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| **ST ANDREW’S COLLEGE POLICY DOCUMENT** |
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**This policy should be read in conjunction with:**

* **Managing Medication policy**
* **Education of Students with Health Needs policy**
* **Medical Emergency policy**
* **Emergency Action Plan policy**
* **Safeguarding policy**

**1.0 Aims**

St Andrew’s College adheres to *Supporting Pupils at School with Medical Conditions (DfE Statutory Guidance December 2015),* which states that: ‘Pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.’

This policy sets out the ways in which we will support our students with medical conditions while allowing them full participation in all aspects of school life. The policy aims to ensure that:

* Students, staff, parents and stakeholders understand how the college supports students with medical conditions
* Students with medical conditions are supported to participate fully in school life
* Students’ medical needs while at college are met
* Staff understand their responsibilities as regards students with medical needs

**2.0 Legislation and statutory responsibility**

This policy meets the requirements under section 100 of the Children and Families Act 2014, which places a duty on governing boards to make arrangements for supporting pupils with medical conditions.

**3.0 Roles and Responsibilities**

**3.1 The Deputy Director**

* Ensure that students with medical needs can access and enjoy the same opportunities as all other students at the college
* Focus on the needs of each individual student
* Will ensure the policy for meeting the needs of children with medical conditions is implemented and reviewed and is accessible to all staff, parents and students
* Will ensure that all staff are aware of their roles and of the health needs of children in their care
* Will ensure that staff are trained appropriately to care for students with and without medical needs
* Will ensure that college policy on the administration of medicine is followed, including storage, record keeping, parental consent and disposal of medicine
* Will develop and review IHCPs in conjunction with the Head of Pastoral Care
* Ensure that risk assessments are fit for purpose, regularly reviewed and accessible to all staff

**3.2 Head of Pastoral Care**

* Will take overall responsibility for the development of IHCPs
* Ensure that systems are in place for obtaining information about a child’s medical needs and that this information is up to date
* Where a student has medical needs, ensuring that the relevant staff are informed of these needs and their role in supporting them
* Supporting students to access medical care as required

**3.3 The Principal**

* Will monitor the academic performance and wellbeing of pupils with medical conditions
* Make sure that teaching staff are aware of this policy and understand their role in its implementation

**3.4 School staff**

* Are responsible for being aware of the medical needs of children in their care
* Should consider and plan for these medical needs when planning classroom activities and school trips
* Be aware of the social and emotional needs which may accompany medical conditions
* Know what to do when a pupil with a medical emergency needs help
* Ensure pupils who have been unwell catch up on missed college work
* Be aware that medical conditions can affect a pupil’s learning and provide extra help when pupils need it
* Liaise with their Head of Department or the Principal if a child is falling behind with their work because of their condition.

**3.5 Parents or agents (of students under the age of 18)**

* Are responsible for providing the college with sufficient and up‐to-date information about the medical needs of their child, including notification of medical conditions, developing and reviewing the IHCP, in partnership with the college, and fulfilling any actions which are their responsibility in the IHCP.
* Must ensure that they or a nominated adult are contactable at all times.
* Must provide or arrange for the provision of the medication termly, ensuring it is within date, in original packaging and labelled correctly with their child’s full name, date of birth, form, the dose and frequency of the medication.
* Must inform the College of any change of medication and any relevant medical advice.
* Must replace or make arrangements to replace medicine when it has been used up or is out of date.
* Must advise their child to make sure that emergency medication such as inhalers or epi-pens are accessible to the child at all times (i.e. carried on their person at all times).
* Allow information sharing between the school and healthcare providers.

**3.6 Pupils with medical conditions**

* Are responsible for managing their own medical conditions as far as possible, in line with their age and capacity
* Pupils who use inhalers or epi-pens should keep them on their person at all times.
* Should contribute to the developments of their IHCPs
* If a pupil is not following their IHCP, then staff will alert parents.

**3.7 All pupils**

* Are responsible for creating a college where each person is respected by showing respect for difference
* Should help other pupils in an emergency
* Should be sensitive to the needs of others

**4.0 Procedure to be followed when notification is received that a pupil has a medical**

**condition**

When the college is notified that a student has a medical condition, the following procedure will be followed:

* Parent, healthcare professional or student advises college that:
	+ Student with an existing diagnosis is enrolling at the college
	+ Existing student has a new diagnosis
	+ Student is due to return to school after a long-term absence
	+ Student has needs which have changed

THEN

* Head of Pastoral Care assesses the student’s needs initially, in conjunction with the parents and student (via an agent if applicable), and decides whether an IHCP is required.
	+ If IHCP is not required, Head of Pastoral Care keeps a record of the student’s condition and the decision, which can be reviewed if the student’s needs change. If relevant staff still need to be informed of the student’s condition, the Head of Pastoral Care will do so.
	+ If student does require an IHCP:

THEN

* Head of Pastoral Care coordinates a meeting, or telephone/email communication (as many parents are based overseas), to discuss and agree on the need for an IHCP. Individuals who should be involved are: key school staff, parents, student, any relevant healthcare professionals. A college rep or partner agent may be required to facilitate communication due to language barriers.

