

LIPA
SIXTH FORM
COLLEGE

Supporting Young People with Medical Conditions in College

Version Date:	August 2022
Document Owner:	Charles Bartholomew, Principal
Next Review Date:	August 2023
Approving Committee	Local Governing Board

Document Version History

Version	Date	Ref	Change Summary
1.0	August 2018		New Policy.
1.1	August 2022		Review

Supporting Young People with Medical Conditions in College

Policy and Implementation Guidance

Policy Statement

The *Supporting young people with medical conditions in college* policy will provide guidance to ensure:

- that the college meets its statutory responsibilities to manage medicines and medical conditions in line with Government guidance 'Supporting learners with Medical conditions' and the 'Special Educational Needs and Disability code of practice: 0-25 years';
- that the college implements inclusive practices to support young people and young people with medical conditions;
- that the college aims to provide all learners with all medical conditions the same opportunities as others at college.

The college will meet the following values and principles:

- all young people and staff are healthy and stay safe
- parents and young people feel secure and confident in the colleges ability to support their child.
- learners make a positive contribution and get to experience a wide and varied curriculum and experiences.
- ensure all staff understand their duty of care to safeguard young people and young people in all aspects of their needs and especially within the event of an emergency.
- ensure all staff are appropriately trained, competent and confident in knowing what to do in an emergency.
- develop the colleges understanding that certain medical conditions are serious and can be potentially life threatening, particularly if ill-managed or misunderstood.
- that the college understands the importance of medication being taken as prescribed.
- all staff understand common medical conditions that affect young people/young people at our college. Our staff receive training on the impact medical conditions can have on young people from specialist medical staff.

The college names Amy Deane (Assistant Principal:Inclusion & SENCO) to be responsible ensuring this policy is fully implemented and monitored regularly.

Policy

1 The college is an inclusive community that aims to support and welcome all young people, including those with medical conditions

- i. The local governing body understand that it has a responsibility to make arrangements for supporting learners with medical conditions who currently attend and to those who may attend in the future.
- ii. Learners with medical conditions are encouraged to take control of their condition. Learners feel confident in the support they receive from the college to help them do this.

- iii. The college ensures to provide all young people with all medical conditions opportunity to the full range of college activities.
- iv. The college ensures all staff (Teaching and Support) understand their duty of care to young people and young people in the event of an emergency.
- v. Parents of learners with medical conditions feel secure in the care their young people receive both in the transportation, college and on educational visits.
- vi. All staff are confident in knowing what to do in an emergency and receive regular training to do so.
- vii. There is knowledge that certain medical conditions are serious and can be potentially life-threatening.
- viii. All staff understand the common medical conditions¹² that can affect all young people in college. Staff receive training on the impact this can have on learners.

2 All staff have a sound knowledge, understand their role and are trained to a level that fulfils and informs them in what to do to support young people with the most common serious medical conditions found at the college and how to uphold the policy.

- i. All staff at the college are aware of the most common serious medical conditions which they may come across when young people are in their care.
- ii. Staff understand their duty of care to learners in the event of an emergency. In an emergency situation college staff are required under common law duty of care to act like any reasonably prudent parent. This may include administering medication.
- iii. Parents will be informed if their child has been unwell at college.
- iv. All staff that work directly with learners receive training and know what to do in an emergency for the learners in their care with medical conditions.
- v. Training should ensure staff are competent and have confidence in their ability to support learners with medical conditions, the college may choose to arrange training and ensure this remains up-to-date.
- vi. The college recognises a first-aid certificate does not constitute as appropriate training for medical conditions.
- vii. Action for staff to take in an emergency for the common serious conditions at the college is displayed in prominent locations for all staff including classrooms, kitchens and the staff room.
- viii. The college uses the young person's Individual Healthcare Plan to inform the appropriate staff (including supply teachers and support staff) of learners in their care who may need emergency help.

¹ Common medical conditions include Asthma, Epilepsy, Diabetes and Anaphylaxis

- ix. The college has procedures in place so that the most up to date/single master copy of the young person's Individual Healthcare Plan is sent to the emergency care setting with the pupil. On occasions when this is not possible, the form is sent (or the information on it is communicated) to the hospital as soon as possible.
- x. The college has a plan in place to cover staff absence and sickness.

