

SUPPORTING STUDENTS WITH MEDICAL NEEDS POLICY

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Comments <i>This policy is regularly monitored by the Principal, DSL and Governing Body to ensure that it is working as effectively as possible.</i>	
Monitoring, Evaluation & Review <i>The Principal, DSL and Governing Body will review this policy at least every year and assess its implementation and effectiveness. The policy will be promoted and implemented throughout by the UTC community.</i>	

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1. GENERAL PRINCIPLES

- 1.1. Greater Peterborough UTC (GPUTC) is an inclusive community that welcomes and supports students with medical conditions. This may be subject to appropriate assessment of medical needs and full risk assessment of the specific risks associated with the GPUTC. Where possible, GPUTC provides students with medical conditions the same opportunities as at other UTCs. We will help to ensure they can:
- be healthy;
 - stay safe;
 - enjoy and achieve;
 - make a positive contribution;
 - achieve economic wellbeing once they leave GPUTC.
- 1.2. GPUTC makes sure all staff understand their duty of care to students and young persons in the event of an emergency. All staff feel confident in knowing what to do in an emergency. GPUTC understands that certain medical conditions are debilitating and potentially life threatening, particularly if poorly managed or misunderstood. GPUTC understands the importance of medication and care being taken as directed by healthcare professionals and parents/ carers. All staff have an understanding of the medical conditions that affect students at this GPUTC. Staff receive training on the impact medical conditions can have on students. The member of GPUTC staff responsible for the medical conditions policy and its implementation is the Principal and Designated Safeguarding Lead.
- 1.3. GPUTC is welcoming and supportive of students with medical conditions wherever possible and subject to Risk Assessment. It provides students with medical conditions with the same opportunities and access to activities (both UTC based and out-of-UTC) as other students.
- 1.4. GPUTC will listen to the views of students and parents/ carers.
- 1.5. Students and parents/ carers feel confident in the care they receive from GPUTC and the level of that care meets their needs.
- 1.6. Staff understand the medical conditions of students at GPUTC and that they may be serious, adversely affect a student's quality of life and impact on their ability to learn.
- 1.7. All staff understand their duty of care to students and know what to do in the event of an emergency.
- 1.8. The whole UTC and local health community understand and support the medical conditions policy.

- 1.9. GPUTC understands that all students with the same medical condition will not have the same needs.
- 1.10. GPUTC recognises that duties in the Students and Families Act (England only) 2014, the Equality Act (England, Wales and Scotland) 2010 and the Disability Discrimination Act 1995 (Northern Ireland only Section 4A from 2010) relate to children/ young persons with disability or medical conditions and are anticipatory.

2. POLICY FRAMEWORK

- 2.1. The policy framework describes the essential criteria for how GPUTC can meet the needs of children and young persons with long-term medical conditions. GPUTC's medical conditions policy is drawn up in consultation with a wide range of local key stakeholders within both the UTC and health settings.
- 2.2. Stakeholders should include students, parents/ carers, GPUTC nurse, GPUTC staff, governors, the GPUTC employer, relevant local health services and relevant supporter organisations. The medical conditions policy is supported by a clear communication plan for staff, parents/ carers and other key stakeholders to ensure its full implementation.
- 2.3. Students, parents/ carers, relevant local healthcare staff, and other external stakeholders are informed of and reminded about the medical conditions policy through clear communication channels. All students with a medical condition should have an Education, Health and Care Plan (EHCP).
- 2.4. An EHCP details exactly what care a student needs in GPUTC, when they need it and who is going to give it.
- 2.5. It should also include information on the impact any health condition may have on a student's learning, behaviour or classroom performance.
- 2.6. This should be drawn up with input from the student (if appropriate) their parent/ carer, relevant GPUTC staff and healthcare professionals, ideally a specialist if the student has one. All staff understand and are trained in what to do in an emergency for students with medical conditions at GPUTC.
- 2.7. All GPUTC staff, including temporary or supply staff, are aware of the medical conditions of students at GPUTC and understand their duty of care to students in an emergency.
- 2.8. All staff receive training in what to do in an emergency and this is refreshed at least once a year.
- 2.9. A student's EHCP should explain what help they need in an emergency. The EHCP will accompany a student should they need to attend hospital. Parent/ carer permission will be sought and recorded in the EHCP for sharing the EHCP within emergency care settings. All staff understand and are trained in GPUTC's general emergency procedures.
- 2.10. All staff, including temporary or supply staff, know what action to take in an emergency and receive updates at least yearly.
- 2.11. If a student needs to attend hospital, a member of first aid trained staff (preferably known to the student) will stay with them until a parent/ carer arrives, or accompany a student taken to hospital by ambulance. They will not take students to hospital in their own car.

