



De Lisle College
A Catholic Voluntary Academy

SUPPORTING PUPILS WITH MEDICAL CONDITIONS POLICY

This policy is based on statutory guidance within:
Supporting Pupils at School with Medical Conditions (April 2014),
Diabetes UK advice and The Medical Conditions in School framework
guidance.

**Approved by the Governing Body at
De Lisle College: A Catholic Voluntary Academy:
7 November 2024**

Mission Statement

“Rooted and grounded in Love”.

Ephesians 3:17

Our mission is to be rooted and grounded in God’s love so that each student receives the highest quality Catholic education and knows that they are loved deeply by Jesus Christ.

- All students experience the **Love** of Jesus Christ every day.
- Everyone is given the **Opportunity** to grow.
- Everyone **Values** themselves and each other by ‘doing what is right, not what is easy’ in the words of our school motto.
- Above all, we will grow actively in our faith by seeking a personal **Encounter** with Jesus Christ, so that we bear witness to the good news and to the teachings of the Church.
- We all **Serve** our neighbours near and far as missionary disciples.

L = Love

O = Opportunity

V = Values

E = Encounter

S = Serve

#DeLisleLoves

Policy Statement

This College is an inclusive community that welcomes and supports students with medical conditions and provides all students with any medical condition the same opportunities as others at College. In our College we seek to promote justice, equality of opportunity and fair treatment in a safe and nurturing environment. We work towards overcoming barriers to enable the achievement, growth and development of each individual. We recognise that students with physical or mental health difficulties may need extra and/or specific resources in order to access the full curriculum.

The College 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.

The College understands that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood.

The College understands the importance of medication and care being taken as directed by healthcare professionals and parents.

All staff understand the medical conditions that affect pupils at this College. Staff receive training on the impact medical conditions can have on students.

The College has a SENDCo who oversees the medical conditions policy and its implementation. That person is Mrs K Chambers.

1. Policy Framework

The policy framework describes the essential criteria for how the College can meet the needs of students with long term conditions.

- 1.1 This College is welcoming and supportive of students with medical conditions. It provides students with medical conditions with the same opportunities and access to activities (both College based and out-of- College) as other students. No child will be denied admission or prevented from taking up a place in this College because arrangements for their medical condition have not been made.
- 1.2 This College will listen to the views of students and parents.
- 1.3 Students and parents feel confident in the care they receive from this College and the level of that care meets their needs.
- 1.4 Staff understand the medical conditions of students at this College and that they may be serious, adversely affect a student's quality of life and impact on their ability to learn.
- 1.5 All staff understand their duty of care to students and know what to do in an emergency.
- 1.6 MHST and Teen Health cover some medical support. Information can be requested via Mrs Chambers (SENDCo)
- 1.7 The College understands that all students with the same medical condition will not have the same needs.
- 1.8 The College recognises its duties in the Children and Families Act 2014 relating to students with a disability or medical condition.

2 The College's medical conditions policy is drawn up in consultation with a wide range of local key stakeholders within both the College and health settings.

- 2.1 Stakeholders include students, parents, College staff and Governors.
- 2.2 The medical conditions policy is supported by a clear communication plan for staff and parents and other key stakeholders to ensure its full implementation.
- 2.3 The College medical conditions policy will be available on the College website and available to parents via parent mail or by ordering a hard copy from the College.

3 All staff understand and are trained in what to do in an emergency for students with a medical condition at this College.

- 3.1 All College staff, including temporary or supply staff are aware of the medical conditions at this College and understand their duty of care to students in an emergency.

- 3.2 All staff receive training in what to do in an emergency and this is refreshed at least once a year.
- 3.3 Some students with a medical condition at this College have an individual healthcare plan (IHP), which explains what help they need in an emergency. The IHP will accompany a student should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing the IHP within emergency care settings. It is the responsibility of parents to ensure that information and permissions recorded in the IHP are accurate and up to date.
- 3.4 All staff including temporary or supply staff, know what action to take in an emergency and receive updates regularly.
- 3.5 If a student needs to attend hospital, a member of staff (preferably known to the student) will stay with them until a parent arrives, or accompany a student taken to hospital by ambulance. They will not take students in their own car.

