

**JOHN SPENDLUFFE  
TECHNOLOGY COLLEGE**



**MEDICAL CONDITIONS  
POLICY**

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## **MEDICAL CONDITIONS POLICY**

### **John Spendluffe Technology College**

Supporting Students with Medical Conditions policy

#### **Definition**

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

- a) Short-term, affecting their participation in school activities for which students are on a course of medication.
- b) Long-term, potentially limiting their access to education and requiring extra care and support

#### **School Ethos**

Schools have a responsibility for the health and safety of students in their care. The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of students with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all students at the school. This may mean making special arrangements for particular students so that they can access their full and equal entitlement to all aspects of the curriculum. In this case, individual procedures may be required. John Spendluffe Technology College is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support that students with medical conditions (long or short term) may need.

The Children and Families Act 2014 places a duty on schools to make arrangements for children with medical conditions. Students with medical conditions have the same right of admission to school as other students and cannot be refused admission or excluded from school on medical grounds alone. However, teachers and other school staff in charge of students have a common law duty to act 'in loco parentis' and must ensure the safety of all students in their care. To this end, we reserve the right to refuse admittance to a student with an infectious disease, where there may be a risk posed to others or to the health of the student involved. This duty also extends to teachers leading activities taking place off the school site. The prime responsibility for a student's health lies with the parent, who is responsible for the student's medication and must supply the school with all relevant information needed in order for proficient care to be given to the student. The school takes advice and guidance from a range of sources, including the School Nurse, health professionals and the

G:Policies/MedicalConditionsPolicy

student's GP in addition to the information provided by parents in the first instance. This enables us to ensure we assess and manage risk and minimise disruption to the learning of the student and others who may be affected (for example, other students).

### **Our Aims**

- To support students with medical conditions, so that they have full access to education, including physical education and educational visits where possible.
- To ensure that school staff involved in the care of students with medical needs are fully informed and adequately trained by a professional in order to administer support or prescribed medication
- To comply fully with the Equality Act 2010 for students who may have disabilities or special educational needs.
- To write, in association with Healthcare professionals, Individual Healthcare Plans where necessary
- To respond sensitively, discreetly and quickly to situations where a student with a medical condition requires support
- To keep, monitor and review appropriate records

### **Unacceptable Practice**

While school staff will use their professional discretion in supporting individual students, it is unacceptable to:

- Prevent a student from accessing their medication
- Assume every student with the same condition requires the same treatment
- Ignore the views of the student or their parents / carers; ignore medical advice
- Prevent students with medical conditions accessing the full curriculum, unless specified in their Individual Healthcare Plan
- Penalise students for their attendance record where this is related to a medical condition
- Prevent students from eating, drinking or taking toilet breaks where this is part of effective management of their condition
- Require parents to administer medicine where this interrupts their working day

- Require parents to accompany their child with a medical condition on a school trip as a condition of that student taking part

## **Entitlement**

John Spendluffe Technology College provides full access to the curriculum for every student wherever possible. We believe that students with medical needs have equal entitlement and must receive necessary care and support so that they can take advantage of this. However, we also recognise that employees have rights in relation to supporting students with medical needs, as follows:

Employees may:

- Choose whether or not they wish to be involved
- Receive appropriate training
- Work to clear guidelines
- Bring to the attention of Senior Leadership any concern or matter relating to the support of students with medical conditions

## **Expectations**

It is expected that:

- Parents will inform school of any medical condition which affects their child and inform school of changes. School to update students medical records. Any changes to details/contact number must be supplied by parents/carers.
- Parents will supply school with appropriately prescribed medication, where the dosage information and regime is clearly printed by a pharmacy on the container
- Parents will ensure that medicines to be given in school are in date and clearly labelled and sent into the Main Office where they are stored in a locked cabinet
- Parents will co-operate in training their children to self-administer medicine if this is appropriate, and that staff members will only be involved if this is not possible
- Medical professionals involved in the care of students with medical needs will fully inform staff beforehand of the student's condition, its management and implications for the school life of that individual
- John Spendluffe Technology College will ensure that, where appropriate, students are involved in discussing the management and administration of their medicines and are able to access and administer their medicine if this is part of their Individual Healthcare Plan (for example, an inhaler)

- School staff will liaise as necessary with Healthcare professionals and services in order to access the most up-to-date advice about a student's medical needs and will seek support and training in the interests of the student
- The Special Educational Needs Department has overall responsibility for supporting students with medical needs. Individual Health Care Plans are stored in the Main Office and are available to staff via Classcharts.
- On the school's MIS system a record is kept of students medical conditions and is updated when a parents inform us
- Transitional arrangements between schools will be completed in such a way that JSTC will ensure full disclosure of relevant medical information, Healthcare Plans and support needed in good time for the student's receiving school to adequately prepare
- Individual Healthcare Plans will be written, monitored and reviewed and will include the views and wishes of the student and parent in addition to the advice of relevant medical professionals
- Ongoing Risk Assessments take place for medical needs on school trips.
- Emergency Procedures – All emergency calls are administered through the Main School Office to co-ordinate the emergency services.

