

Scarborough UTC

Supporting Students with Medical Conditions Policy

Contents:

Statement of intent

1. Legal framework
2. The role of the governing board
3. The role of the principal
4. The role of parents/carers
5. The role of students
6. The role of college staff
7. The role of the college nurse
8. The role of clinical commissioning groups (CCGs)
9. The role of other healthcare professionals
10. The role of providers of health services
11. The role of the LA
12. The role of Ofsted
13. Admissions
14. Notification procedure
15. Staff training and support
16. Self-management
17. Supply teachers
18. Individual healthcare plans (IHPs)
19. Managing medicines
20. Adrenaline auto-injectors (AAIs)
21. Record keeping
22. Emergency procedures
23. Day trips, residential visits and sporting activities
24. Unacceptable practice
25. Liability and indemnity
26. Complaints
27. Home-to-college transport
28. Policy review

Appendices

- a) Individual Healthcare Plan Implementation Procedure
- b) Individual Healthcare Plan
- c) Parental Agreement for the College to Administer Medicine
- d) Record of Medicine Administered to an Individual Child
- e) Record of Medicine Administered to All Children
- f) Staff Training Record – Administration of Medication
- g) Contacting Emergency Services
- h) Letter Inviting Parents/Carers to Contribute to Individual Healthcare Plan Development
- i) Incident Reporting Form

Statement of intent

The governing board of Scarborough UTC has a duty to ensure arrangements are in place to support students with medical conditions. The aim of this policy is to ensure that all students with medical conditions, in terms of both physical and mental health, receive appropriate support allowing them to play a full and active role in college life, remain healthy, have full access to education (including college trips and physical education) and achieve their academic potential.

Scarborough UTC believes it is important that parents/carers of students with medical conditions feel confident that the college provides effective support for their child's medical condition, and that student's feel safe in the college environment.

There are also social and emotional implications associated with medical conditions. Students with medical conditions can develop emotional disorders, such as self-consciousness, anxiety and depression, and be subject to bullying. This policy aims to minimise the risks of students experiencing these difficulties.

Long-term absences as a result of medical conditions can affect educational attainment, impact integration with peers, and affect wellbeing and emotional health. This policy contains procedures to minimise the impact of long-term absence and effectively manage short-term absence.

Some students with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. The college has a duty to comply with the Act in all such cases.

In addition, some students with medical conditions may also have SEND and have an education, health and care (EHC) plan collating their health, social and SEND provision. For these students, compliance with the DfE's 'Special educational needs and disability code of practice: 0 to 25 years' and the college's SEND Policy will ensure compliance with legal duties.

To ensure that the needs of our students with medical conditions are fully understood and effectively supported, we consult with health and social care professionals, students and their parents/carers.

Signed by:

_____ Principal

Date: _____

_____ Chair of governors

Date: _____

1. Legal framework

- 1.1. This policy has due regard to legislation including, but not limited to, the following:
- The Children and Families Act 2014
 - The Education Act 2002
 - The Education Act 1996 (as amended)
 - The Children Act 1989
 - The National Health Service Act 2006 (as amended)
 - The Equality Act 2010
 - The Health and Safety at Work etc. Act 1974
 - The Misuse of Drugs Act 1971
 - The Medicines Act 1968
 - The School Premises (England) Regulations 2012 (as amended)
 - The Special Educational Needs and Disability Regulations 2014 (as amended)
 - The Human Medicines (Amendment) Regulations 2017
- 1.2. This policy has due regard to the following guidance:
- DfE (2015) 'Special educational needs and disability code of practice: 0-25 years'
 - DfE (2015) 'Supporting at college with medical conditions'
 - DfE (2000) 'Guidance on first aid for colleges'
 - Ofsted (2015) 'The common inspection framework: education, skills and early years'
 - Department of Health (2017) 'Guidance on the use of adrenaline auto-injectors in colleges'
- 1.3. This policy has due regard to the following college policies:
- Administering Medication Policy
 - SEND Policy
 - Drug and Alcohol Policy
 - Asthma Policy
 - Allergen and Anaphylaxis Policy
 - Complaints Procedure Policy

2. The role of the governing board

- 2.1. The governing board:
- Is legally responsible for fulfilling its statutory duties under legislation.
 - Ensures that arrangements are in place to support students with medical conditions.
 - Ensures that students with medical conditions can access and enjoy the same opportunities as any other pupil at the college.

