties, such as for disabled children or for children with a statement of special educational needs (see also Special Educational Needs Code of Practice and SEND Policy).
- 1.5. All relevant staff are to be aware of and follow pupils' individual healthcare plans (IHCP). This duty also extends to staff leading activities taking place out of normal college hours or offsite. This could extend to a need to administer medication or call for help from the emergency services.
- 1.6. In the absence of a healthcare plan, EEG's standard first aid procedure will be followed which will involve emergency information contained on the student's person or within first aid materials – there are many layers to avoid the situation whereby a student is at risk because they are discovered by someone who has not previously been party to medical emergency communication.

## 2. Aims and principles

2.1. EEG is an inclusive community that aims to support and welcome students with medical conditions, making arrangements for them based on good practice and providing all students with any medical condition, the same opportunities as others at the college. We aim to

- Adopt and implement the statutory guidance and the policy
- Assist parents in providing medical care for their students by developing healthcare plans on notification of their child's medical condition.
- Educate staff and students in respect of providing support to those with medical conditions. Arrange suitable training for staff, as required, to support students with medical conditions. Ensuring that staff understand their duty of care to students in the event of an emergency.
- Liaise, as necessary, with parents and medical services in support of the individual student.
- Monitor and keep appropriate records.
- Provide information on EEG policies, plans, procedures and systems.
- We hope to ensure students can be healthy, stay safe, enjoy and achieve and make a positive contribution to the college.

### **3. Definition of medical condition**

3.1. Students' medical conditions may be summarised as being of two types:

- a) *Short-term* affecting their participation in educational activities while they are on a course of medication (requiring a Medical Information parental agreement Form) this tends to be for SL students.
- b) Long-term potentially limiting their access to education and requiring extra care and support (requiring an Individual Healthcare Plan).

### **4. College Environment**

- 4.1. Each EEG location aims to ensure that the environment is inclusive and favourable to students with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.
- 4.2. Colleges ensure that the needs of students with medical conditions are adequately considered to ensure they have full access to extended college activities such as performances, extra-curricular clubs and residential visits. However, additional staffing will not usually be provided for these.
- 4.3. Personal progress tutors use opportunities such as tutorials to raise awareness of medical conditions amongst students and to help create a positive social environment.
- 4.4. Each EEG location ensures all classroom teachers, PE teachers and sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all students, wherever possible.

Parents/carers need to ensure teachers are aware of any reason why their child cannot participate in any activity

- 4.5. Each EEG location aims to ensure that students with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided.
- 4.6. Risk assessments are carried out before students start any work experience or off-site educational placement. It is the college's responsibility to ensure that the placement is suitable, including ensuring that travel to and from the venue for the student, is appropriate.

## 5. Roles and Responsibilities

### 5.1. The EEC (Education & Excellence Committee) will:

- a) Ensure that this policy enables provision of effective support for medical conditions in its academies in line with the Statutory guidance "Supporting Pupils at School with Medical Conditions" December 2015 and any other related guidance from the DfE.
- b) Ensure that the policy complies with its duties under Equality law and the EEG's Equality Objectives statement and any responsibilities in the SEN Code of Practice.
- c) Focus on the needs of individuals in ensuring that students and parents have confidence our in the Academies ability to provide effective support.
- d) Delegates all responsibility for the day-to-day implementation and delivery of the policy to the Principal/Acting head of centre, at each EEG location.
- e) The leadership for student inclusion will be responsible for the regular review and updating of this policy
- f) The EEG Board accepts that all employees have rights in relation to supporting students with medical needs as follows:
  - Receive training as appropriate and work to clear guidelines
  - Bring to the attention of management any concern or matter relating to supporting students with medical conditions.