Some of the most important roles and responsibilities are listed below. *(You may additionally want to cover a wider range of people within the policy)*. These roles are understood and communicated regularly.

Local Governing Body

The College's Local Governing body has a responsibility to:

- uphold the Equality Act 2010 and make any reasonable adjustments.
- ensure that arrangements are in place to support learners with medical conditions (plans and suitable accommodation). In doing so they should ensure that such young people can access and enjoy the same opportunities at college as any other child.
- take into account that many of the medical conditions that require support at college will affect quality of life and may be life-threatening and therefore focuses on the needs of the individual child/young person.
- be aware that in some case it a flexible approach may be required, for example, programmes of study that rely on a part-time attendance in combination with Alternative Provision.
- consider how the child/young person will be reintegrated back into colleges after periods of absence.
- consider that young people with medical conditions are entitled to full-time education and should not be denied admission, however, in line with Safeguarding duties ensure that no learners' health is put at unnecessary risk.
- make sure the supporting medical conditions in college policy is effectively implemented, monitored and evaluated and updated in line with the college policy review timeline.
- ensure all parents are fully aware and understand their responsibilities (use Annex H).

Principal

The College Principal has a responsibility to:

- ensure the college puts the policy into practice and develop detailed procedures and effectively implemented with partners.
- liaise between interested parties including young people, college staff, SENCO, pastoral/support staff, learning support assistants, college nurses, parents, governors, the college health service, the local authority and local emergency care services and seek advice when necessary.
- ensure every aspect of the policy are maintained even if they are not the governing bodies nominated staff member.
- ensure that information held by the college is accurate and up to date and that there are good information sharing systems in place using a young person's Individual Healthcare Plans.

- ensure the young person's confidentiality.
- assess quality assured training and support the development needs of staff and arrange for them to be met via formally commissioned arrangements.
- ensure all supply teachers and new staff are briefed and know the medical conditions policy.
- delegate a staff member to check the expiry date of medicines kept at college and maintain the college medical register.
- monitor and review the policy at least once a year, with input from young people, parents, staff and external stakeholders (including healthcare professionals) and update according to review recommendations and recent local and national guidance and legislation.
- In partnership with the parent have joint responsibility for the safe travel of the young person.
- Recruit staff to deliver against all Individual Health Plans and make sure all staff are appropriately insured (See Section 8).

All College Staff

All staff at the college have a responsibility to:

- be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency by receiving whole college awareness training.
- be aware that medical conditions can affect a young person's learning and provide extra help when young people need it.
- understand the policy and how this impacts on young people and young person's education.
- know which young people in their care have a medical condition and be familiar with the content of the young person's Individual Healthcare Plan.
- allow all young people to have immediate access to their emergency medication.
- maintain effective communication with parents including informing them if their child has been unwell at college.
- ensure young people who carry their medication with them have it when they go on a college visit or out of the classroom.
- be aware of young people with medical conditions who may be experiencing bullying or need extra social support.
- understand the common medical conditions and the impact it can have on young people.
- ensure all young people with medical conditions are not excluded unnecessarily from activities they wish to take part in.
- ensure young people have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

First Aider

First aiders at the college have a responsibility to:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards with the college.
- when necessary ensure that an ambulance or other professional medical help is called.

Special Educational Needs Coordinator (SENCO)

The SENCO at the college has responsibility to:

- help update the college's medical condition policy.
- know which young people have a medical condition and which have special educational needs because of their condition.
- ensure if a child has a statement or EHC Plan their medical conditions are linked and become a part of this statutory document.
- be the key member or liaise with other staff to ensure young people with medical conditions continue to make expected progress.
- ensure teachers make the necessary arrangements and make reasonable adjustments if a young person needs special consideration or access arrangements in exams or course work.

Safeguarding & support staff

The support staff at the college has the responsibility to:

- help update the college's medical conditions policy.
- know which young people have a medical condition and which have special educational needs because of their condition.
- monitor young people's attendance and punctuality and consider additional support and planning with the SENCO.
- ensure all young people with medical conditions are not excluded unnecessarily from activities they wish to take part in.