- Works with the LA, health professionals, commissioners and support services to ensure that students with medical conditions receive a full education.
- Ensures that, following long-term or frequent absence, students with medical conditions are reintegrated effectively.
- Ensures that the focus is on the needs of each pupil and what support is required to support their individual needs.
- Instils confidence in parents/carers and students in the college's ability to provide effective support.
- Ensures that all members of staff are properly trained to provide the necessary support and are able to access information and other teaching support materials as needed.
- Ensures that no prospective student is denied admission to the college because arrangements for their medical condition have not been made.
- Ensures that students' health is not put at unnecessary risk. As a result, the board holds the right to not accept a student into college at times where it would be detrimental to the health of that student or others to do so, such as where the child has an infectious disease.
- Ensures that policies, plans, procedures and systems are properly and effectively implemented.

2.2. Vice principal holds overall responsibility for implementation of this policy.

3. The role of the principal

3.1. The principal:

- Ensures that this policy is effectively implemented with stakeholders.
- Ensures that all staff are aware of this policy and understand their role in its implementation.
- Ensures that a sufficient number of staff are trained and available to implement this policy and deliver against all individual healthcare plans (IHPs), including in emergency situations.
- Considers recruitment needs for the specific purpose of ensuring students with medical conditions are properly supported.
- Has overall responsibility for the development of IHPs.
- Ensures that staff are appropriately insured and aware of the insurance arrangements.
- Contacts the college nursing service where a student with a medical condition requires support that has not yet been identified.

4. The role of parents/carers

4.1. Parents/carers:

- Notify the college if their child has a medical condition.

- Provide the college with sufficient and up-to-date information about their child's medical needs.
- Are involved in the development and review of their child's IHP.
- Carry out any agreed actions contained in the IHP.
- Ensure that they, or another nominated adult, are contactable at all times.

5. The role of students

5.1. Students:

- Are fully involved in discussions about their medical support needs.
- Contribute to the development of their IHP.
- Are sensitive to the needs of students with medical conditions.

6. The role of college staff

6.1. College staff:

- May be asked to provide support to students with medical conditions, including the administering of medicines, but are not required to do so.
- Take into account the needs of students with medical conditions in their lessons when deciding whether or not to volunteer to administer medication.
- Receive sufficient training and achieve the required level of competency before taking responsibility for supporting students with medical conditions.
- Know what to do and respond accordingly when they become aware that a student with a medical condition needs help.

7. The role of the college nurse

7.1. The college nurse:

- At the earliest opportunity, notifies the college when a student has been identified as having a medical condition which requires support in college.
- Supports staff to implement IHPs and provides advice and training.
- Liaises with lead clinicians locally on appropriate support for students with medical conditions.

8. The role of clinical commissioning groups (CCGs)

8.1. CCGs:

- Ensure that commissioning is responsive to students' needs, and that health services are able to cooperate with colleges supporting students with medical conditions.
- Make joint commissioning arrangements for education, health and care provision for students with SEND.
- Are responsive to LAs and colleges looking to improve links between health services and colleges.

- Provide clinical support for students who have long-term conditions and disabilities.
- Ensure that commissioning arrangements provide the necessary ongoing support essential to ensuring the safety of vulnerable students.

9. The role of other healthcare professionals

9.1. Other healthcare professionals, including GPs and paediatricians:

- 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 IHPs.
- May provide support in the college for children with particular conditions, e.g. asthma, diabetes and epilepsy.

10. The role of providers of health services

10.1. Providers of health services co-operate with the college, including ensuring communication, liaising with the college nurse and other healthcare professionals, and participating in local outreach training.

11. The role of the LA

11.1. The LA:

- Commissions college nurses for local colleges.
- Promotes co-operation between relevant partners.
- Makes joint commissioning arrangements for education, health and care provision for students with SEND.
- Provides support, advice and guidance, and suitable training for college staff, ensuring that IHPs can be effectively delivered.
- Works with the college to ensure that students with medical conditions can attend college full-time.

11.2. Where a pupil is away from college for 15 days or more (whether consecutively or across a college year), the LA has a duty to make alternative arrangements, as the pupil is unlikely to receive a suitable education in a mainstream college.

12. The role of Ofsted

12.1. Ofsted inspectors will consider how well the college meets the needs of the full range of students, including those with medical conditions.

