





## Young People with Medical Conditions Policy

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### 1. Aims

This policy aims to ensure that:

- Young person, staff and parents understand how our centre will support young person with medical conditions
- Young person with medical conditions are properly supported to allow them to access the same training as other young person

The Trustees board will implement this policy by:

- Making sure sufficient staff are suitably trained
- Making staff aware of young person' conditions, where appropriate
- Making sure there are cover arrangements to ensure someone is always available to support young person with medical conditions
- Developing and monitoring individual healthcare plans (IHPs)

**The named persons with responsibility for implementing this policy is D.Lumb**

### 2. Legislation and statutory responsibilities

This policy meets the requirements under [Section 100 of the Children and Families Act 2014](#), which places a duty on Trustees boards to make arrangements for supporting young person at their centre with medical conditions.

It is also based on the Department for Education's statutory guidance on [supporting young person with medical conditions at centre](#).

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This policy also complies with our funding agreement and articles of association.

### **3. Roles and responsibilities**

#### **3.1 The Trustees board**

The Trustees board has ultimate responsibility to make arrangements to support young person with medical conditions. The Trustees board will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

#### **3.2 The Director**

The Director will:

- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations
- Ensure that all staff who need to know are aware of a child's condition
- Take overall responsibility for the development of IHPs
- Make sure that centre staff are appropriately insured and aware that they are insured to support young person in this way
- Contact the young person's school nursing service in the case of any pupil who has a medical condition that may require support at centre, but who has not yet been brought to the attention of the centre.
- Ensure that systems are in place for obtaining information about a young person's medical needs and that this information is kept up to date

#### **3.3 Staff**

Supporting young person with medical conditions during centre hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to young person with medical conditions, although they will not be required to do so. This includes the administration of medicines.

Those staff who take on the responsibility to support young person with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.

Teachers will take into account the needs of young person with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

#### **3.4 Parents**

Parents will:

- Provide the centre with sufficient and up-to-date information about their child's medical needs
- Be involved in the development and review of their child's IHP and may be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the IHP, e.g. provide medicines and equipment, and ensure they or another nominated adult are contactable at all times

#### **3.5 Young person**

Young person with medical conditions will often be best placed to provide information about how their condition affects them. Young person should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs. They are also expected to comply with their IHPs.

### **3.6 Young Persons School nurses and other healthcare professionals**

The nursing service will notify the charity when a young person has been identified as having a medical condition that will require support. This will be before the young person starts, wherever possible. They may also support staff to implement a child's IHP.

## **4. Equal opportunities**

Our charity is clear about the need to actively support young person with medical conditions to participate in gardening activities and not prevent them from doing so.

The charity will consider what reasonable adjustments need to be made to enable these young person to participate fully and safely on centre trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that young person with medical conditions are included. In doing so, young person, their parents and any relevant healthcare professionals will be consulted.

## **5. Being notified that a child has a medical condition**

When the charity is notified that a young person has a medical condition, the process outlined below will be followed to decide whether the young person requires an IHP.

The charity will make every effort to ensure that arrangements are put into place within 2 weeks.

See Appendix 1.

## **6. Individual healthcare plans**

The Director has overall responsibility for the development of IHPs for young person with medical conditions. This has been delegated to D.Lumb.

Plans will be reviewed at least annually, or earlier if there is evidence that the needs have changed.

Plans will be developed with the young person's best interests in mind and will set out:

- What needs to be done
- When
- By whom

Not all young person with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the Director will make the final decision.

Plans will be drawn up in partnership with the charity, parents and a relevant healthcare professional. The young person will be involved wherever appropriate.

IHPs will be linked to, or become part of, any education, health and care (EHC) plan. If a pupil has SEND but does not have an EHC plan, the SEND will be mentioned in the IHP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The Trustees board and the Directors have role of individual with responsibility for developing IHPs, will consider the following when deciding what information to record on IHPs:

- The medical condition, its triggers, signs, symptoms and treatments
- The young person'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.

- Specific support for the pupil's educational, social and emotional needs. For example, how absences will be managed, use of rest periods
- The level of support needed, including in emergencies. If a young person is self-managing their medication, this will 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 young person's medical condition from a healthcare professional, and cover arrangements for when they are unavailable
- Who in the charity needs to be aware of the young person's condition and the support required
- Arrangements for written permission from parents and the Directors for medication to be administered by a member of staff, or self-administered by the pupil during charity hours
- Where confidentiality issues are raised by the parent/young person, the designated individuals to be entrusted with information about the young person's condition
- What to do in an emergency, including who to contact, and contingency arrangements

## 7. Managing medicines

Prescription medicines will only be administered at centre:

- When it would be detrimental to the young person's health or charity attendance not to do so **and**
- Where we have parents' written consent

**The only exception to this is where the medicine has been prescribed to the pupil without the knowledge of the parents.**

Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents will always be informed if under 18.