GPUTC has clear guidance on providing care and support and administering medication at GPUTC.

- 2.12. GPUTC understands the importance of medication being taken and care received as detailed in the student's EHCP.
- 2.13. GPUTC will make sure that there is more than one member of staff who has been trained to administer the medication and meet the care needs of an individual student.
- 2.14. GPUTC will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. GPUTC's governing body has made sure that there is the appropriate level of insurance and liability cover in place.
- 2.15. GPUTC will not give medication (prescription or non-prescription) to a student without a parent/ carer's written consent and every effort will be made to encourage the student to involve their parent/ carer, while respecting their confidentiality.
- 2.16. When administering medication, for example pain relief, GPUTC will check the maximum dosage and when the previous dose was given. Parents/ carers will be informed. GPUTC will not give a student under 16 Aspirin or Ibuprofen or Paracetamol unless prescribed by a doctor.
- 2.17. GPUTC will make sure that a trained member of staff is available to accompany a student with a medical condition on an off-site visit, including overnight stays.
- 2.18. Parents/ carers at GPUTC understand that they should let GPUTC know immediately if their child's needs change.
- 2.19. If a student misuses their medication, or anyone else's, their parent/ carer is informed as soon as possible and GPUTC's disciplinary procedures are followed. GPUTC has clear guidance on the storage of medication and equipment at GPUTC.
- 2.20. GPUTC 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 in GPUTC and on off-site activities, and is not locked away. Students may carry their emergency medication with them if they wish/ if this is appropriate.
- 2.21. Students may carry their own medication/ equipment, or they should know exactly where to access it.
- 2.22. Students can carry controlled drugs if they are competent, otherwise GPUTC will keep controlled drugs stored securely, but accessibly, with only named staff having access. Staff at GPUTC can administer a controlled drug to a student once they have had specialist training.
- 2.23. GPUTC will make sure that all medication is stored safely, and that students with medical conditions know where they are at all times and have access to them immediately.
- 2.24. GPUTC will store medication that is in date and labelled in its original container where possible, in accordance with its instructions. 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.
- 2.25. Parents/ carers are asked to collect all medications/equipment at the end of the GPUTC term, and to provide new and in-date medication at the start of each term.

- 2.26. GPUTC disposes of needles and other sharps in line with local policies. Sharps boxes are kept securely at GPUTC and will accompany a student on off-site visits. They are collected and disposed of in line with local authority procedures. GPUTC has clear guidance about record keeping.
- 2.27. Parents/ carers at GPUTC are asked if their child has any medical conditions on the enrolment form.
- 2.28. GPUTC uses an EHCP to record the support an individual student needs around their medical condition. The EHCP is developed with the student (where appropriate), parent/ carer, GPUTC staff, specialist nurse (where appropriate) and relevant healthcare services.
- 2.29. GPUTC has a centralised register of EHCPs, and an identified member of staff has the responsibility for this register.
- 2.30. EHCPs are regularly reviewed, at least every year or whenever the student's needs change.
- 2.31. The student (where appropriate) parent/ carer, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the EHCP. Other GPUTC staff are made aware of and have access to the EHCP for the students in their care.
- 2.32. GPUTC makes sure that the students' confidentiality is protected.
- 2.33. GPUTC seeks permission from parent/ carer before sharing any medical information with any other party.
- 2.34. GPUTC meets with the student (where appropriate), parent/ carer, specialist nurse (where appropriate) and relevant healthcare services prior to any overnight or extended day visit to discuss and make a plan for any extra care requirements that may be needed. This is recorded in the student's EHCP which accompanies them on the visit.
- 2.35. GPUTC keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.
- 2.36. GPUTC makes sure that all staff providing support to a student and other relevant teams have received suitable training and ongoing support, to make sure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the student's EHCP. This should be provided by the specialist nurse/ GPUTC nurse/other suitably qualified healthcare professional and/or the parent/ carer. The specialist nurse/ GPUTC nurse/other suitably qualified healthcare professional will confirm their competence, and GPUTC keeps an up-to date record of all training undertaken and by whom. GPUTC ensures that the whole GPUTC environment is inclusive and favourable to students with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.
- 2.37. GPUTC is committed to providing a physical environment accessible to students with medical conditions and students are consulted to ensure this accessibility. GPUTC is also committed to an accessible physical environment for out-of-GPUTC activities.
- 2.38. GPUTC makes sure the needs of students with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended GPUTC activities and residential visits.
- 2.39. All staff are aware of the potential social problems that students with medical conditions may experience and use this knowledge, alongside the GPUTC's Prevent 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.