### 5.2. The Principal/Acting head of Centre, will:

- a) Ensure that everyone within EEG is aware of the policy and that they understand their role in its implementation.
- b) Ensure that a named individual at each location oversees the support of pupils with medical needs. In this policy they will be referred to as the Welfare Lead, named contacts listed below:
  - One – Jackie Grimwood
  - One SL – Mark Savage
  - One Sixth Form College – Jackie Grimwood

- One Sixth Form College SL – Andrew Adamson
  - Abbeygate Sixth Form College – Lisa Bragg
  - Abbeygate Sixth Form College SL – Stuart Small
  - West Suffolk College – Claire Battey
  - West Suffolk College SL – Colin Shaw
  - University Studies – Lisa Hunt
- c) Ensure that EEG liaises with relevant partners, including, (but not limited to), parents, pupils and NHS staff in the delivery of this policy.
- d) Ensure that written records of all medicines administered to individual Students are held appropriately and according to protocol.
- e) Ensure that a record of training undertaken by staff and teachers qualified to undertake responsibilities under this policy is maintained.
- f) Staff may be asked to provide support to pupils with medical conditions and develop individual healthcare plans.
- g) Ensure that the college takes appropriate steps to support children with medical conditions. Familiarise themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.
- h) Will be conscious that students with medical conditions may be more at risk of bullying and isolation at school.
- i) Will be mindful of the sensitivities around the student's condition, and respect this confidentiality, except where it would endanger the student.

## **6. Other support**

- a) Trained staff will support students by administering medication, where consent forms are in place, and support those pupils with long term conditions to administer their own medication under supervision. The management of medicines can only be carried out by trained individuals who have had relevant and up to date training.
- b) Healthcare professionals may also provide notification, support and advice.
- c) Students who are under 18 years of age are to provide information and be part of discussions about their medical support needs.

### **6.1. Parents and carers**

6.2. The prime responsibility for a child's health, if they are under 18, lies with the parent who is responsible for the child's medication and should supply the school / college with all relevant information.

6.3. Parents and carers are responsible for:

- a) Providing the school / college with sufficient and up-to-date information about their child's medical needs.

- b) Where necessary, developing an Individual Healthcare Plan (IHCP) for their child in collaboration with the Welfare lead or equivalent, other staff members and healthcare professionals
- c) Completing a parental agreement for college to administer medicine form before bringing medication into school / college.
- d) Providing the school / college with the medication their child requires and keeping it up to date.
- e) Collecting any leftover medicine at the end of the course or when they have expired. (e.g. EpiPens have a short expiration date.
- f) Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- g) Students will be encouraged to take responsibility for managing their own medicines and procedures. Where possible, students will be allowed to carry their own medicines and devices in agreement with their parents. If this is not possible, their medicines will be located in an easily accessible location. If students refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored. Where appropriate, students will be encouraged to take their own medication under the supervision of a relevant member of staff, if needed.

#### 6.4. **All staff will:**

- a) Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency.
- b) Understand the college's First Aid and Medical Conditions Policy.
- c) Understand the college's **immediate first aid action** procedure (see appendix).
- d) Know which students in their care have a medical condition and be familiar with the content of the student's Healthcare Plan.
- e) Allow all students to have immediate access to their emergency medication.
- f) Ensure all students with medical conditions are not excluded unnecessarily from activities they wish to take part in.
- g) Ensure students have the appropriate medication or food with them during any exercise and are allowed to take it when needed.
- h) Ensure that if a student is unwell the on duty first aider/student services office is notified so that contact can be made with home, if appropriate.
- i) Encourage students who have been unwell catch up on missed work.
- j) Be aware that medical conditions can affect a student's learning and provide extra help when students need it.
- k) Inform the parents & PPT if a student is falling behind with their work because of their condition and set work for students not in college, when requested.

#### 6.5. **The Health & Safety Manager will:**

- a) Provide regular training for relevant staff in managing the most common medical conditions at college, if asked.
- b) Provide information about where the college can access other specialist training, if needed.

**6.6. First aiders will:**

- a) Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards with the college site
- b) When necessary, ensure that an ambulance or other professional medical help is called and follow the procedure for each college, in accordance with training.

**6.7. Learning support teams will:**

- a) Help update the colleges First Aid and Medical Conditions Policy.
- b) Know which students have a medical condition and which have special educational needs because of their condition.
- c) Work with the Exams Officer to make the necessary arrangements if a student needs special consideration or access arrangements in exams or course work.

**6.8. The students will:**

- a) Treat other students with and without a medical condition equally.
- b) Tell their teacher, PPT or nearest staff member when they are not feeling well.
- c) Let a member of staff know if another student is feeling unwell.
- d) Treat all medication with respect.
- e) Know how to gain access to their medication in an emergency.
- f) Know how to take their own medication, where relevant and to take it when they need it.
- g) Ensure a member of staff is called in an emergency and behave carefully and appropriately.

