

POLICY FOR SUPPORTING STUDENTS WITH MEDICAL NEEDS

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1. Objectives

To provide clear guidance on the production and use of Health care plans within Wymondham College Medical Centre. This will ensure a standard approach is taken, with a clear set of instructions as the requirement of requesting a care plan, templates which can be used for the care plan and where the care plan should be recorded and stored.

2. Rationale

Health care plans are essential for students with life threatening and complex care needs. Students with conditions that require a Health care plan often have a personalised treatment plan/regime in place. It is important for all nursing staff and house staff who may need to deliver routine or emergency care to these students to know the students individualised plan. They should also know what do for that student in an emergency. The Health care plan details this information and is stored in a location that can be accessed across the College site at all times.

Given care is individualised it is important that these care plans are kept under review and updated either yearly or at any point where a student's treatment may be altered.

The Health care plan is a collaborative process between parents, students, medical centre staff and the Specialist medical team caring for the student. The legal responsibility for ensuring the care plan is completed, accurate and sent to the school is ultimately the parents/carers.

3. Processes to be followed when creating care plan

All new students joining Wymondham College/Prep School should have a medical consent form completed by their parents/legal guardians prior to their first attendance. This form requests medical history and allergies. It is the parent/legal guardians' responsibility to complete this form.

Once the completed form is received by admissions team at Wymondham College/Prep School it will be passed on to Wymondham College Medical Centre. The Nurses will then add any medical conditions to the students Schoolbase (SB) record for Secondary School students and pupil asset for Prep Boarding School students. Where the student has any allergies or complex medical needs the Nurses will then contact the student's parent/legal Guardian to request that a care plan be completed.

The care plan should be completed and received by Wymondham College Medical Centre before the student attends for boarding. Where the student has a care plan from their Specialist Medical team the parents can send a copy of this- preferably a word document. If the student does not have a care plan from the specialist Medical team a Wymondham College/Prep School Health care plan template can be sent to the parent/legal guardian to complete.

List of Wymondham College/Prep school Health Care Plan Document Templates:

- Health Care Plan for NON- Epileptic episodes
- Health Care Plan for a young person with severe allergic reaction- prescribed adrenaline pen
- Health Care Plan for a young person with allergic reactions- where no adrenaline pen is prescribed.
- Individual plan for a Child with Attention Deficit Hyperactivity Disorder
- Health Care Plan for a child/young person with diabetes using sub-cutaneous insulin infusion pump
- Health Care Plan for a child/young person with diabetes
- Health Care Plan for a child/young person with diabetes insulin injection
- Health Care Plan for a young person with seizures
- Health Care Plan for a child/young person with complex Health Needs
- Health Care plan for a child/young person with Health needs (not requiring medication)
- School Asthma Health care plan

There may also be cases where IHCPs are required for short-term medical conditions eg significant sporting injuries etc. The short-term IHCPs will be developed upon notification of a condition that requires special medical considerations and often are led by the hospital team and/or GPs in combination with parents. The care plan will be for a specific time period and reviewed at the end of this period as to whether there are any continued needs. It can also (as with all care plans) be amended in response to any changes in medical conditions or treatments.

Following notification that a student must use crutches *or a wheelchair* as a temporary short-term measure, an assessment will be undertaken by the College. This will typically follow an injury or surgery. The crutches/wheelchair protocol is at Appendix 1.

Once the care plan has been sent to the parents/legal guardian of the student, the student needs to be added to the Health care plan spread sheet, which is found on the computer:

W:\Staff Only\Medical Centre Shared Documents\care plans\care plan list

A note should be added that a care plan has been requested in the appropriate column next to the student's details on the spreadsheet. This should also be recorded as a treatment note on SB for Secondary School and pupil asset for Prep School.

Upon receipt back of the care plan a copy of this should be printed for the care plan folder which is kept in Wymondham College Medical Centre. Before the care plan is filed it should be signed by the Lead Nurse.

An electronic copy of the care plan for Secondary School students should be saved in the shared care plan folder for Secondary School.

A copy of the care plan should also be attached to the students SB record by:

- Searching for the student on SB
- Selecting medical record
- Selecting general from top left corner of screen
- The Selecting document viewer from the drop-down menu
- A pop-up page is displayed, and you can upload the document by clicking on the blue button +add new record.

A copy of the care plan for prep school students should be saved on the computer in the shared care plan folder for prep school.

The care plan spread sheet for Secondary School/Prep School can now be updated with the note for care plan request removed and the student's details can now be highlighted grey. The care plan date should be included.

Care plans should be reviewed at a minimum yearly or at each time there is a change in the student's treatment. **It is the Medical Centre policy that we send all current returning students health care plans to parents in the final half term of the academic year for checking and re-signing.** This is to ensure the Health Care plan is accurate. This ensures the student will be treated both appropriately and safely.