- 2.40. GPUTC understands the importance of all students 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 students. This includes out-of-GPUTC clubs and team sports.
- 2.41. GPUTC understands that all relevant staff are aware that students should not be forced to take part in activities if they are unwell. They should also be aware of students who have been advised to avoid/ take special precautions during activity, and the potential triggers for a student's medical condition when exercising and how to minimise these.
- 2.42. GPUTC makes sure that students have the appropriate medication/ equipment/ food with them during physical activity.
- 2.43. GPUTC makes sure that students with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at GPUTC as any other student, and that appropriate adjustments and extra support are provided.
- 2.44. All GPUTC staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a student's medical condition. GPUTC will not penalise students for their attendance if their absences relate to their medical condition.
- 2.45. GPUTC will refer students with medical conditions who are finding it difficult to keep up educationally to the SENDCo who will liaise with the student (where appropriate), parent/ carer and the student's healthcare professional.
- 2.46. Students at GPUTC learn what to do in an emergency.
- 2.47. GPUTC makes sure that a risk assessment is carried out before any out-of-GPUTC visit, including work experience and educational placements. The needs of students 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.
- 2.48. GPUTC is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. The GPUTC is actively working towards reducing or eliminating these health and safety risks and has a written schedule of reducing specific triggers to support this.
- 2.49. GPUTC is committed to identifying and reducing triggers both at GPUTC and on out-of-GPUTC visits.
- 2.50. GPUTC 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 students with medical conditions at GPUTC, has a trigger reduction schedule and is actively working towards reducing/ eliminating these health and safety risks.
- 2.51. The EHCP details an individual student's triggers and details how to make sure the student remains safe throughout the whole GPUTC day and on out-of-GPUTC activities. Risk assessments are carried out on all out-of-GPUTC activities, taking into account the needs of students with medical needs.
- 2.52. GPUTC reviews all medical emergencies and incidents to see how they could have been avoided, and changes GPUTC policy according to these reviews. Where a student is

returning to GPUTC following a period of hospital education or alternative provision (including home tuition), GPUTC will work with the Local Authority and education provider to ensure that the student receives the support they need to reintegrate effectively.

- 2.53. GPUTC works in partnership with all relevant parties including the student (where appropriate), parent/ carer, GPUTC's governing body, all GPUTC staff, catering staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully. Each member of the GPUTC and health community knows their roles and responsibilities in maintaining and implementing an effective medical conditions policy.
- 2.54. GPUTC is committed to keeping in touch with a student when they are unable to attend GPUTC because of their condition. The GPUTC Supporting Students with Medical Needs Policy is regularly reviewed, evaluated and updated. Updates are produced every year.
- 2.55. In evaluating the policy, GPUTC seeks feedback from key stakeholders including students, parents/ carers, GPUTC healthcare professionals, specialist nurses and other relevant healthcare professionals, GPUTC staff, local emergency care services, governors and the GPUTC employer. The views of students with medical conditions are central to the evaluation process.

*The term 'parent/ carer' implies any person or body with parental/ carer responsibility such as a foster parent/ carer, carer, guardian or local authority. www.medicalconditionsatschool.org.uk