Health Services

Staff from the local Health Community and services who work with the college has a responsibility to:

- co-operate with colleges to support young people with a medical condition.
- be aware of the needs and training the college staff need in managing the most common medical conditions at college.
- provide information about where the college can access other specialist training or alternative provide training if this has been locally developed.

Other healthcare professionals, including GPs, Children and Young People's Mental Health (CAMHS) and paediatricians have responsibility to:

- notify the college nurse when a child has been identified as having a medical condition that will require support at college.
- provide advice on developing healthcare plans.
- consider that specialist local health teams may be able to provide support in colleges for young people with particular conditions (e.g. asthma, diabetes, epilepsy).

Parents

The parents of a child/young person at the college have a responsibility to:

- tell the college if their child has a medical condition.
- ensure the college has a complete and up-to-date Healthcare Plan for their child.
- inform the college about the medication their child requires during college hours.
- inform the college of any medication their child requires while taking part in educational visits or residential visits, especially when these include overnight stays.
- tell the college about any changes to their child's medication, what they take, when, and how much.
- inform the college of any changes to their child's condition.
- ensure their child's medication and medical devices are labelled with their child's full name and date of birth and a spare is provided with the same information.
- ensure that their child's medication is within expiry dates.
- inform the college if your child is feeling unwell.
- ensure their child catches up on any college work they have missed.
- ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional and information that will require the college to support your child is passed on to them.
- ensure their child has a written care/self-management plan from their doctor or specialist healthcare professional to help their child manage their condition.

3 All staff understand and trained in the college's general emergency procedures

- i. The college has a general Health and Safety Policy that includes risk assessments and have arrangements in place to deal with emergencies.
- ii. All staff know what action to take in the event of a medical emergency. This includes:
 - how to contact emergency services and what information to give (use Annex F)
 - who to contact within the college.
- iii. Action to take in a general medical emergency is displayed in prominent locations for staff. These include classrooms, the staff room, food preparation areas and sporting facilities.
- iv. If a young person needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. The college tries to ensure that the staff member will be one the child knows.
- v. Staff should not take young people to hospital in their own car: it is safer to call an ambulance.

4 The college has clear guidance on the administration of medication at college and what is deemed as unacceptable practice

Administration – general

- i. The college understands the importance of medication being taken as prescribed.
- ii. All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a young person taking medication unless they have been specifically contracted to do so.
- iii. All use of medication defined as a controlled drug, even if the young person can administer the medication themselves, is done under the supervision of a named member of staff at this college.
- iv. Parents at this college understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the college immediately.
- v. If a young person at this college refuses their medication, staff should not force them and record this and follow procedures set out in the Individual Healthcare Plan. Parents are informed as soon as possible.
- vi. If a young person misuses medication, either their own or another young person's, their parents are informed as soon as possible. These young people are subject to the college's usual disciplinary procedures.

Administration – Emergency Medication

- vii. All young people with medical conditions have easy access to their medication.
- viii. All young people are encouraged to carry and administer their own emergency medication, only when their parents and health professionals determine they are able to begin taking responsibility. All young people carry their medication with them at all times, except if they are controlled drugs as defined in the Misuse of Drugs Act 1971. This is also the arrangement on any off-site or residential visits.
- ix. A young person who does not carry and administer their own medication knows where their medication is stored and how to access it.
- x. Young people who do not carry and administer their own medication understand the arrangements for a member of staff (and the secondary member of staff) to assist in helping them take their medication safely.

Unacceptable Practice

- xi. The college uses its discretion and professional judgment on individual cases but it is not generally acceptable practice to:
 - prevent a young person from easily accessing their medication or inhalers when or where necessary.
 - assume that every child with the same condition requires similar or the

same support.

- ignore the views of the young person and their parents
- send young people home frequently or prevent them from staying for college activities.
- send a young person unaccompanied to the college office or medical room if they become ill.
- penalise their attendance records if their absences are related to their medical condition e.g. hospital appointments.
- prevent learners from drinking, eating or taking toilet or other breaks in order to effectively manage their own medical condition.
- require parents or make them feel obliged to attend college to administer medication or provide medical support.
- prevent or create unnecessary barriers to young people participating in any aspect of their educational experience, this includes college visits, e.g. requiring the parents to accompany the child.