**6.9. The parents/carers will:**

- a) Tell the school / college if their child has a medical condition.
- b) Ensure the school / college has a complete and up-to-date Healthcare Plan and/or information for their child.
- c) Inform the school / college about any medication their child requires during college hours.
- d) Inform the school / college of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities.

- e) Tell the school / college about any changes to their child's medication, what they take, when, and how much.
- f) Inform the school / college of any changes to their child's condition.
- g) Ensure their child's medication and medical devices are labelled with their child's full name.
- h) Provide the school / college with appropriate spare medication labelled with their child's name.

## **7. Individual Healthcare Plans (IHCPs)**

- 7.1. Where necessary an Individual Healthcare Plan (IHCP) will be developed in collaboration with the student, parents/carers, the Welfare Lead, Special Educational Needs and Disabilities Co-ordinator (SENDCo), where appropriate and medical professionals. The IHCP will be easily accessible whilst preserving confidentiality. Where a student has an Education Health and Care Plan, the IHCP will be linked to it or become part of it. IHCPs will be reviewed at least annually or when a student's medical circumstances change. Where a student is returning from a period of hospital education or alternative provision or home tuition, the college will work with relevant authorities and education provider to ensure that the IHCP identifies the support that the student needs to re-integrate.

## **8. Training of staff**

- 8.1. Teachers and support staff will receive general training on supporting students with Medical Needs as part of their induction and will receive updates and training as part of their development. Staff with responsibilities will receive appropriate training. No staff member, who has not received the appropriate training, may administer prescription medicines or undertake any healthcare procedures; they can only support students in taking their prescription medication. No staff member may administer drugs by injection unless they have received training in this responsibility.

## **9. Medicines**

- 9.1. Where possible, it is preferable for prescribed medicines to be administered in frequencies that allow the student to take them outside of school / college hours or by themselves. If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental agreement for a college to administer medicine form (where they are not able to do this alone).
- 9.2. No student will be given any prescription medicines without a completed and signed Parental Agreement to Administer Medicine form. Where the school/College is aware that a student is prescribed medication without their parents/carer's knowledge, every effort will be made to encourage the pupil to involve their parents while respecting their right to confidentiality. Where this may be considered a safeguarding issue, an appropriate decision will be made on disclosure after consultation with the Designated Safeguarding Lead. There is a preference for students to hold and use their own medications where they are able.



- 9.3. If the school/college must hold medicines these MUST be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered. A maximum of four weeks supply of the medication may be provided to the college at one time. Except for inhalers and EpiPens which will require a longer supply. Controlled drugs may only be taken on college premises by the individual to whom they have been prescribed, and stringent checks must be in place by trained staff to ensure this.
- 9.4. Medications will be stored in the Medical/First Aid Room in a locked store. Some students will only need secure storage of their medications or refrigeration, in this case they must book in their medications with a trained member of staff and will be able to request this medication back as needed. They must be aware that a trained member of staff will need to be present to release these and it may not be instantaneous. Other students who cannot take their own medications will have storage and administering conducted for them.
- 9.5. Each school/college will have an emergency asthma inhaler and epi pen for anaphylaxis on site however, this can only be used in an emergency once the emergency asthma inhaler/EpiPen form has been completed and signed. Any stored medications left over at the end of the course will be returned with the student at the end of the academic year. Written records will be kept of any medication administered to students. Students will never be prevented from accessing their medication. Schools/colleges cannot be held responsible for side effects that occur when medication is taken correctly.

### **10. Emergency treatment for anaphylaxis/allergies**

- 10.1. The treatment for a severe allergic reaction is an injection of adrenaline (also known as epinephrine). Pre-loaded injection devices, known as EpiPens, contain a measured dose of adrenaline. Should a severe reaction occur, the EpiPen should be administered into the muscle of the upper outer thigh. The device is suitable to be used through clothing to avoid the requirement of removing trousers. However, instructions are found on the side of each EpiPen, and removal of denim jeans might be required, depending on the thickness of the denim. If an EpiPen is administered an ambulance will always be called and the parents/carers of the student notified at once. Once it is safe to do so, an incident form should also be completed and sent to the LA. Students who have severe allergies and have been prescribed the use of an EpiPen must always carry their EpiPens in school/college with them. A spare should be provided to the school/college and will be kept in the First Aid Room.
- 10.2. Catering contractors are routinely asked to display allergens clearly on all food products so that consumers are well informed and safe, these audits will be documented.

