

## POLICY FOR SUPPORTING STUDENTS WITH MEDICAL NEEDS

### WYMONDHAM COLLEGE MEDICAL CENTRE

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## SUPPORTING STUDENTS WITH MEDICAL NEEDS

### WYMONDHAM COLLEGE MEDICAL CENTRE

#### 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 an Individualised Health care plan (IHCP) 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 to do for that student in an emergency. The health care plan details this information and is stored in a location that can be easily accessed across the College site.

Given care is individualised, it is important that 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 the parents/carers.

#### 3. PROCESS TO BE FOLLOWED WHEN CREATING A HEALTH 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 Bromcom for both Secondary School students and 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 starts at the school. 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.

### 3.1. Wymondham College / Prep School Health Care Plan Document Templates

- 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.
- Health Care plan for a child/young person with Medical Health Needs
- School Asthma Health care plan

**There may also be cases where IHCPs are required for short-term medical conditions e.g. 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 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:

[STUDENTS WITH HEALTHCARE PLANS.xlsx](#).

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 Medical Tracker (nurses recording system) for Secondary School and 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 looked at and 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 found in the OneDrive Shared Medical documents folder.

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

- Searching for the student on Bromcom
- Selecting 'Health Background'
- Selecting Health Document list
- Press the + on the right-hand side of the box.
- Press the Select file tab
- Under Medical Centre Shared Document, click care plans and the student care plans list.
- Find student and click Open for document to upload.
- Save file.

Once saved, the document can be viewed by clicking on the relevant document name and it will download the file. For some students there will also be a red flag at the top, right hand side of their profile which will contain their important document/care plan (anaphylaxis care plan for example). The flag can be clicked on, and the document will automatically download.

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

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.

### 3.2. Information for inclusion in an Individual Health Care 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 e.g. 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 prior to their start date. This is to ensure the requirements of the student's medical needs as evidenced in the healthcare plan can be met and the student can be safely cared for within the boarding environment.

## 4. 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 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 students safety, a suitability to board discussion may be needed.

The IHCP is also used 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. 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 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 Bromcom records via Health Document List and have access granted for all staff employed by WC to view in the event of an emergency. For prep students the same arrangement is in Bromcom. Medical tracker our medication administration system also holds a copy of the IHCP under the student's individual record.

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

## 5. REMERGENCY PROCEDURES

Where a student's ability to respond to an emergency such as a fire alarm may be impaired, a personal emergency evacuation plan (PEEP) may be required. More information about a PEEP may be found at [Health and Safety - Fire Management Policy 2025.pdf - All Documents](#).

The PEEP will determine the need for any additional protective arrangements and/or emergency procedures. The IHCP should refer to the existence of a PEEP should it be determined to be necessary.

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

## 5.1. 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 or Prep School's "Off Site Visits and Trips Policy")

## 5.2. 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.

## 6. RISK ASSESSMENT FOR A STUDENT

Some students may require a risk assessment in addition to a care plan to ensure on site safety measures are suitable and sufficient.

Typically, this might be a student with mobility or visual impairment. The assessment would consider the adequacy of measures to reduce the risk presented by such features as traffic, practical activities, and general accessibility during the school day.

The person responsible for this is the SENDCO. The Health and Safety Officer will help with the assessment.

## Appendix 1

### **Support for College or Prep School pupils 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. This will typically follow an injury or surgery. The assessment will inform decisions about the timing of the return to the College or School by the pupil and the appropriate supportive measures required to provide a safe and suitable environment. Pupils 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 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 pupil with the same condition requires the same treatment
  - Ignore the views of the pupil 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 or Prep School activities, including lunch, unless this is specified in their IHCP
  - Prevent pupils from participating or create unnecessary barriers to students participating in any aspect of College or Prep School life.
3. The aim will be to enable pupils 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 boarder 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/on call. It may also be appropriate for pupils to return on reduced school hours and/or on a day only basis.
4. The following system applies-
  - The Head of House or the Head of the Prep School is responsible for ensuring suitable measures are provided but may delegate the actions below to another member of staff.
  - It will be established and recorded that a return to school is supported by the pupil'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.
  - An assessment of the pupil's confidence and competence in using crutches/ ability to use stairs without a wheelchair will be undertaken. For boarders this will include mobility on the stairs and the sleeping area. Some adaptions may be needed such as locating the pupil 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 Officer will help prepare a Personal Emergency Evacuation Plan, required if the pupil 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 or School, an IHCP is not required.
5. The Head of House or School 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 that may be required.

- Recording in the pupil's file that an assessment has been made and any necessary control measures.
- Briefing staff of the student needs (see the 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 pupils**

In caring for the pupil staff should be alert for and remind them to take extra care-

- when the weather is wet with tread through of water.
- when in the Refectory or dining hall where spills are more frequent.
- when there is a risk of ice on paths (this may result in an additional limitation or supporting arrangements which may include not leaving the House or School).
- in higher risk 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.