5 The college has clear guidance keeping clear and up to date records which supports the planning and access to college

Administration/Admission forms

- i. Parents at this college are asked if their child has any health conditions or health issues on the admission form, which is filled out at the start of each college year. Parents of new learners starting at other times during the year are also asked to provide this information on admission forms.

Transitional Arrangements

- ii. Arrangements should be in place between college and previous schools and arrangements should be in place for the start of the relevant college term.
- iii. College is not required to wait for a formal diagnosis before providing support but does require the parent to share all information relating to their child's medical needs. This should be later supported with information provided by healthcare professionals.

College Medical Register

- iv. Individual Healthcare Plans are one document that is used to create a Medical register of learners with medical needs, not all young people with medical conditions will need an individual plan. An identified member of staff has responsibility for the medical register at college.
- v. The identified member of staff has responsibility for the medical register and follows up with the parents any further details on a young person's Individual Healthcare Plan required or if permission for administration of medication is unclear or incomplete.

Individual Healthcare Plans

Drawing up Individual Healthcare Plans

- vi. An individual Healthcare plan may be initiated by a member of college staff, plans should be drawn up with the input of healthcare professionals e.g. Specialist Nurse, parents and the child.
- vii. As a sign of good practice the college will use Individual Healthcare Plans to record important details about individual young people's medical needs at college, their triggers, signs, symptoms, medication and other treatments and used to identify the level support they need. Further documentation can be attached to the Individual Healthcare Plan if required (use of Annex B).
- viii. The level of detail within the Individual Healthcare Plan will depend on the complexity of the condition and the degree of support needed.
- ix. An Individual Healthcare Plan, accompanied by an explanation of why and how it is used, is sent to all parents of learners with a long-term medical condition. This is sent:
 - at the start of the college year
 - at admission
 - when a diagnosis is first communicated to the college.
- x. If a child/young person has a short-term medical condition that requires medication during college hours, a medication form plus explanation is sent to the learner's parents to complete (use of Annex D to monitor).

Ongoing communication and review of the Individual Healthcare Plan

- xi. Parents at this college are regularly reminded to update their child's Individual Healthcare Plan if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication, treatments or conditions change.
- xii. Staff at this college use opportunities to invite parents to review and check that information held by the college on a young person's condition is accurate and up to date. (use of Annex F)
- xiii. Every young person with an Individual Healthcare Plan at this college has their plan discussed and reviewed at least once a year.
- xiv. Where the child has SEND, the Individual Healthcare Plan should be as part of the graduated approach of Assess, Plan, Do, Review and/or linked to or become part of their statement or Education Health and Care Plan if they have one.

Storage and access to Individual Healthcare Plans

- xv. The college ensures that all staff protect confidentiality.
- xvi. Individual Healthcare Plans are kept in a secure central location at college or attached as linked documents using the college's computer system.

- xvii. Apart from the central copy, specified members of staff (agreed by the pupil and parents) securely hold copies of Individual Healthcare Plans. These copies are updated at the same time as the central copy.
- xviii. All members of staff who work with groups of young people will access the Individual Healthcare Plans to provide support with their planning of teaching and learning.
- xix. When a member of staff is new to a class group, for example due to staff absence, the college makes sure that they are made aware of (and have access to) the Individual Healthcare Plans of young people in their care.
- xx. The college seeks permission from parents to allow the Individual Healthcare Plan to be sent ahead to emergency care staff, should an emergency happen during college hours or at a college activity outside the normal college day. This permission is included on the Individual Healthcare Plan.

Use of an Individual Healthcare Plan

- xxi. Individual Healthcare Plans are used by the college to:
 - inform the appropriate staff and supply teachers about the individual needs of young people with a medical condition in their care
 - remind young people with medical conditions to take their medication when they need to and, if appropriate, remind them to keep their emergency medication with them at all times
 - identify common or important individual triggers for young people with medical conditions at college that bring on symptoms and can cause emergencies. The college uses this information to help reduce the impact of common triggers
 - ensure that all medication stored at college is within the expiry date
 - ensure this college's local emergency care services have a timely and accurate summary of a learner's current medical management and healthcare in the event of an emergency
 - remind parents of a young person with medical conditions to ensure that any medication kept at college for their child is within its expiry dates. This includes spare medication.