### **11. Emergency treatment for Asthma**

- 11.1. Students with asthma must carry their specific medication on their person, unless agreed as part of a Student Medical Needs Management Plan. It is possible to hold spares on student's behalf if required in the First Aid Room
- 11.2. EEG acknowledges that students attend the school/college with other medical conditions, not identified above. Appropriate planning, risk assessment and



training will be undertaken to ensure appropriate emergency treatment and procedures are followed for such students.

## 12. Complaints

12.1. Complaint Policy and Procedures are set out in each college’s website and on request from the office. Should a parent or carer have a complaint about the support provided for pupils with medical conditions they should in the first instance discuss this with the PPT/ senior leader. If the matter is not resolved satisfactorily parents have recourse to the following:

- Discuss the concern with the Welfare Lead at the school/college.
- Discuss the concern with the Principal of the college.
- Should the complaint still not be resolved the matter may be raised with the CEO of EEG.
- This may then be escalated to the Trustees/Corporation if needed.

## Appendices

- Appendix 1 – **Parental consent form to administer medicine onsite (SL)**
- Appendix 2 – **Administering of medicine**
- Appendix 3 – **contacting emergency services procedure**
- Appendix 4 – **Immediate medical response plan (IMR plan)**
- Appendix 5 – **Individual Health Care Plan**

## Revision History – Medical Needs Policy

Revision date	Reason for revision	Changes made
Sept 2024	Develop EEG policy	Updated references to schools/colleges to incorporated EEG members.

**Appendix 1 – Parental consent form to administer medicine onsite (SL)**

<https://forms.office.com/Pages/ResponsePage.aspx?id=NxIKfdyIz0qRm6VSQA64keNJgezHk91HgwoKegVS6fZUMjA3VIRVRUJWURLUpVUkE3Nkg2RDdMRi4u>

1. Student Name
  
2. Student Group
  
3. Please can you confirm the name and telephone number of the person to contact in case of emergency
  
4. Do you have a preferred email address for us to contact you?
  
5. We WILL take photos and videos of students as part of our teaching & learning to be used in coursework. We will not use photos for any other purpose without your consent. Please select the boxes below to give your consent for photos / videos to be used. I give permission for photos of my son / daughter to be used (or for them to be interviewed):
  - for internal wall displays
  - on social media (Facebook / Instagram / Twitter)
  - on our Website / in our prospectus
  - on TV / films
  - newspapers / printed press
  - interviews / quotes
  
6. I give permission for my son / daughter to attend local visits as part of the curriculum (e.g. to Tesco's, ALDI, park)  
  
YES  
NO
  
7. I give permission for my son / daughter to attend organised work experience visits (with a member of staff)  
  
YES  
NO
  
8. I give permission for my son / daughter to leave college premises at lunch UNACCOMPANIED (e.g. to go to Tesco's / ALDI)  
  
YES  
NO
  
9. Does your son / daughter have any medical needs / allergies that we should be aware of?
  
  
10. Will your son / daughter bring any medication to school/college? Please select below.
  - Inhalers
  - Paracetamol / Inhaler
  - EpiPen
  - Insulin

- Antihistamine (hay fever / allergies)
- None

11.Details of any other medication NOT listed above.