4 This College has clear guidance on providing care and support and administering medication at College.

- 4.1 This College understands the importance of medication being taken and care received as detailed in the student's IHP.
- 4.2 The College will ensure there are several members of staff who are trained to administer the medication where this may be necessary and meet the care needs of an individual child.
- 4.3 The College's governing body has made sure there is the appropriate level of insurance and liability cover in place.
- 4.4 The College will not give medication (prescription or non-prescription) to a student without a parent's written or verbal consent except in exceptional circumstances where the medication has been prescribed to the student without the knowledge of the parents. In such cases, every effort will be made to encourage the student to involve their parents while respecting their right to confidentiality.
- 4.5 The College will not give a student aspirin unless prescribed by a doctor.
- 4.6 When administering medication the College will check the maximum dosage and will check when the previous dose was given.
- 4.7 The College will ensure a trained member of staff is available to accompany a student with a medical condition on an off-site visit, including overnight stays.
- 4.8 Parents at this College understand that they should let the College know immediately if their child's needs change.
- 4.9 If a student misuses their medication, or anyone else's, their parent is informed as soon as possible and the College disciplinary procedures are followed.

5 This College has clear guidance on the storage of medication and equipment at College.

- 5.1 This College makes sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment is readily available wherever the child is in College and on off-site activities, and is not locked away. Students may carry their emergency medication with them if they wish/this is appropriate.
- 5.2 Students may carry their own medication/equipment or they will know exactly where to access it.
- 5.3 Students can carry controlled drugs if they are competent, otherwise the College will keep controlled drugs stored securely, but accessibly, with only named staff having access.
- 5.4 Staff at this College can only administer a controlled drug to a student once they have had specialist training.
- 5.5 This College 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.
- 5.6 This College 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.
- 5.7 Parents are asked to collect all medications/equipment at the end of the College term/year and to provide new and in-date medication.
- 5.8 This College disposes of sharps and needles in line with local policies. Sharp boxes are kept securely at College and are collected and disposed of in line with local authority procedures.
- 5.9 If a student has a medical condition and is unable to attend school through guidance from medical professionals, the appropriate support, guidance and interventions will be put in place to meet their needs and to support their education.

6 This College has clear guidance about record keeping.

- 6.1 Parents at this College are asked if their child has any medical conditions within the enrolment procedure.
- 6.2 Where appropriate the College uses an IHP to record the support an individual student needs around their medical condition. The IHP is developed with the student (where appropriate), parent, College staff, specialist nurse (where appropriate) and relevant healthcare services.
- 6.3 The College has a centralised register of IHP's, and an identified member of staff has responsibility for this register.
- 6.4 IHP's are reviewed regularly, at least every year or whenever the student's needs change.
- 6.5 This College ensures the student's confidentiality is protected.
- 6.6 The College will seek permission from parents before sharing any medical information with any other party.
- 6.7 Where appropriate the College meets with the student, parent, 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 on the student's IHP which accompanies them on the visit.

- 6.8 The College keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.
- 6.9 This College makes sure that all staff providing support to a student have received suitable training and on-going support, to make sure they have the confidence to provide the necessary support and that they fulfil the requirements set out in the student's IHP. This should be provided by the specialist nurse, College nurse, other suitably qualified healthcare professional and/or the parent. The College keeps an up-to-date record of all training undertaken and by whom.

7 This College ensures that the whole College environment is inclusive and favourable to students with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

- 7.1 This College is committed to providing a physical environment accessible to students with medical conditions and also committed to an accessible physical environment for out-of College activities.
- 7.2 This College makes sure the needs of students with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended College activities and residential visits.
- 7.3 All staff are aware of the potential social problems that students with medical conditions may experience and use this knowledge, alongside the College's anti bullying policy, to help prevent and deal with any issues. They use opportunities such as PD (Personal Development) and science lessons to raise awareness of medical conditions and to help promote a positive environment.
- 7.4 The College 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 students. This includes out-of College clubs and team sports.
- 7.5 This College 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.
- 7.6 This College makes sure that students with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at College as any other child, and that appropriate adjustments and extra support are provided.
- 7.7 All College staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a child's medical condition. This College will not penalise students for their absences and attendance if they relate to their medical condition.

- 7.8 The College will refer students with medical conditions who are finding it

difficult to keep up educationally to the Senco who will liaise with the student (where appropriate), parent and the student's healthcare professional.

7.9 Students at this College should learn what to do in an emergency.

7.10 This College makes sure that a risk assessment is carried out before any out-of College visit, including work experience and educational placements. The needs of the 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.

8 The College is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. The College is actively working towards reducing or eliminating these health and safety risks.