12.2. Key judgements are informed by the progress and achievement of students with medical conditions, alongside students with SEND, and also by students' spiritual, moral, social and cultural development.

13. Admissions

- 13.1. No child is denied admission to the college or prevented from taking up a college place because arrangements for their medical condition have not been made.
- 13.2. A child may only be refused admission if it would be detrimental to the health of the child to admit them into the college setting.

14. Notification procedure

- 14.1. When the college is notified that a pupil has a medical condition that requires support in college, the college nurse informs the principal. Following this, the college begins to arrange a meeting with parents/carers, healthcare professionals and the pupil, with a view to discussing the necessity of an IHP (outlined in detail in [section 18](#)).
- 14.2. The college does not wait for a formal diagnosis before providing support to students. Where a pupil's medical condition is unclear, or where there is a difference of opinion concerning what support is required, a judgement is made by the principal based on all available evidence (including medical evidence and consultation with parents/carers).
- 14.3. For a pupil starting at the college in a September uptake, arrangements are in place prior to their introduction and informed by their previous institution.
- 14.4. Where a pupil joins the college mid-term or a new diagnosis is received, arrangements are put in place within two weeks.

15. Staff training and support

- 15.1. Any staff member providing support to a pupil with medical conditions receives suitable training.
- 15.2. Staff do not undertake healthcare procedures or administer medication without appropriate training.
- 15.3. Training needs are assessed by the college nurse through the development and review of IHPs, on a termly basis for all college staff, and when a new staff member arrives.
- 15.4. Through training, staff have the requisite competency and confidence to support students with medical conditions and fulfil the requirements set out in IHPs. Staff understand the medical condition(s) they are asked to support, their implications, and any preventative measures that must be taken.
- 15.5. The college nurse confirms the proficiency of staff in performing medical procedures or providing medication.
- 15.6. A first-aid certificate does not constitute appropriate training for supporting students with medical conditions.

- 15.7. Whole-college awareness training is carried out on a termly basis for all staff, and included in the induction of new staff members.
- 15.8. The college nurse identifies suitable training opportunities that ensure all medical conditions affecting students in the college are fully understood, and that staff can recognise difficulties and act quickly in emergency situations.
- 15.9. Training is commissioned by the college business manager and provided by the following bodies:
- Commercial training provider
 - The college nurse
 - Name of GP consultant
 - Parents/carers of students with medical conditions
- 15.10. Parents/carers of students with medical conditions are consulted for specific advice and their views are sought where necessary, but they will not be used as a sole trainer.
- 15.11. The governing board will provide details of further CPD opportunities for staff regarding supporting students with medical conditions.

16. Self-management

- 16.1. Following discussion with parents/carers, students who are competent to manage their own health needs and medicines are encouraged to take responsibility for self-managing their medicines and procedures. This is reflected in their IHP.
- 16.2. Where possible, students are allowed to carry their own medicines and relevant devices.
- 16.3. Where it is not possible for students to carry their own medicines or devices, they are held in suitable locations that can be accessed quickly and easily.
- 16.4. If a pupil refuses to take medicine or carry out a necessary procedure, staff will not force them to do so. Instead, the procedure agreed in the pupil's IHP is followed. Following such an event, parents/carers are informed so that alternative options can be considered.
- 16.5. If a child with a controlled drug passes it to another child for use, this is an offence and appropriate disciplinary action is taken in accordance with our Drugs and Alcohol Policy.

17. Supply teachers

- 17.1. Supply teachers are:
- Provided with access to this policy.
 - Informed of all relevant medical conditions of students in the class they are providing cover for.
 - Covered under the college's insurance arrangements.