Consent to administer medicines

- xxii. If a young person requires regular/daily help in administering their medication then the college outlines the college's agreement to administer this medication on the Individual Healthcare Plan. The college and parents keep a copy of this agreement. (use of Annex B)

Off-site, Sporting Activities and Residential visits

- xxiii. Parents are sent a residential visit form to be completed and returned to college shortly before their child leaves for an overnight or extended day visit. This form requests up-to-date information about the young person's current condition and their overall health. This provides essential and up-to-date information to relevant staff and college supervisors to help young people manage their condition while they are away. This includes information about medication not normally taken during college hours.

- xxiv. When attending a residential visit or off-site activity (including sporting events) the lead staff member will have copies of all visit paperwork including risk assessments for young people where medication is required. A copy of the Individual Healthcare Plan's will accompany the young person if necessary and reference should be made to any medical conditions in the planning and risk assessment prior to the visit taking place.
- xxv. All parents of a young person with a medical condition attending an off-site activity or overnight residential are asked for written consent, giving staff permission to administer medication if required and an individual Healthcare plan has not been drawn up.
- xxvi. The residential visit form also details what medication and doses the pupil is currently taking at different times of the day. It helps to provide up-to-date information to relevant staff and supervisors to help the pupil manage their condition while they are away.

Other record keeping

- xxvii. The college keeps an accurate record of each occasion an individual learner is given or supervised taking medication. Details of the supervising staff member, pupil, dose, date and time are recorded. If a learner refuses to have medication administered, this is also recorded and parents are informed as soon as possible (use of Annex C).
- xxviii. The college holds training on common medical conditions once a year. A log of the medical condition training is kept by the college and reviewed every 12 months to ensure all new staff receive training.

6 There is clear guidance on the safe storage and handling of medication at college

Safe storage – emergency medication

- i. Emergency medication is readily available to young people who require it at all times during the college day or at off-site activities. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available and not held personally by members of staff.
- ii. Most young people at college will carry at all times and are reminded of their emergency medication. Learners keep their own emergency medication securely.
- iii. Where the young person's healthcare professional advises that they are not yet able or old enough to self-manage and carry their own emergency medication, they know exactly where to access their emergency medication and which member of staff they see.

Safe storage – non-emergency medication

- iv. All non-emergency medication is kept in a secure place, in a lockable cupboard in a cool dry place. Learners with medical conditions know where their medication is stored and how to access it.

- v. Staff ensure that medication is only accessible to those for it is prescribed.

Safe storage – general

- vi. There is an identified member of staff who ensures the correct storage of medication at college.
- vii. All controlled drugs are kept in a locked cupboard and only named staff have access, even if the young person normally administers medication themselves. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenalin pens should be always readily available to young people and not locked away.
- viii. It is the parent's responsibility to ensure new and in date medication comes into college on the first day of the new academic year.
- ix. Three times a year the identified member of staff checks the expiry dates for all medication stored at college.
- x. The identified member of staff, along with the parents of young people/young people with medical conditions, will ensure that all emergency and non-emergency medication brought in to college is clearly labeled with the pupil's name, the name and dose of the medication and the frequency of dose. This includes all medication that learners carry themselves.
- xi. All medication is supplied and stored in its original containers/packages. All medication is labelled with the child/young person's name, date of birth, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.
- xii. Medication will be stored in accordance with instructions, paying particular note to temperature.
- xiii. Some medication for learners at this college may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. Refrigerators used for the storage of medication are in a secure area that is only accessible to staff.
- xiv. All medication is sent home with learners at the end of the college year. Medication is not stored in summer holidays.

Safe disposal

- xv. Parents will be asked to collect out-of-date medication.
- xvi. If parents do not pick up out-of-date medication, or at the end of the college year, medication is taken to a local pharmacy for safe disposal.
- xvii. A named member of staff is responsible for checking the dates of medication will arrange for the disposal of any that have expired.
- xviii. Sharps boxes are used for the disposal of needles. Parents obtain sharps boxes from the child's GP or paediatrician on prescription. All sharps boxes in

college are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis. Arrangements should be made for their safe disposal.