INFORMATION FOR INCLUSION IN AN INDIVIDUAL HEALTHCARE PLAN

The following should be considered for inclusion in an IHCP:

- the medical condition, its triggers, signs, symptoms, and treatments.
- the student'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 eg crowded corridors, travel time between lessons;
- specific support for the student'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 student is self-medicating, this should be clearly stated with appropriate arrangements for monitoring.
- clear identification of the postholders responsible for providing support, their training needs, expectations of their role and confirmation of their proficiency to provide support for the child's medical condition from a healthcare professional; and cover arrangements for when they are unavailable.
- clear identification of who at the College needs to be aware of the student's condition and the support required.

- arrangements for written permission from parents and the Lead Nurse for medication to be administered by a member of staff or self-administered by the student in accordance with existing protocols. (See Medication policy).
- Separate arrangements or procedures required for trips and visits or other College activities outside of the normal timetable that will ensure that the student can participate (see Trips and Visits Policy for information around risk assessment).
- Where confidentiality issues are raised by the parent/student, the designated individuals to be entrusted with information about the student's condition; and what to do in an emergency, including who to contact, and contingency arrangements. Some students may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan.
- For new students medical needs as identified from the medical admission forms should have Health Care Plans in place before they start at the college. For boarding students it may be certain needs as listed in the healthcare plan need careful discussion with the medical and boarding teams to ensure the requirements of the students medical needs as evidenced in the healthcare plan can be met and the student can be safely cared for within the boarding environment.

STAFF TRAINING AND SUPPORT

The Governing Body is responsible for ensuring that its arrangements give parents and students confidence in the College's ability to provide effective support for medical conditions in the College. It may be within the boarding environment certain limitations mean starting boarding or continued boarding is not possible. Wherever possible adaptations will be made within the boarding environment and additional training will be sought to enable the student to board safely. However where this is not felt adequate to ensure the student's safety, a suitability to board discussion may be needed. The IHCP is to identify any staff training needs to support students with medical needs. The specific training needs, how these will be provided, and who is responsible for ensuring that the training has been undertaken will be identified as part of the process of completing the IHCP (see flowchart at Annex A). It is the responsibility of the Deputy Headteacher to ensure that staff who are required to provide support to students with medical conditions are included in the discussions about the IHCP.

The Deputy Headteacher in liaison with the Lead Nurse is responsible for ensuring that whole-school awareness training is delivered on the College's policy for supporting students with medical conditions and the role of staff in implementing that policy. Equally, the Deputy Headteacher and Lead Nurse are responsible for ensuring that training needs are reviewed as part of the IHCP review process. Training needs are to be reviewed as part of the annual review of the IHCP or as changes in need arise.

The Assistant Headteacher (Curriculum) is to ensure that supply teachers or cover staff are made aware of any students they might be responsible for, who have IHCPs or EHCPs and
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ensure that such staff are fully briefed on the content of that plan. All college staff should be aware that all IHCP's are linked to the students SB records via document viewer and have access granted for all staff employed by WC to view in the even of an emergency. For prep students the same arrangement is in place but via pupil asset. Medical tracker our medication administration system also holds a copy of the IHCP under the students individual record.

Instructions for the management and issue of medication and self-medication are contained in the College's Medication Policy.

EMERGENCY PROCEDURES

Where a student's ability to respond to an emergency such as a fire alarm maybe impaired, the Health and Safety Manager (HSM) must be informed and undertake a risk assessment. This will determine the need for any additional protective arrangements and/or emergency procedures. The HSM is responsible for preparing a personal emergency action plan (PEEP) as required. In these circumstances the IHCP should refer to the existence of a PEEP.

Where there are specific actions needed in response to a medical emergency, these should be detailed in the IHCP.

1. **Activities and off-site Trips and Visits.** The organiser of any non-curriculum activities on site is responsible for considering the Care Plan needs of the participating students. For example, there may be access, allergy, or emergency issues to consider. Similarly for off site visits, the visit leader must check for any students travelling who may have an IHCP and implement appropriate measures as part of the visit risk assessment (see the College "Off Site Visits and Trips Policy")
2. **Day to day.** The IHCP is to contain detailed risk assessment around emergency procedures to be followed, according to a student's medical condition, for normal day-to-day attendance at the College.

REPORTING AND EVALUATION

The Deputy Headteacher is to ensure that an annual report is provide to the Governing Body detailing how the College meets the needs of students who have a medical condition including an assessment of their progress and achievement.

