



The Governing Body for Carisbrooke College and Medina College

Medical Conditions Policy and Procedure

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1. Introduction

- 1.1 The college is an inclusive community that aims to support and welcome students with medical conditions and understands that it has a responsibility to make the college welcoming and supportive to students with medical conditions who currently attend and to those who may enrol in the future.
- 1.2 The college aims to provide all children with all medical conditions the same opportunities as others at the college. We will help to ensure they can:
- be healthy
 - stay safe
 - enjoy and achieve
 - make a positive contribution
 - Achieve economic well-being.
- 1.3 Students with medical conditions are encouraged to take control of their condition. Students feel confident in the support they receive from the college to help them do this. The college aims to include all students with medical conditions in all college activities.
- 1.4 The college ensures all staff understand their duty of care to children and young people in the event of an emergency. All staff feel confident in knowing what to do in an emergency.
- 1.5 The college understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood. All staff understand the common medical conditions that affect children at this college. Staff receive training on the impact this can have on our students.
- 1.6 The medical conditions procedure is understood and supported by the whole college and local health community. The college's medical conditions procedure has been drawn up in consultation with a wide-range of local key stakeholders within both the college and health settings.

2. Communication

- 2.1 The medical conditions procedure is supported by a clear communication plan for staff, parents and other key stakeholders to ensure its full implementation.
- 2.2 Students are informed and regularly reminded about the medical conditions procedure:
- through the college's student representative body
 - in the college newsletter at several intervals in the college year
 - in personal, social and health education (PSHE) classes
 - through college-wide communication about results of the monitoring and evaluation of the procedure

2.3 Parents are informed and regularly reminded about the medical conditions procedure:

- by including the procedure statement in the college's prospectus and signposting access to the procedure
- at the start of the college year when communication is sent out about Healthcare Plans
- in the college newsletter at several intervals in the college year
- when their child is enrolled as a new student
- via the college's website, where it is available all year round
- through college-wide communication about results of the monitoring and evaluation of the procedure

2.4 College staff are informed and regularly reminded about the medical conditions procedure:

- through copies handed out at the first staff meeting of the college year and before Healthcare Plans are distributed to parents
- at scheduled medical conditions training
- through the key principles of the procedure being displayed in several prominent staff areas at this college
- through college-wide communication about results of the monitoring and evaluation of the procedure
- all supply and temporary staff are informed of the procedure and their responsibilities

2.5 Relevant local health staff are informed and regularly reminded about the college's medical conditions procedure:

- by letter accompanied with a printed copy of the procedure at the start of the college year
- via primary care trust (PCT) links and the college/community nurse
- Through communication about results of the monitoring and evaluation of the procedure.

3. Understanding

3.1 Key staff understand and are trained in what to do in an emergency for the most common serious medical conditions at this college and are aware of what these conditions are.

3.2 All Staff at the college understand their duty of care to students 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.

3.3 Key staff who work with groups of students at the college receive training and know what to do in an emergency for the students in their care with medical conditions. Training is refreshed for all staff at least once a year.

3.4 Action for staff to take in an emergency for the common serious conditions at the college is displayed in key prominent locations for all staff including classrooms, kitchens and the staff room.

3.5 The college uses Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of students in their care who may need emergency help.

- 3.6 The college has procedures in place so that a copy of the student's Healthcare Plan is sent to the emergency care setting with the student. 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.
- 3.7 The college has made arrangements with the local hospital to ensure the timely transfer of Healthcare Plans to the hospital in the event of an emergency. All staff understand and are trained in the college's general emergency procedures.
- 3.8 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
 - Who to contact within the college.

This information is refreshed for all staff at least once a year.

- 3.9 Action to take in a general medical emergency is displayed in prominent key locations for staff. These include classrooms, the staff room, food preparation areas and sporting facilities.
- 3.10 If a student 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 student knows.
- 3.11 Generally, staff should not take students to hospital in their own car.

4. Administration – emergency medication

- 4.1 The college has clear guidance on the administration of medication at college. All students at the college with medical conditions have easy access to their emergency medication.
- 4.3 Students who require inhalers or EpiPens are encouraged to carry and administer their own medication where their parents and health specialists determine they are able to start taking responsibility for their condition. All other medication must be registered and deposited at the secure central storage. Separate arrangements will be made for any off-site or residential visits.
- 4.4 Students who do not carry and administer their own emergency medication know where their medication is stored and how to access it.
- 4.5 Students who do not carry and administer their own emergency medication understand the arrangements for a member of staff (and the reserve member of staff) to assist in helping them take their medication safely.
- 4.6 A risk assessment would need to be written for students who do not carry their own emergency medication to ensure there is no delay in the student receiving treatment, this will include how to access medication, where it is stored and any other arrangements that may be required.