- xix. If a sharps box is needed on an off-site or residential visit a named member of staff is responsible for its safe storage and return it to college or the child/young person's parent.

7 Supporting Medical Conditions in college policy is regularly reviewed, evaluated, consulted with stakeholders and updated.

- i. The policy is reviewed, evaluated and updated annually in line with the college's policy review timeline and receives a full consultation with stakeholders.
- ii. Any new government guidance is actively sought and fed into the review, guidance will be provided by Local Authority Officers.
- iii. When evaluating the policy, the college seeks feedback and further consultation on the effectiveness and acceptability of the medical conditions policy with a wide-range of key stakeholders within the college, health settings and with parents and young people/young people.

Key stakeholders include:

- Young people/young people
- Parents
- College Director
- Teachers
- Special Educational Needs Coordinator (SENCO)
- Pastoral and support staff
- First aider
- All other college staff
- Local emergency care service staff (including accident & emergency and ambulance staff)
- Local health professionals
- The college employer
- College governors

All key stakeholders should be consulted in two phases:

- initial consultation during development of the policy.
 - comments on a draft policy before publication and implementation.
- iv. The views of young people/young people with various medical conditions are actively sought and considered central to the evaluation process.
- v. Parents, college staff, governors, relevant local health staff and any other external stakeholders are informed and regularly reminded about the policy and how they impact on its implementation and review.

8 Liability and Indemnity

- i. The college has an appropriate level of insurance and reflects the level of risk associated with supporting medical conditions.
- ii. The college recognises that the insurance policy should provide liability cover relating to administration of medication.
- iii. Individual cover may need to be arranged and any requirements of the insurance policy, such as staff training, will be complied with.

9 Complaints Procedure

- i. If parents or carers have concerns or are dissatisfied with the support provided they should directly contact the college and follow the complaint procedure set by the college.

Legislation and Guidance

This policy and guidance has been compiled using recommended government documents and Acts, these include;

Relevant Legislation

Young people and Families Act 2014 – Part 5: 100

Education Act 1996

Health and Safety at work Act 1974

Health and Safety: advice for colleges – June 2014

Medicines Act 1968

Misuse of Drugs Act 1971

Regulation 5 of the College Premises (England) Regulation 2012 (as amended)

Special Educational Needs and Disability Code of Practice: 0-25 years

Supporting learners with Medical Conditions – December 2015

The management of Health and Safety at work regulations 1999

The Local Authority will provide both national and local guidance.

For further information and guidance see:

<https://www.gov.uk/government/publications/supporting-learners-at-college-with-medical-conditions--3>

<https://www.gov.uk/government/publications/emergency-asthma-inhalers-for-use-in-colleges>

<https://www.gov.uk/government/publications/automated-external-defibrillators-aeds-in-colleges>

Safeguarding Legislation

Young people's Act 1989 Section 3 and Section 17

Young people's Act 2004 Section 10

Education Act 2010 Section 21 and Section 176

Equality Act 2010

The NHS Act 2006 Section 3

Annexes to support the policy and implementation

The following Annexes are based on the templates provided by the DfE in 'Supporting learners with Medical Condition: Templates (May 2014)'