18. Individual healthcare plans (IHPs)

- 18.1. The college, healthcare professionals and parent/carer(s) agree, based on evidence, whether an IHP is required for a pupil, or whether it would be inappropriate or disproportionate to their level of need. If no consensus can be reached, the principal makes the final decision.
- 18.2. The college, parent/carer(s) and a relevant healthcare professional work in partnership to create and review IHPs. Where appropriate, the pupil is also involved in the process.
- 18.3. IHPs include the following information:
 - The medical condition, along with its triggers, symptoms, signs and treatments.
 - The pupil's needs, including medication (dosages, side effects and storage), other treatments, facilities, equipment, access to food and drink (where this is used to manage a condition), dietary requirements and environmental issues.
 - The support needed for the pupil's educational, social and emotional needs.
 - The level of support needed, including in emergencies.
 - Whether a child can self-manage their medication.
 - Who will provide the necessary support, including details of the expectations of the role and the training needs required, as well as who will confirm the supporting staff member's proficiency to carry out the role effectively.
 - Cover arrangements for when the named supporting staff member is unavailable.
 - Who needs to be made aware of the pupil's condition and the support required.
 - Arrangements for obtaining written permission from parents/carers and the principal for medicine to be administered by college staff or self-administered by the pupil.
 - Separate arrangements or procedures required during college trips and activities.
 - Where confidentiality issues are raised by the parent/carer(s) or pupil, the designated individual to be entrusted with information about the pupil's medical condition.
 - What to do in an emergency, including contact details and contingency arrangements.
- 18.4. Where a pupil has an emergency healthcare plan prepared by their lead clinician, this is used to inform the IHP.
- 18.5. IHPs are easily accessible to those who need to refer to them, but confidentiality is preserved.

- 18.6. IHPs are reviewed on at least an annual basis, or when a child's medical circumstances change, whichever is sooner.
- 18.7. Where a pupil has an EHC plan, the IHP is linked to it or becomes part of it.
- 18.8. Where a child has SEND but does not have a statement or EHC plan, their SEND should be mentioned in their IHP.
- 18.9. Where a child is returning from a period of hospital education, alternative provision or home tuition, we work with the LA and education provider to ensure that their IHP identifies the support the child needs to reintegrate.

19. Managing medicines

- 19.1. In accordance with the College's Administering Medication Policy, medicines are only administered at college when it would be detrimental to a pupil's health or college attendance not to do so.
- 19.2. Students under 16 years of age are not given prescription or non-prescription medicines without their parent/carer's written consent – except where the medicine has been prescribed to the pupil without the parent/carer's knowledge. In such cases, the college encourages the pupil to involve their parents/carers, while respecting their right to confidentially.
- 19.3. Non-prescription medicines may be administered in the following situations:
 - When it would be detrimental to the pupil's health not to do so
 - When instructed by a medical professional
- 19.4. No pupil under 16 years of age is given medicine containing aspirin unless prescribed by a doctor.
- 19.5. Pain relief medicines are never administered without first checking when the previous dose was taken and the maximum dosage allowed.
- 19.6. Parents/carers are informed any time medication is administered that is not agreed in an IHP.
- 19.7. The college only accepts medicines that are in-date, labelled, in their original container, and that contain instructions for administration, dosage and storage. The only exception to this is insulin, which must still be in-date, but is available in an insulin pen or pump, rather than its original container.
- 19.8. All medicines are stored safely. Students know where their medicines are at all times and are able to access them immediately, whether in college or attending a college trip/residential visit. Where relevant, students are informed of who holds the key to the relevant storage facility.
- 19.9. When medicines are no longer required, they are returned to parents/carers for safe disposal. Sharps boxes are always used for the disposal of needles and other sharps.

- 19.10. Controlled drugs are stored in a non-portable container and only named staff members have access; however, these drugs are easily accessed in an emergency. A record is kept of the amount of controlled drugs held and any doses administered.
- 19.11. The college holds asthma inhalers for emergency use. The inhalers are stored in the medical room and their use is recorded. Inhalers are always used in line with the college's Asthma Policy.
- 19.12. Staff may administer a controlled drug to a pupil for whom it has been prescribed. They must do so in accordance with the prescriber's instructions.
- 19.13. Records are kept of all medicines administered to individual students – stating what, how and how much was administered, when and by whom. A record of side effects presented is also held.