5. Administration – general

- 5.1 All use of medication defined as a controlled drug, even if the student can administer the medication themselves, is done under the supervision of a named member of staff at this college. The college understands the importance of medication being taken as prescribed.
- 5.2 All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a student taking medication unless they have been specifically contracted to do so.
- 5.3 There are several members of staff at the college who have been specifically contracted to administer medication.
- 5.4 Many other members of staff are happy to take on the voluntary role of administering medication. For medication where no specific training is necessary, any member of staff may administer prescribed and non-prescribed medication to students under the age of 16, but only with the written consent of the student's parent.
- 5.5 Training is given to all staff members who agree to administer medication to students, where specific training is needed. The local authority provides full indemnity.
- 5.6 All college staff have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent in an emergency situation. This may include taking action such as administering medication.
- 5.7 In some circumstances medication is only administered by an adult of the same gender as the student, and preferably witnessed by a second adult.
- 5.8 Parents at the 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.
- 5.9 If a student at the college refuses their medication, staff record this and follow procedures. Parents are informed as soon as possible.
- 5.10 If a student at the college needs supervision or access to medication during home to college transport organised by the local authority, properly trained escorts are provided. All drivers and escorts have the same training as college staff, know what to do in a medical emergency and are aware of any students in their care who have specific needs. If they are expected to supervise or administer emergency medication they are properly trained and have access to the relevant Healthcare Plans.
- 5.11 All staff attending off-site visits are aware of any students with medical conditions on the visit. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.

- 5.12 If a trained member of staff, who is usually responsible for administering medication, is not available the college makes alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities.
- 5.13 If a student misuses medication, either their own or another student's, their parents are informed as soon as possible. These students are subject to the college's usual disciplinary procedures. The college has clear guidance on the storage of medication at college.
- 5.14 When medication is taken this is recorded in a logbook with time, date and any effects if any of taking the medication, this is also signed by the person administering the medicine, any adverse effects are reported immediately to the relevant persons.

6. Safe storage – emergency medication

- 6.1 Emergency medication is readily available to students 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 these are accessed via the medical room.
- 6.2 Most students at the college carry their emergency medication on them at all times. Students keep their own emergency medication securely. Students at the college are reminded to carry their emergency medication with them.
- 6.3 Students, whose healthcare professionals and parents advise the college that their child is not yet able or old enough to self-manage and carry their own emergency medication, know exactly where to access their emergency medication.

7. Safe storage – non-emergency medication

- 7.1 All non-emergency medication is kept in a secure place, in a lockable cupboard in a cool dry place. Students with medical conditions know where their medication is stored and how to access it.
- 7.2 Staff ensure that medication is only accessible to those for whom it is prescribed.

8. Safe storage – general

- 8.1 There is an identified member of staff who ensures the correct storage of medication at college. All controlled drugs are kept in a locked cupboard and only named staff have access, even if students normally administer the medication themselves.
- 8.2 Three times a year the identified member of staff checks the expiry dates for all medication stored at college.
- 8.3 The identified member of staff, along with the parents of students with medical conditions, ensures that all emergency and non-emergency medication brought in to college is clearly labelled with the student's name, the name and dose of the medication and the frequency of dose. This includes all medication that students carry themselves.

- 8.4 All medication is supplied and stored, wherever possible, in its original containers. All medication is labelled with the student's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.
- 8.5 Medication is stored in accordance with instructions, paying particular note to temperature.
- 8.6 Some medication for students at the 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, inaccessible to unsupervised students or lockable as appropriate.
- 8.7 All medication is sent home with students at the end of the college year. Medication is not stored in summer holidays.
- 8.8 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.
- 9. Medication for staff**
- 9.1 Staff who require emergency medication (Epipens and inhalers) should carry this on them at all times and ensure it is kept secure.
- 9.2 Prescribed medication should be stored in accordance with current regulations and this is with a named member of staff and stored in a designated lockable medical cabinet. For staff this should be within the medical facility.
- 9.3 Non prescribed medication should also be stored within the locked medical cabinet to ensure this cannot be accessed at any time and only by the person required to take it.
- 9.4 It is the member of staff responsibility to ensure Medication is stored in line with the Federation policy.
- 10. Safe disposal**
- 10.1 Parents at the college are asked to collect out-of-date medication.
- 10.2 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.
- 10.3 A named member of staff is responsible for checking the dates of medication and arranging for the disposal of any that have expired. This check is done at least three times a year and is always documented.
- 10.4 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 the college are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis.