Annex Title

Annex A: Model Process for developing the Individual Healthcare Plan

Annex B: Individual Healthcare Plan

Annex C: Parental Agreement for setting to Administer Medicine

Annex D: Record of medicine administered to an individual child

Annex E: Record of Medicine Administered to all young people

Annex F: Staff Training Record – Administration of medicines

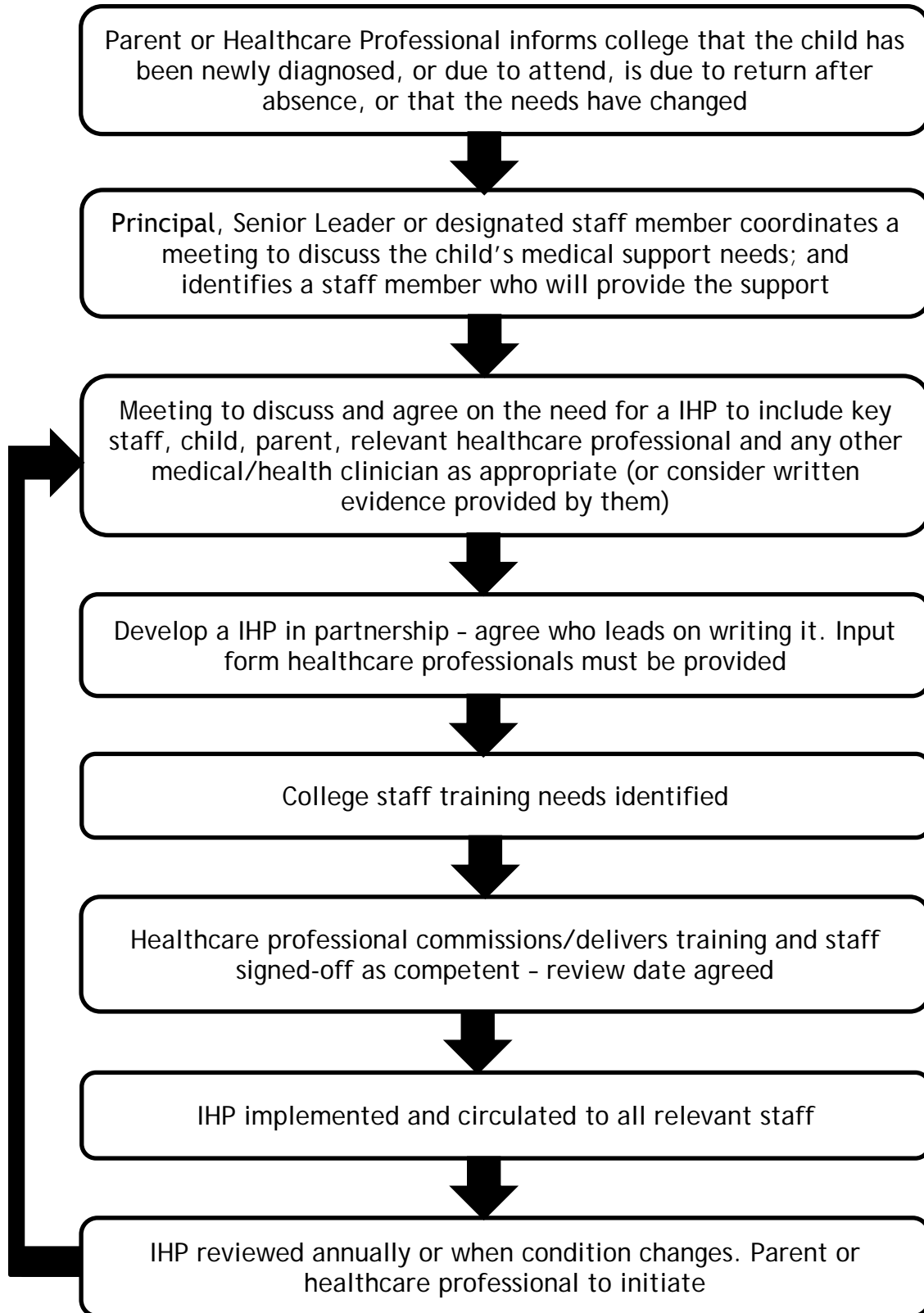
Annex G: Contacting the Emergency Services

Annex H: model letter inviting parents to contribute to individual healthcare plan development

Annex I: Parent Guide

Annex J: Quick Guide to Colleges

Annex A: Model Process for developing the Individual Healthcare Plan



Annex B: Individual Healthcare Plan

Name of college/setting

Learner name

Group/class/form

Date of birth

Learner address

Medical diagnosis or condition

Date

Review date

Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

Who is responsible for providing support in college

--

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-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for college visits/trips including Sporting Activities

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 – who, what, when

Form copied to

Annex C: Parental Agreement for setting to Administer Medicine

The college/setting will not give your child medicine unless you complete and sign this form, and the college or setting has a policy that the staff can administer medicine.