### **Procedure**

The Governing Body of John Spendluffe Technology College ensures that an appropriate level of insurance is in place and reflects the level of risk presented by children with medical conditions. Our insurance is through the DfE Confirmation of risk protection arrangement (RPA) membership number 136968. A copy is held in the Main Office.

### **Information**

Children with medical conditions who may require emergency attention, e.g. epilepsy, diabetes etc will have their names and an Individual Healthcare Plan clearly accessible on our Management Information System and available for staff to see on Classcharts.

## **In an emergency**

In a medical emergency there are appropriately trained staff to administer emergency first aid if necessary. If possible, the school's First Aiders, will be asked to attend.

If an ambulance needs to be called, the office staff will:

- Outline the full condition and how it occurred
- Give details regarding the student's date of birth, address, parents' names and any known medical conditions.

Parents will be called in a medical emergency.

## **Epipen**

Any trained member of staff can administer an epipen in an emergency.

## **MEDICATION PROCEDURES**

A chart is maintained for students with medication for conditions such as ADHD which monitors when their medication was taken in School. Parents are advised to leave medication at the office.

Students are allowed to bring paracetamol or other painkillers into school with parental permission but they have to be kept in main office with instructions for use. Any medication given is logged on the MIS computer system – stating it was the student's own medication.

All parents complete an online Health & Medication survey. It includes permission to administer paracetamol. If parents give consent, paracetamol will be given after parents have been telephoned.

A medical log of all medication given is printed out periodically and filed in a folder at the back of the Main Office called - Student Medical Details.

## **FIRST AID ARRANGEMENTS**

The 'first aiders at work' trained members of staff are: Mrs T Chatterton, Mrs P Hill, Mrs R Devereux, Miss Y Vickers, Mrs D Sheldon, Mr P Nickson, Mrs K Paice, Mr P Bishell, Miss C Bolland, Mrs J Sharp, Mrs K Miller, Mrs S Collingwood and Mrs D McGilloway – Canteen Staff & Area.

The location of the first aid boxes are as follows:-

School Office; Science Preparation Room; Technology; Sports Hall Office and Site Office

The School admin staff are responsible for the regular updating of the First Aid boxes in accordance with the First Aid at Work Code of Practice 1990. The required list of contents is listed in the Education Health and Safety Manual. **ONLY THE LISTED CONTENTS SHOULD BE USED IN THE FIRST AID BOXES AND NO OTHER ITEMS, i.e. ANTISEPTIC CREAMS ARE NOT LISTED AND THEREFORE SHOULD NOT BE PRESENT IN THE FIRST AID BOX.**

## **Accidents to Students**

A minor injury can probably be treated by the application of normal first aid procedures using the contents of the first aid boxes within the Departmental areas.

If this is not appropriate, students who are able should be sent to the Main Office with a companion where emergency first aid will be administered.

## **Student Illness**

Where a student is unwell they are sent to the main office, where they are assessed. It is the policy of the school not to send students home until parents are contacted to arrange collection of the student.

In the event of a serious accident, contact with the Main Office should be made immediately. In most cases it is likely the accident victim should not be moved until the First Aider or in some circumstances, Ambulance arrives.

First aid materials must be taken on school trips.

## **REPORTING OF INJURIES, DISEASES and DANGEROUS OCCURENCES (RIDDOR) Reg 2013**

We refer to the HSE Incident Reporting in Schools (Accidents, diseases and dangerous occurrences) guidance held in the Main Office.

## **Complaints**

Should parents be unhappy with any aspect of their child's care at John Spendluffe Technology College, they must follow the School's complaints procedures and policy.



## **POLICY DOCUMENTS**

The following policy document was presented to the Governing Body of John Spendluffe Technology College and approved and adopted by them on the date stated.

Policy:           Medical Conditions

Signed as approved on behalf of the Governing Body

A handwritten signature in black ink, appearing to be 'S Curtis', written in a cursive style.

Mr S Curtis, Headteacher

Date: 8 November 2021