10.5 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 to a local pharmacy or to college or the student's parent.

10.6 Collection and disposal of sharps boxes is arranged with the local authority's environmental services.

11. Enrolment forms

11.1 Parents at the college are asked if their child has any health conditions or health issues on the enrolment form, which is filled out at the start of each college year.

11.2 Parents of new students starting at other times during the year are also asked to provide this information on enrolment forms.

12. Healthcare Plans

12.1 In Drawing up Healthcare Plans the college uses a Healthcare Plan to record important details about individual children's medical needs at college, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Healthcare Plan if required.

See Appendix 1 – Form 1.

12.2 A Healthcare Plan, accompanied by an explanation of why and how it is used, is sent to all parents of students with a long-term medical condition.

This is sent:

- at the start of the college year
- at enrolment
- When a diagnosis is first communicated to the college.

12.3 If a student has a short-term medical condition that requires medication during college hours, a medication form plus explanation is sent to the student's parents to complete.

12.4 The parents, healthcare professional and student with a medical condition, are asked to fill out the student's Healthcare Plan together. Parents then return these completed forms to the college.

12.5 The college ensures that a relevant member of college staff is also present, if required to help draw up a Healthcare Plan for students with complex healthcare or educational needs.

13. College Healthcare Plan register

- 13.1 Healthcare Plans are used to create a centralised register of students with medical needs. An identified member of staff has responsibility for the register at this college.
- 13.2 The responsible member of staff follows up with the parents any further details on a student's Healthcare Plan required or if permission for administration of medication is unclear or incomplete.

14. Ongoing communication and review of Healthcare Plans

- 14.1 Parents at the college are regularly reminded to update their child's 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 and treatments change.
- 14.2 Staff at the college use opportunities such as teacher–parent interviews and home–college diaries to check that information held by the college on a student's condition is accurate and up to date.
- 14.3 Every student with a Healthcare Plan at the college has their plan discussed and reviewed at least once a year.

15. Storage and access to Healthcare Plans

- 15.1 Parents and students at the college are provided with a copy of the student's current agreed Healthcare Plan. Healthcare Plans are kept in a secure central location at college.
- 15.2 Apart from the central copy, specified members of staff (agreed by the student and parents) securely hold copies of students' Healthcare Plans. These copies are updated at the same time as the central copy.
- 15.3 All members of staff who work with groups of students have access to the Healthcare Plans of students in their care.
- 15.4 When a member of staff is new to a student group, for example due to staff absence, the college makes sure that they are made aware of (and have access to) the Healthcare Plans of students in their care.
- 15.5 The college ensures that all staff protect student confidentiality.
- 15.6 The college seeks permission from parents to allow the 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 Healthcare Plan.
- 15.7 The college seeks permission from the student and parents before sharing any medical information with any other party, such as when a student takes part in a work experience placement.

16. Use of Healthcare Plans

16.1 Healthcare Plans are used by the college to:

- inform the appropriate staff and supply teachers about the individual needs of a student with a medical condition in their care
- remind students 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 students 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 the college's local emergency care services have a timely and accurate summary of a student's current medical management and healthcare in the event of an emergency
- Remind parents of students with medical conditions to ensure that any medication kept at college for their child is within its expiry dates. This includes spare medication.

17. Consent to administer medicines

17.1 If a student requires regular prescribed or non-prescribed medication at college, parents are asked to provide consent on their child's Healthcare Plan giving the student or staff permission to administer medication on a regular/daily basis, if required. A separate form is sent to parents for students taking short courses of medication.

17.2 All parents of students with a medical condition who may require medication in an emergency are asked to provide consent on the Healthcare Plan for staff to administer medication.

17.3 If a student requires regular/daily help in administering their medication then the college outlines the college's agreement to administer this medication on the student's Healthcare Plan. The college and parents keep a copy of this agreement.

17.4 Parents of students with medical conditions at the college are all asked at the start of the college year on the Healthcare Plan if they and their child's healthcare professional believe the child is able to manage, carry and administer their own emergency medication.

18. Residential visits

18.1 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 student's current condition and their overall health.

18.2 This provides essential and up-to-date information to relevant staff and college supervisors to help the student manage their condition while they are away. This includes information about medication not normally taken during college hours.