THEN

* Identify staff training requirements or other adjustments required to support the student. Develop the IHCP accordingly and circulate to relevant staff.

THEN

* Implement necessary training or adjustments with input from healthcare professional.

THEN

* Review ICHP annually or as student’s condition changes.

**5.0 How we will support pupils with medical needs**

**5.1 Physical Needs**

We recognise that each child is an individual with differing health needs and do not assume

that pupils with the same condition need the same treatment.

As far as possible, pupils will be supported to manage their own condition and will carry their own medicines with them. Younger pupils will need more support in taking medicine than older pupils.

Staff will allow pupils to drink, eat or take toilet breaks if these requests are related to medical needs.

**5.2 Social Needs**

We will ensure that pupils with medical conditions receive support for their emotional and

social needs through the pastoral system. This may include helping them to engage in

social activities, including during breaks and before and after school and ensuring they have

full access to extended school activities such as school events and clubs.

We are aware of the potential social problems that pupils with medical conditions may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the school’s anti‐bullying and behaviour policies.

**5.3 Educational Needs**

The college recognises that pupils with medical conditions are more likely to have their

education disrupted by medical treatment. Pupils will not be penalised for their attendance

record if their absences are related to their medical condition e.g. hospital appointments.

If a child has a period of hospital education or alternative provision, we will work closely with providers to minimise disruption to the child’s education.

It is expected that pupils with medical conditions attend school for the full day unless their individual healthcare plan specifies otherwise. Where pupils appear to be falling behind, they will be referred to the SENCO for support.

Please refer to the ‘Education of Students with Health Needs’ Policy for further details.

**6.0 Individual healthcare plans (IHCP)**

IHCPs are only for students requiring care above that which is normally provided by the college. Not all students with a medical condition or who take medication will need an IHCP.

A child is likely to need an IHCP if their medical condition:

• fluctuates

• leads to a high risk that emergency intervention will be needed

• is long‐term and complex

In these cases, the college will work with parents and medical professionals to draw up an

Individual Healthcare Plan. The IHCP will cover the following main points:

* What needs to be done
* When
* By whom

This will include details of:

• the medical condition, its triggers, signs, symptoms and treatments;

• the pupil’s resulting needs, including medication (dose, side‐effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues e.g. crowded corridors, travel time between lessons;

• specific support for the pupil’s educational, social and emotional needs, for example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions

• the level of support needed, (some children will be able to take responsibility for their own health needs), including in emergencies. If a child is self‐managing their medication, this should be clearly stated with appropriate arrangements for monitoring;

• who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child’s medical condition; and cover arrangements for when they are unavailable;

• who in the school needs to be aware of the child’s condition and the support required;

• guidelines for the child to self-administer medication.

• separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate, e.g. risk assessments;

• where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child’s condition; and

• what to do in an emergency, including whom to contact, and contingency arrangements. Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan.

The IHCP may be written by a member of the college or a medical professional. The college will work closely with parents and medical professionals to establish how best to support a child. The child’s views will also be sought and there will be an emphasis on helping the child to manage his or her own condition. When there is disagreement, the school may challenge the views of parents. The final decision on whether to write an IHCP and on its content lies with the Director.

Healthcare plans will be reviewed annually or if there is a change in the child’s medical needs. If a child is returning to school following a period of hospital education or alternative provision (including home tuition), we will liaise with the education provider to ensure that the individual healthcare plan identifies the support the child will need to reintegrate effectively and to minimise disruption to his or her learning.

If a child has a special educational need identified in a statement, the individual healthcare plan will be linked to or become part of that statement. If a child has SEN but does not have a statement, his or her special educational needs will be mentioned in their individual healthcare plan.

The template for ICHPs can be found in Appendix A of this policy.

**7.0 Day trips, residential trips and sporting activities**

St Andrew’s College Cambridge is an inclusive college which seeks to include pupils with medical conditions in every aspect of school life. Pupils with medical conditions will be actively supported to go on trips and to take part in sporting activities. When planning trips, teachers will make reasonable adjustments to allow pupils with medical conditions to participate unless there is evidence that this is not possible.

Pupils with medical conditions that may affect their participation in, or safety on, an educational trip or sporting activity, will be named in the risk assessment and their needs will be specifically considered. If necessary, advice from parents or healthcare professionals will be sought.

**8.0 Equal Opportunities**

*Equality and diversity statement:*

*It is the policy of St Andrews College, Cambridge to recognise and encourage the valuable and enriching contribution from all who work and learn here and the rights of all individuals who come into contact with the College, such as prospective students and job applicants.*

*We believe that people from a range of backgrounds and experiences can enhance the life and development of the institution and that all individuals should be treated on the basis of individual merit and without prejudice. The College will, therefore, aim to provide an education service that actively promotes equality of opportunity and freedom from discrimination on grounds of age, cultural background, economic status, disability, ethnicity, gender, religion/belief, marriage/civil partnership or sexual orientation in both education and employment. We will strive vigorously to remove conditions that place people at a disadvantage and will actively combat bigotry and discrimination. The College expects all employees, students, and associated partner organisations to adopt this policy.*

In line with the above statement, we will actively support students with medical conditions to ensure they have the same opportunities at college as all other students; we will not prevent them from participating in any college activity and we will put measures in place to provide extra support for participation if required.