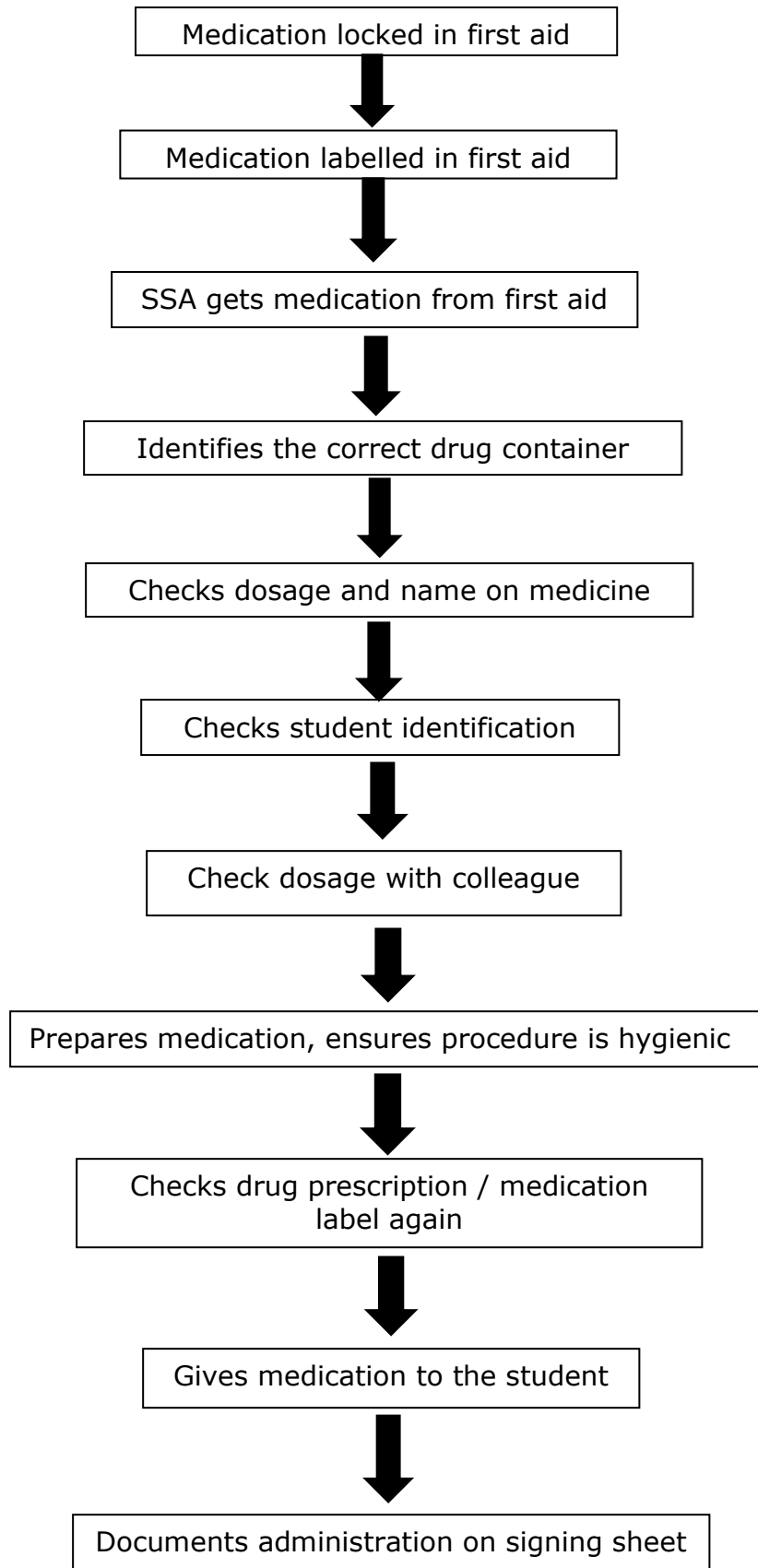
12.Please give details of how you would like us to support your son /daughter with any medication they bring.

13.Do you give permission for us to administer medication to your son / daughter if required (by one of trained staff)

- Calpol
- Emergency Medication
- Hay fever
- Other medicine

## Medical Needs Policy

### Appendix – 2 – Administering of medicine



### **Appendix 3 – contacting emergency services procedure**

#### Contacting emergency services procedure Contacting emergency services

- All individuals can request an ambulance in an emergency or as per instructions provided on a IHCP/HCP - dial 999, ask for an ambulance and be ready with the information below.
- For internal First Aid assistance while you wait for help, call 5555.