See Appendix 1 – Form 3

- 18.3 All residential visit forms are taken by the relevant staff member on visits and for all out-of-college hours activities where medication is required. These are accompanied by a copy of the student's Healthcare Plan.
- 18.4 All parents of students with a medical condition attending a college trip or overnight visit are asked for consent, giving staff permission to administer medication at night or in the morning if required.
- 18.5 The residential visit form also details what medication and what dose the student 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 student manage their condition while they are away.

See Appendix 1 – Form 3

19. Other record keeping

- 19.1 The college keeps an accurate record of each occasion an individual student is given or supervised taking medication. Details of the supervising staff member, student, dose, date and time are recorded. If a student refuses to have medication administered, this is also recorded and parents are informed as soon as possible.

See Appendix 1 – Form 2

- 19.2 All college staff who volunteer or who are contracted to administer medication are provided with training by a healthcare professional. The college keeps a register of staff who have had the relevant training.

See Appendix 1 – Form 5

- 19.3 The college keeps an up-to-date list of members of staff who have agreed to administer medication and have received the relevant training.
- 19.4 The college ensures that the whole college environment is inclusive and favourable to students with medical conditions. This includes the physical environment, as well as social, sporting and educational activities

20. Physical environment

- 20.1 The college is committed to providing a physical environment that is accessible to students with medical conditions.
- 20.2 Students with medical conditions are included in the consultation process to ensure the physical environment at the college is accessible.
- 20.3 The college's commitment to an accessible physical environment includes out-of-college visits. The college recognises that this sometimes means changing activities or locations.

21. Social interactions

- 21.1** The college ensures the needs of students with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after college.
- 21.2** The college ensures the needs of students with medical conditions are adequately considered to ensure they have full access to extended college activities such as college discos, breakfast club, college productions, after college clubs and residential visits.
- 21.3** All staff at the college are aware of the potential social problems that students with medical conditions may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the college's anti-bullying and behaviour policies.
- 21.4** Staff use opportunities such as personal, social and health education (PSHE) lessons to raise awareness of medical conditions amongst students and to help create a positive social environment.

22. Exercise and physical activity

- 22.1** The college understands the importance of all students taking part in sports, games and activities.
- 22.2** The college ensures all classroom teachers, PE teachers and sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all students.
- 22.3** The college ensures all classroom teachers, PE teachers and sports coaches understand that students should not be forced to take part in an activity if they feel unwell.
- 22.4** Teachers and sports coaches are aware of students in their care who have been advised to avoid or to take special precautions with particular activities.
- 22.5** The college ensures all PE teachers, classroom teachers and college sports coaches are aware of the potential triggers for students' medical conditions when exercising and how to minimise these triggers.
- 22.6** The college ensures all students have the appropriate medication or food with them during physical activity and that students take them when needed.
- 22.7** The college ensures all students with medical conditions are actively encouraged to take part in out-of-college clubs and team sports.

23. Education and learning

- 23.1** The college ensures that students with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided.
- 23.2** If a student is missing a lot of time at college, they have limited concentration or they are frequently tired, all teachers at the college understand that this may be due to their medical condition.
- 23.3** Teachers at the college are aware of the potential for students with medical conditions to have special educational needs (SEN). Students with medical conditions who are finding it difficult to keep up with their studies are referred to the SEN coordinator. The college's SEN coordinator consults the student, parents and the student's healthcare professional to ensure the effect of the student's condition on their college work is properly considered.
- 23.4** The college ensures that lessons about common medical conditions are incorporated into PSHE lessons and other parts of the curriculum.
- 23.5** Students at the college learn about what to do in the event of a medical emergency.

24. Residential visits

- 24.1** Risk assessments are carried out by the college prior to any out-of-college visit and medical conditions are considered during this process. Factors the college considers include: how all students will be able to access the activities proposed, how routine and emergency medication will be stored and administered, and where help can be obtained in an emergency.
- 24.2** The college understands that there may be additional medication, equipment or other factors to consider when planning residential visits. The college considers additional medication and facilities that are normally available at college.
- 24.3** Risk assessments are carried out before students start any work experience or off-site educational placement. It is the college's responsibility to ensure that the placement is suitable, including travel to and from the venue for the student. Permission is sought from the student and their parents before any medical information is shared with an employer or other education provider.
- 24.4** The college is aware of the common triggers that can make medical conditions worse or can bring on an emergency. The college is actively working towards reducing or eliminating these health and safety risks and has a written schedule of reducing specific triggers to support this.
- 24.5** The college is committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at college and on out-of-college visits.
- 24.6** College staff have been given training on medical conditions. This training includes detailed information on how to avoid and reduce exposure to common triggers for common medical conditions.