**9.0 Managing medicines**

St Andrew’s College appreciates that some students with health needs will need to bring prescription and non-prescription medication to the college. We will support them to do so in line with correct procedures.

We will only administer prescription medication to students where:

* The student is deemed incompetent to self-administer
* It would be detrimental to the student’s health or attendance at college not to do so
* We have written consent from parents

We will never administer non-prescription medication to students.

Any staff member administering medication will follow the procedures outlined in the ‘Managing Medication’ policy.

For further information on how we manage medication, including procedures for storage, disposal, administration, information gathering, students’ access to their medication etc., please consult the ‘Managing Medication’ policy.

**10.0 Emergency procedures**

Staff will follow the school’s emergency procedures as set out in the ‘Medical Emergency’ Policy and the ‘Emergency Action Plan’ Policy.

All students with IHCPs will have clear instructions in their IHCP as regards what constitutes an emergency and the action that should be taken in the event of an emergency.

**11.0 Training**

* Staff who are responsible for supporting students with medical needs will receive suitable training.
* Necessary training will be identified in IHCPs and carried out accordingly.
* Training will be kept up to date.
* A sufficient number of staff will receive First Aid training meaning that there is always at least one member of staff on site who can administer First Aid
* All boarding staff will receive additional training about caring for students’ medical needs generally, e.g. epi-pen and inhaler training

**12.0 Information Gathering, Record Keeping and Data Protection**

* It is compulsory for all parents to complete a Medical Questionnaire and Medication Statement when enrolling their child at St Andrew’s College. Parents of under 18s must also complete a Parental Consent Form.
* The Head of Pastoral Care will keep these forms electronically in a secure location which is not accessible to other staff members.
* Any medical issue identified on the form will be assessed by the Head of Pastoral Care, in conjunction with the parents, to identify the support required for the child and whether an IHCP is required.
* Medical issues and/or IHCPs will be passed onto other staff on a need-to-know basis.
* Records will be updated and passed onto relevant staff if the child’s condition or needs change.
* Administration of medication will be recorded at all times and in line with the college’s ‘Managing Medication’ policy.
* Students may also be asked to complete wellbeing forms on arrival and the information from these forms will be kept in a secure location.
* The college seeks permission from parents, or students if the student is over 18 or deemed Gillick Competent, before sharing medical information with healthcare providers.
* Where the sharing of information is necessary for the student’s welfare and we are unable to gain consent, information may be shared with healthcare or other external agencies without the consent of the student or parents. This is in line with the college Safeguarding policy and our legal duties as outlined in the Children Act 1989, and the Data Protection Act 2018 which allows sharing of information under the processing condition of ‘safeguarding of children and individuals at risk.’

**13.0 Liability and indemnity**

The Directors will ensure that the appropriate level of insurance is in place and appropriately reflects the college’s level of risk. This will be reviewed if a student is enrolled who has needs not covered by the current insurance policy, or if a current student develops needs not covered by the policy.

**14.0 Complaints**

Parents or students with complaints about the college’s handling of a student’s medical condition should discuss these directly with the staff member concerned in the first instance. If the problem is not resolved, they should direct the complaint to either the Principal or the Deputy Director. If the Principal or Deputy Director cannot solve the issue, they should direct the parent or student to the college’s complaints procedure.

**15.0 Communication Strategy**

* This policy will be circulated to all staff annually. The policy will remain accessible to staff at all times via a shared OneDrive
* The policy will be accessible for all students, parents and external agencies via the college website

Reviewed: July 2017, July 2018, August 2019

Next review: August 2020

**Appendix A**

**Individual healthcare plan**

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| Child’s name   |
| Date of birth   |
| Child’s address (in Cambridge)   |
| Medical diagnosis or condition   |
| Date  |
| Review date  |
| Family contact information Home: Work: Mobile: Name: Relationship to child     |
| Clinic/Hospital Contact Name Phone  GP name Phone  |
| Who is responsible for providing support in  school   |
| Describe medical needs and give details of child’s  symptoms, triggers, signs, treatments, facilities,  equipment or devices, environmental issues etc   |
| Name of medication, dose, method of administration, when to be taken, side effects, contra‐indications, administered by/self or administered  with/without sup ervision   |
| Daily care requirements    |
| Specific support for the pupil’s educational, social and emotional needs   |
| Arrangements for school visits/trips etc   |
| Other information   |
| Describe what constitutes an emergency, and the action to take if this occurs   |
| Who is responsible in an emergency  (state if different for off -site activities)   |
| Plan developed with   |
| Staff training needed/undertaken    |