When talking speak clearly and slowly and be ready to repeat information if asked. You will be asked a series of questions, usually but not limited to, the following:

1. Your telephone number (mobile or landline)
2. Your name
3. Your location (College address or other location if on a Trip for example)
4. State what the postcode is
5. provide the exact location of the patient
6. provide the name of the child and a brief description of their symptoms and any special information taken from their ID card, emergency information or IHCP/HCP,

*If in the college, inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient*

## Appendix 4 - Immediate medical response plan (IMR plan)

### Aim

This IMR plan is to provide immediate action for Needs 1 categorised\* students who require near instant life-saving action and to avoid the risk of an individual requiring immediate medical action, being found by someone who has not been trained, and being unable to assess the immediate need to avoid serious injury/death.

### Student/staff identification criteria

Any student/staff member who has a medical condition that requires either:

- I. Immediate action to prevent severe reaction/medical emergency – action within the first 3 mins of the event occurring.
- II. Any action that is unusual in its nature and would contradict usual practice and advice given in training. *E.g. usual advice in the event of an epileptic fit is to make the person safe but leave them until the end of the seizure. There is a condition whereby a seizure whilst remaining seated could lead to an immediate fatality and the person would need to be handled in order to lay them horizontally, ignoring usual guidance.*

### Process followed

1. The student/staff should have a meeting senior PPT/Welfare officer to discuss the plan for their medical care and review the IHCP to ascertain the details needed for the IMR plan, specifically the action needed in the event of a medical emergency.
2. The information recorded at this meeting will then be used to facilitate the following
3.
  - a. The production of an IMR card that is coloured RED to alert anyone to the details that will be on the reverse
  - b. Pass info to Health and safety Lead on Key IMR details that will be added to First Aiders mobile phones
  - c. The production of an IMR info pack that will be located at key designated points throughout each site to be agreed with the H&S team for each site
  - d. The production of a laminated paper that will be given to all teachers/close contacts/line managers (as a back up to electronic failure)
  - e. An addendum to the IHCP that will already exist and that will be sent electronically to all teachers/PPT's/line managers/close contacts

Instruction to MIS to change the name on the register to red text



## Student Medical Needs Actions

Student Medical Needs are broken into four categories:

<b>*Needs 1-</b> Immediate Medical Response	<b>Needs 2-</b> First Aid Team made aware	<b>Needs 3-</b> Teachers need general awareness	<b>Needs 4-</b> FAO Head of Year for Risk Assessment
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*NEEDS 1 – above in table*

### **Needs 1- Immediate Medical Response:**

- Immediate intervention is required by persons nearby, prior to first aid assistance arriving
- First Aid Team must be advised and IMR details disseminated
- All teachers/PPTs/SSAs/SSCs to be informed of actions
- Risk Assessment Required
- IHCP Required

### **Needs 2- First Aid Team made aware:**

- First Aid Team must be advised and key details disseminated
- All teachers/PPTs/SSAs/SSCs to be informed of actions
- Risk Assessment Required
- IHCP Required

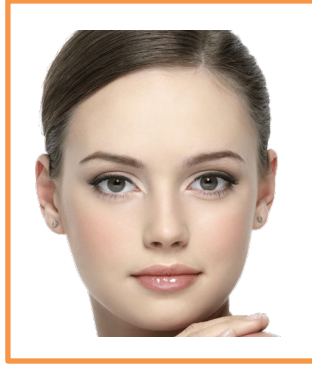
### **Needs 3- Teachers need general awareness:**

- All teachers/PPTs/SSAs/SSCs to be informed of actions
- Risk Assessment Required
- IHCP Required

### **Needs 4- FAO Head of Year for Risk Assessment:**

- Student may need a Head of Year to decide if a Risk Assessment is required
- Student may need a Head of Year to decide if a IHCP is required

**Appendix 5 – Individual Health Care Plan**  
**HEALTH CARE PLAN**



<b>Student name</b>	
<b>Date of Birth</b>	
<b>Tutor</b>	
<b>Emergency contact information</b>	-
<b>Further contact information</b>	

**Details of Medical Condition**

Medication condition	
Common Symptoms	
Any other symptoms	
Triggers	
Are any regular medications taken?	

**EMERGENCY PLAN**

**What constitutes and emergency?**

**What constitutes and emergency?**

**In the event of an emergency, are any medications needed to be administered?**

**Is the student keeping medication onsite or in person?**

**Details of medication kept on site**

**What else should be considered?**