UNACCEPTABLE PRACTICE

Although staff should use their discretion and judge each case on its merits with reference to the student's IHCP, it is not acceptable practice to:

- Prevent students from easily accessing their inhalers and medication and administering medication when and where necessary.
- Assume every student with the same condition requires the same treatment.
- Ignore the views of the student or their parents/carer; or ignore medical evidence or opinion (although this may be challenged).
- Send children with medical conditions home frequently or prevent them from staying for normal College activities, including lunch, unless this is specified in their IHCP.
- If the student becomes ill, send them to the Medical Centre unaccompanied or with someone unsuitable.
- Penalise students for their attendance record if their absences are related to their medical condition eg hospital appointments.



- Prevent students from drinking, eating, or taking toilet breaks whenever they need to manage their medical condition effectively.
- Require parents/carers, or otherwise make them feel obliged, to attend College to administer medication (unless specified as required in their IHCP) or provide medical support to their child, including with toileting issues. No parent/carer should have to give up working because the College is failing to support their child's medical needs; or
- Prevent students from participating or create unnecessary barriers to students participating in any aspect of College life, including trips eg by requiring parents to accompany the student (with the acknowledgement that in relation to boarding there are additional suitability to board considerations as previously discussed in this document).

INSURANCE

The College is a member of the Department for Education's Risk Protection Arrangements (RPA). All other insurance not provided by the Department of Education is sourced directly from commercial providers.

COMPLAINTS

Any complaints about any aspect of the implementation of this policy should be addressed through the College's complaints procedure.

Appendix 1

Support for students who are short term users of crutches/Wheelchairs

1. Following notification that a student must use crutches/ a wheelchair as a temporary short-term measure, an assessment will be undertaken by the College. This will typically follow an injury or surgery. The assessment will inform decisions about the timing of the return to College by the student and the appropriate supportive measures required to provide a safe and suitable environment. Students who may need to use crutches/a wheelchair permanently or for whom it is indicated that this will be for more than 8 weeks, the standard protocol for an Individual Health Care Plan will apply.
2. The approach taken by the College follows the principles set out within the document 'Supporting Pupils at school with Medical Conditions' issued by the Department of Education 2015, specifically the requirements not to:
 - Assume every student with the same condition requires the same treatment
 - Ignore the views of the student or their parents/carer; or ignore medical evidence or opinion (although this may be challenged)
 - Send children with medical conditions home frequently or prevent them from staying for normal College activities, including lunch, unless this is specified in their IHCP
 - Prevent students from participating or create unnecessary barriers to students participating in any aspect of College life.
3. The aim will be to enable students to return as soon as possible to normal school life. However, it may be necessary on medical or safety grounds, to defer this or require a boarding student to use the Medical Centre overnight for a period. If this arrangement is in place it is normal for the student to be collected Saturday after lessons and be at home overnight Saturdays, as it is normal for the medical centre to be closed/oncall. It may also be appropriate for students to return on reduced school hours and/or on a day only basis.
4. The following system applies-
 - The Head of House (or delegated House staff) will establish and record that a return to school is supported by the student's Doctor or the Hospital. Similarly, the support of the parents/carers will be established. The position regarding the following should be identified by them: any limitations regarding washing/toilet, climbing of stairs, rest periods, ongoing medication, treatment, and protection of the injury/wound.

- The Head of House (or delegated House staff) will undertake an assessment of the student's confidence and competence in using crutches/ ability to use stairs without a wheelchair. For boarders this will include mobility on the stairs and the sleeping area. Some adaptations may be needed such as locating the student in a first-floor bedroom adjacent to the stairs and the allocation of staff or a trusted student (buddy system) to provide domestic assistance. The Health and Safety Manager will help prepare a Personal Emergency Evacuation Plan, required if the student is allowed to sleep in the House overnight.
 - The Medical Centre will assess any medication or treatment issues which may determine that an IHCP is appropriate and inform the Head of House. For short term use of crutches/ a wheelchair with no ongoing medication or treatment expected of the College, an IHCP is not required.
5. The Head of House is then responsible for:
- Decision about whether the student is allowed to return and any limitations to this and any necessary adaptations or additional support which may be required
 - Recording in the student file that assessment has been made and any necessary control measures
 - Briefing House staff of the student needs (see guidance below)
6. The position will be reviewed over time and may determine that initial limitations to such things as boarding life, may be relaxed.

Safe use of crutches-guidance for staff and students

In caring for the student staff should be alert for and remind the student to take extracare-

- when weather is wet with tread through of water
- when in the refectory where spills are more frequent
- when there is a risk of ice on paths (this may result in an additional limitation or supporting arrangement which may include not leaving the House)
- in classrooms such as Food Tech or Science
- on busy staircases or corridors- better to be late arriving for a lesson
- when walking outside after dark
- and for the student to check every day for: any excessive wearing of protective rubber feet on crutches
- any debris such as stones or drawing pins stuck in the rubber feet.