The charity will only accept prescribed medicines that are:

- In-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

The charity will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely. Young person will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to young person and not locked away.

Medicines will be returned to parents to arrange for safe disposal when no longer required.

### 7.1 Controlled drugs

[Controlled drugs](#) are prescription medicines that are controlled under the [Misuse of Drugs Regulations 2001](#) and subsequent amendments, such as morphine or methadone.

A young person who has been prescribed a controlled drug may have it in their possession if they are competent to do so, but they must not pass it to another pupil to use. All other controlled drugs are kept in a secure cupboard in the centre office and only named staff have access.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

## **7.2 Young person managing their own needs**

Young person who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents and it will be reflected in their IHPs.

Young person will be allowed to carry their own medicines and relevant devices wherever possible. Staff will not force a pupil to take a medicine or carry out a necessary procedure if they refuse, but will follow the procedure agreed in the IHP and inform parents so that an alternative option can be considered, if necessary.

## **7.3 Unacceptable practice**

Staff should use their discretion and judge each case individually with reference to the pupil's IHP, but it is generally not acceptable to:

- Prevent young person from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every young person with the same condition requires the same treatment
- Ignore the views of the young person or their parents
- Ignore medical evidence or opinion (although this may be challenged)
- Send young people with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal activities, including lunch, unless this is specified in their IHPs
- Penalise young person for their attendance record if their absences are related to their medical condition, e.g. hospital appointments
- Prevent young person from drinking, eating or going to the toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Require parents, or otherwise make them feel obliged, to attend the charity to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the charity is failing to support their child's medical needs
- Prevent young person from participating, or create unnecessary barriers to young person participating in any aspect of charities work.

## **8. Emergency procedures**

Staff will follow normal emergency procedures (for example, calling 999). All young person' IHPs will clearly set out what constitutes an emergency and will explain what to do.

If a pupil needs to be taken to hospital, staff will stay with the young person until the parent arrives, or accompany the young person to hospital by ambulance.

## **9. Training**

Staff who are responsible for supporting young person with medical needs will receive suitable and sufficient training to do so.

The training will be identified during the development or review of IHPs. Staff who provide support to young person with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the Directors/role of individual. Training will be kept up to date.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the young person
- Fulfil the requirements in the IHPs
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

## 10. Record keeping

The Trustees board will ensure that written records are kept of all medicine administered to young person for as long as these young person are at the centre. Parents will be informed if their pupil has been unwell at centre.

IHPs are kept in a readily accessible place which all staff are aware of.

## 11. Liability and indemnity

The Trustees board will ensure that the appropriate level of insurance is in place and appropriately reflects the charities level of risk.

The details of the centre's insurance policy are:



Ansvar Insurance, Ansvar House, St Leonards Road, Eastbourne, East Sussex, BN21 3UR  
Phone: 0345 60 20 999 or 01323 737541  
Email: [ansvar.insurance@ansvar.co.uk](mailto:ansvar.insurance@ansvar.co.uk) Website: [www.ansvar.co.uk](http://www.ansvar.co.uk)

### **CERTIFICATE OF EMPLOYERS' LIABILITY INSURANCE (a)**

*(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998 (the Regulations), one or more copies of this certificate must be displayed at each place of business at which the policyholder employs persons covered by the policy.)*

Policy Number: **ACG 2411880**

1. Name of policyholder:

**Sunshine Sunflower Foundation**

2. Date of commencement of insurance: **24th November 2023**

3. Date of expiry of insurance: **23rd November 2024**

We hereby certify that subject to paragraph 2:-

1. the policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney (b)
2. (a) the minimum amount of cover provided by this policy is no less than £5 million (c)

For and on behalf of **ANSVAR INSURANCE**  
A business division of Ecclesiastical Insurance Office plc

A handwritten signature in black ink that reads 'Mark Hews'.

Mark Hews  
Group Chief Executive Officer

## **12. Complaints**

Parents with a complaint about their child's medical condition should discuss these directly with the Director in the first instance. If the Director cannot resolve the matter, they will direct parents to the centre's complaints procedure.

## **13. Monitoring arrangements**

This policy will be reviewed and approved by the Trustees board every 2 years.

## **14. Links to other policies**

This policy links to the following policies:

- Complaints Policy
- Equality and Diversity Policy
- First aid Policy
- Health and safety Policy
- Safeguarding and Child Protection Policy



## Appendix 1: Being notified a young person has a medical condition