20. Adrenaline auto-injectors (AAIs)

- 20.1. The administration of AAIs and the treatment of anaphylaxis will be carried out in accordance with the College's Allergen and Anaphylaxis Policy.
- 20.2. A Register of AAIs will be kept of all the students who have been prescribed an AAI to use in the event of anaphylaxis. A copy of this will be held in each classroom for easy access in the event of an allergic reaction and will be checked as part of initiating the emergency response.
- 20.3. Where a pupil has been prescribed an AAI, this will be written into their IHP.
- 20.4. Students who have prescribed AAI devices are able to keep their device in their possession.
- 20.5. Designated staff members will be trained in how to administer an AAI, and the sequence of events to follow when doing so. AAIs will only be administered by these staff members.
- 20.6. In the event of anaphylaxis, a designated staff member will be contacted via tannoy.
- 20.7. Where there is any delay in contacting designated staff members, or where delay could cause a fatality, the nearest staff member will administer the AAI.
- 20.8. If necessary, other staff members may assist the designated staff members with administering AAIs, such as where the pupil needs restraining.
- 20.9. The college will keep a spare AAI for use in the event of an emergency, which will be checked on a monthly basis to ensure that it remains in date and will be replaced when the expiry date approaches.
- 20.10. The spare AAI will be stored in the medical room, ensuring that it is protected from direct sunlight and extreme temperatures.

- 20.11. The spare AAI will only be administered to students at risk of anaphylaxis and where written parental consent has been gained.
- 20.12. Where a pupil's prescribed AAI cannot be administered correctly and without delay, the spare will be used.
- 20.13. Where a pupil who does not have a prescribed AAI appears to be having a severe allergic reaction, the emergency services will be contacted and advice sought as to whether administration of the spare AAI is appropriate.
- 20.14. Where a pupil appears to be having a severe allergic reaction, the emergency services will be contacted even if an AAI device has already been administered.
- 20.15. In the event that an AAI is used, the pupil's parents/carers will be notified that an AAI has been administered and they will be informed whether this was using the pupil's or the college's device.
- 20.16. Where any AAIs are used, the following information will be recorded on the AAI Record:
- Where and when the reaction took place.
 - How much medication was given and by whom.
- 20.17. For children aged 12 and older, a dose of 300 or 500 micrograms of adrenaline will be used.
- 20.18. AAIs will not be reused and will be disposed of according to manufacturer's guidelines following use.
- 20.19. In the event of a college trip, students at risk of anaphylaxis will have their own AAI with them and the college will give consideration to taking the spare AAI in case of an emergency.

21. Record keeping

- 21.1. In accordance with paragraphs 19.10, 19.11, 19.12 and 19.13, written records are kept of all medicines administered to students.
- 21.2. Proper record keeping protects both staff and students, and provides evidence that agreed procedures have been followed.
- 21.3. Appropriate forms for record keeping can be found in [appendix d](#) and [appendix e](#) of this policy.

22. Emergency procedures

- 22.1. Medical emergencies are dealt with under the college's emergency procedures.
- 22.2. Where an IHP is in place, it should detail:
- What constitutes an emergency.

- What to do in an emergency.
- 22.3. Students are informed in general terms of what to do in an emergency, such as telling a teacher.
- 22.4. If a pupil needs to be taken to hospital, a member of staff remains with the pupil until their parents/carers arrive.
- 22.5. When transporting students with medical conditions to medical facilities, staff members are informed of the correct postcode and address for use in navigation systems.

23. Day trips, residential visits and sporting activities

- 23.1. Students with medical conditions are supported to participate in college trips, sporting activities and residential visits.
- 23.2. Prior to an activity taking place, the college conducts a risk assessment to identify what reasonable adjustments should be taken to enable students with medical conditions to participate. In addition to a risk assessment, advice is sought from students, parents/carers and relevant medical professionals.
- 23.3. The college will arrange for adjustments to be made for all students to participate, except where evidence from a clinician, such as a GP, indicates that this is not possible.

24. Unacceptable practice

- 24.1. The college will never:
- Assume that students with the same condition require the same treatment.
 - Prevent students from easily accessing their inhalers and medication.
 - Ignore the views of the pupil and/or their parents/carers.
 - Ignore medical evidence or opinion.
 - Send students home frequently for reasons associated with their medical condition, or prevent them from taking part in activities at college, including lunch times, unless this is specified in their IHP.
 - Send an unwell pupil to the medical room or pastoral office alone or with an unsuitable escort.
 - Penalise students with medical conditions for their attendance record, where the absences relate to their condition.
 - Make parents/carers feel obliged or forced to attend college to administer medication or provide medical support, including for toilet issues. The college will ensure that no parent/carer is made to feel that they have to give up working because the college is failing to support their child's needs.
 - Create barriers to students participating in college life, including college trips.
 - Refuse to allow students to eat, drink or use the toilet when they need to in order to manage their condition.