8.1 The College is committed to identifying and reducing triggers both In College and on out-of College visits.

8.2 College staff have been given training and written information on medical conditions which includes avoiding/reducing exposure to common triggers.

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

8.4 The College reviews all medical emergencies and incidents to see how they could have been avoided and changes College policy according to those reviews.

9 The medical conditions policy is regularly reviewed, evaluated and updated. Updates are annual unless a need arises for this to be sooner.

In evaluating this policy the College seeks feedback from key stakeholders including students, parents, College healthcare professionals, specialist nurses and other relevant healthcare professionals, College staff and governors. The views of students with medical conditions are central to the evaluation process.

10 Complaints

Should parents or students be dissatisfied with the support provided and wish to make a complaint the complaints policy can be found on the College website.

Concerns should first be discussed with the College and if that does not resolve the issue then parents/students can make an official complaint via the College complaints procedure. Making a formal complaint to the Department for Education should only occur if it comes within section 496/497 of the Education Act 1996 and other attempts at resolution have been exhausted. Ultimately parents (and students) are able to take independent legal advice and bring formal proceedings if they consider they have legitimate grounds to do so.

11 College Procedure

The College will seek to support the student with a medical condition in accessing the curriculum to the best of the student's ability. During a period of absence due to the medical condition the College will take responsibility for ensuring adequate educational provision. This may involve seeking help from the Local Education department and/or hospital school. When the student is ready to return the College will assist the student in re-integrating back into the College community.

The College will seek to support the student by following the procedure:

- 11.1 When the College is notified by a parent/carer of a student's difficulty in accessing College as a result of a medical condition, the Head Teacher, SENDCo/Assistant Head responsible for the key stage and students Form Tutor will aim to be notified **the same day**.
- 11.2 The Medical Coordinator will aim to contact the family within 48 hours to offer to meet with them to discuss the student's needs.
- 11.3 The SENDCo will aim to convene a meeting with the student, parents/carers, College nurse and any other relevant health care professional **within one week** of the College being notified or as soon as the family is ready. At the meeting the student's difficulties in accessing the College will be discussed and (where appropriate) an IHP will be drawn up. The Medical Coordinator will notify all the student's teachers of the IHP.
- 11.4 If there is a period when the child is too unwell to attend College (or is prevented from accessing College until such time as appropriate support is in place) the medical Coordinator will arrange for the Pastoral Support Team to keep in regular weekly contact with the family. This contact will be in the form of support and concern rather than 'monitoring'. The Pastoral Support Team will keep the Head Teacher, Year Progress Leader, SENDCo/Assistant SENDCo and Tutor informed of developments **on a weekly basis** so that the situation can be continually reviewed. The Pastoral Support Team will offer the family information about other possible sources of support that may be available beyond the College. The Pastoral Support Team, in consultation with the Form Tutor, will try to assist the student in maintaining links with their class mates.
- 11.5 The parents/carers will be advised that the Medical Coordinator will then take on responsibility for co-ordinating the IHP. The Medical Coordinator will discuss with the Head Teacher the student's need for support and agree the resources that will be put in place. The Head Teacher will decide if there is a need to contact the Education Department for advice or additional resources.
- 11.6 Governors will be informed of need and provision through either Pupil and Personnel or Health and Safety Committees.

Useful Contacts:

School Nurse Service

Loughborough Hospital
Off Epinal Way, Loughborough
Leicestershire LE11 5JY - Tel: 01509 564430

The Children's Hospital School

Leicester Royal Infirmary
University Hospitals of Leicester NHS Trust
Leicestershire LE1 5WW - Tel: 01162 585330

Willow Bank Day School

Simmins Crescent
Leicestershire LE2 9AH - Tel: 01162 298137

Public Health England

East Midlands PHE Centre
Dr Fu-Meng Khaw, Centre Director
Institute of Population Health
Nottingham City Hospital
Hucknall Road
Nottingham NG5 1QP - Tel: 0344 225 4524

Child and Adolescent Mental Health Services (CAMHS)

Loughborough Hospital
Off Epinal Way, Loughborough
Leicestershire LE11 5JY - Tel: 01509 564450

Also at

The Valentine Centre

Gorse Hill Hospital Site
Anstey Lane
Leicestershire LE7 7GX – Tel: 01162 952992

Susi Stimpson

Medical Coordinator – pupil services
Leicestershire County Council
County Hall, Glenfield
Leicestershire LE3 8RF – Tel: 01163 050262