Date for review to be initiated by	
Name of college/setting	
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the college/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	(agreed member of staff)

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to college/setting staff administering medicine in accordance with the college/setting policy. I will inform the college/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____

Date _____

Annex D: Record of medicine administered to an individual child

Name of college/setting

Name of child

Date medicine provided by parent

Group/class/form

Quantity received

Name and strength of medicine

Expiry date

Quantity returned

Dose and frequency of medicine

Staff signature _____

Signature of parent _____

Date

Time given

Dose given

Name of member of staff

Staff initials

Date

Time given

Dose given

Name of member of staff

Staff initials

Date

Time given

Dose given

Name of member of staff

Staff initials

C: Record of medicine administered to an individual child (Continued)

Date

Time given

Dose given

Name of member of staff

Staff initials

Date

Time given

Dose given

Name of member of staff

Staff initials

Date

Time given

Dose given

Name of member of staff

Staff initials

Date

Time given

Dose given

Name of member of staff

Staff initials

Date

Time given

Dose given

Name of member of staff

Staff initials

Annex F: Staff Training Record – Administration of medicines

Name of college/setting

Name

Type of training received

Date of training completed

Training provided by

Profession and title

I confirm that (name of member of staff) has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated (suggested date)

Trainer's signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Suggested review date _____

Annex G: Contacting the Emergency Services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

1. Your telephone number

(insert here)

2. Your name

3. Your location as follows

(insert college/setting address)

4. State what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code

(insert here)

5. Provide the exact location of the patient within the college setting

6. Provide the name of the child and a brief description of their symptoms

7. Inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient

8. Provide the Ambulance Service with a copy of the child/young person's Individual Healthcare Plan if agreed by the parent

9. Put a completed copy of this form by the phone

Annex H: Model Letter inviting parents to contribute to Individual Healthcare Plan development/review

Dear Parent

Thank you for informing us of your child's medical condition. I enclose a copy of a guide of your responsibilities and the full policy for supporting learners at college with medical conditions can be found on the college website.

An individual healthcare plan now has to be prepared/reviewed. This will set out what support the each pupil needs and how this will be provided. We will develop this plan with you, your child and the healthcare professionals who can advise us on your child's medical case.

We would like to hold a meeting to start developing the plan on xx/xx/xx. Please can you contact us to let us know if this convenient and to agree who needs to attend or provide information for the meeting.

To confirm your attendance or if you would like to discuss this further please call me on xxxx xxx xxxx or ask to speak to me in college.

Yours sincerely

Annex I: Parent Guide

The college will support your child with their medical needs but to do this we ask that you;

- tell us if your child has a medical condition
- work with us to ensure your child has a complete and up-to-date Healthcare Plan for their child
- inform us about the medication your child requires during college hours
- inform us of any medication your child requires while taking part in educational visits or residential visits, especially when these include overnight stays
- tell us about any changes to your child's medication, what they take, when, and how much
- inform us of any changes to your child's condition
- ensure your child's medication and medical devices are labelled with their full name and date of birth and a supply a spare provided with the same information
- ensure that your child's medication is within expiry dates
- inform us if your child is feeling unwell
- ensure your child catches up on any college work they have missed
- ensure your child has regular reviews about their condition with their doctor or specialist healthcare professional and information that will require us to support your child is passed on ASAP
- Ensure your child has a written care/self-management plan from their doctor or specialist healthcare professional to help them child manage their condition.

Annex J: Quick Guide

Storage and Access

- All non-emergency medication is kept in a secure place and controlled drugs are kept in a locked cupboard and only named staff have access.
- All learners with medical conditions have easy access to their medication.

Administering any Medication

- The members of staff at the college who have been specifically identified to administer medication are:
 - Kitty Cooper, Learning Support Assistant
 - Julie Borkwood, Learning Support Assistant
 - Joanne Beesley, College Administrator
 - Maria Dougan, College Administrator
- If a trained member of staff, who is usually responsible for administering medication, is not available the college makes alternative arrangements to continue to provide this support.

Record Keeping

- All medications that are administered should be recorded with the date, child's name, time, name of medicine, dose given, any reactions, signature and Print name of supervising staff member.
- Staff will follow the guidance within the individual healthcare plan and follow the instructions found on the prescribed medication.
- Only supply medication to young people/young people where written consent has been received but all staff need to act as any reasonably prudent parent.