25. Liability and indemnity

- 25.1. The governing board ensures that appropriate insurance is in place to cover staff providing support to students with medical conditions.
- 25.2. The college holds an insurance policy with name of policy provider covering liability relating to the administration of medication. The policy has the following requirements:
 - All staff must have undertaken appropriate training.
- 25.3. The college holds an insurance policy with name of policy provider covering healthcare procedures. The policy has the following requirements:
 - All staff must have undertaken appropriate training.
- 25.4. All staff providing such support are provided access to the insurance policies.
- 25.5. In the event of a claim alleging negligence by a member of staff, civil actions are most likely to be brought against the college, not the individual.

26. Complaints

- 26.1. Parents/carers or students wishing to make a complaint concerning the support provided to students with medical conditions are required to speak to the college in the first instance.
- 26.2. If they are not satisfied with the college's response, they may make a formal complaint via the college's complaints procedure, as outlined in the Complaints Procedure Policy.
- 26.3. If the issue remains unresolved, the complainant has the right to make a formal complaint to the DfE.
- 26.4. Parents/carers and students are free to take independent legal advice and bring formal proceedings if they consider they have legitimate grounds to do so.

27. Home-to-college transport

- 27.1. Arranging home-to-college transport for students with medical conditions is the responsibility of the LA.
- 27.2. Where appropriate, the college will share relevant information to allow the LA to develop appropriate transport plans for students with life-threatening conditions.

28. Policy review

- 28.1. This policy is reviewed on an annual basis by the safeguarding governor, college nurse and the vice principal.
- 28.2. The scheduled review date for this policy is November 2019.

Individual Healthcare Plan Implementation Procedure



Individual Healthcare Plan

Child's name:

Group/class/form:

Date of birth:

Child's address:

Medical diagnosis or condition:

Date:

Review date:

Family contact information

Name:

Phone number (work):

(home):

(mobile):

Name:

Relationship to child:

Phone number (work):

(home):

(mobile):

Clinic/hospital contact

Name:

Phone number:

Child's GP

Name:

Phone number:

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 it should be taken, side effects, contraindications, 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:

Other information:

Describe what constitutes an emergency, and the action to take if this occurs:

Responsible person in an emergency (state if different for off-site activities):

Plan developed with:

Staff training needed/undertaken – who, what, when:

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

Contact details

Name:

--

Daytime telephone number:

--

Relationship to child:

--

Address:

--

I understand that I must deliver the medicine personally to:

<u>Name of staff member</u>

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

Signature(s) _____

Date _____

Record of Medicine Administered to an Individual Child

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:

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Staff initials:

--	--	--

Date:

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Time given:

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Dose given:

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Name of member of staff:

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Staff initials:

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Date:

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Dose given:

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Name of member of staff:

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Staff initials:

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Staff Training Record – Administration of Medication

Name of college:

Name of staff member:

Type of training received:

Date of training completed:

Training provided by:

Profession and title:

I confirm that name of staff member has received the training detailed above and is competent to carry out any necessary treatment pertaining to name of treatment type. I recommend that the training is updated by name of staff member.

Trainer's signature: _____

Print name: _____

Date: _____

I confirm that I have received the training detailed above.

Staff signature: _____

Print name: _____

Date: _____

Contacting Emergency Services

To be stored by the phone in the college office

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.

- The telephone number: 01723 821621.
- Your name.
- Your location as follows: Scarborough UTC, 1 Ashburn Road, Scarborough, YO11 2JW.
- The satnav postcode: YO11 2JW or YO11 2JL.
- The exact location of the patient within the college.
- The name of the child and a brief description of their symptoms.
- The best entrance to use and where the crew will be met and taken to the patient.

Letter Inviting Parents to Contribute to Individual Healthcare Plan Development

Dear Parent/Carer,

RE: Developing an individual healthcare plan for your child

Thank you for informing us of your child's medical condition. I enclose a copy of the college's policy for supporting students at college with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership with the college, parents/carers, students, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom.

Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts their ability to participate fully in college life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for [date](#). I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend or whether rescheduling is required. The meeting will include me (the principal), a relevant healthcare professional and the college nurse. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist, and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it to the college office, together with any relevant evidence, for consideration at the meeting. I would be happy for you contact me by email on [email address](#) or to speak by phone on [phone number](#) if this would be helpful.

Yours sincerely,

Principal