- 24.7 The college has a list of common triggers for the common medical conditions at this college. The college has written a trigger reduction schedule and is actively working towards reducing or eliminating these health and safety risks.
- 24.8 Written information about how to avoid common triggers for medical conditions has been provided to all college staff.
- 24.9 The college uses Healthcare Plans to identify individual students who are sensitive to particular triggers. The college has a detailed action plan to ensure these individual students remain safe during all lessons and activities throughout the college day.
- 24.10 Full health and safety risk assessments are carried out on all out-of-college activities before they are approved, including work experience placements and residential visits, taking into account the needs of students with medical conditions.
- 24.11 The college reviews medical emergencies and incidents to see how they could have been avoided. Appropriate changes to the college's procedure and procedures are implemented after each review.
- 24.12 Each member of the college and health community knows their roles and responsibilities in maintaining an effective medical conditions procedure
- 24.13 The college works in partnership with all interested and relevant parties including the college's governing body, all college staff, parents, employers, community healthcare professionals and students to ensure the procedure is planned, implemented and maintained successfully.
- 24.14 The following roles and responsibilities are used for the medical conditions procedure at this college. These roles are understood and communicated regularly

25. Responsibility: Employer

25.1 The college's employer has a responsibility to:

- Ensure the health and safety of their employees and anyone else on the premises or taking part in college activities (this includes all students). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips
- ensure health and safety policies and risk assessments are inclusive of the needs of students with medical conditions
- make sure the medical conditions procedure is effectively monitored and evaluated and regularly updated report to parents, students, college staff and the local authority about the successes and areas for improvement of the college's medical conditions procedure
- Provide indemnity for staff who volunteer to administer medication to students with medical conditions.

26. Responsibility: Head teacher

26.1 The college's head teacher has a responsibility to:

- ensure the college is inclusive and welcoming and that the medical conditions procedure is in line with local and national guidance and procedure frameworks
- liaise between interested parties including students, college staff, special educational needs coordinators, pastoral support/welfare officers, teaching assistants, college nurses, parents, governors, the college health service, the local authority transport service, and local emergency care services
- ensure the procedure is put into action, with good communication of the procedure to all
- ensure every aspect of the procedure is maintained
- ensure that information held by the college is accurate and up to date and that there are good information sharing systems in place using students' Healthcare Plans
- ensure student confidentiality
- assess the training and development needs of staff and arrange for them to be met
- ensure all supply teachers and new staff know the medical conditions procedure
- delegate a staff member to check the expiry date of medicines kept at college and maintain the college medical conditions register
- monitor and review the procedure at least once a year, with input from students, parents, staff and external stakeholders
- update the procedure at least once a year according to review recommendations and recent local and national guidance and legislation
- Report back to all key stakeholders about implementation of the medical conditions procedure.

27. Responsibility: All college staff

27.1 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
- understand the college's medical conditions procedure
- know which students in their care have a medical condition and be familiar with the content of the student's Healthcare Plan
- allow all students 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 students who carry their medication with them have it when they go on a college visit or out of the classroom
- be aware of students 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 students (students should not be forced to take part in any activity if they feel unwell)
- ensure all students with medical conditions are not excluded unnecessarily from activities they wish to take part in
- Ensure students have the appropriate medication or food with them during any exercise and are allowed to take it when needed.
- Ensure any medication they bring into College are stored in accordance with this policy.

28. Responsibility: Teaching staff

28.1 Teachers at the college have a responsibility to:

- ensure students who have been unwell catch up on missed college work
- be aware that medical conditions can affect a student's learning and provide extra help when students need it
- liaise with parents, the student's healthcare professionals, special educational needs coordinator and welfare officers if a child is falling behind with their work because of their condition
- Use opportunities such as PSHE and other areas of the curriculum to raise student awareness about medical conditions.

29. Responsibility: College nurse or college healthcare professional

29.1 The college nurse at the college has a responsibility to:

- help update the college's medical conditions procedure
- help provide regular training for college staff in managing the most common medical conditions at college
- +provide information about where the college can access other specialist training.

30. Responsibility: First aider

30.1 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.

31. Responsibility: Special educational needs coordinators

31.1 Special educational needs coordinators at the college have the responsibility to:

- help update the college's medical condition procedure
- know which students have a medical condition and which have special educational needs because of their condition
- ensure students who have been unwell catch up on missed college work
- ensure teachers make the necessary arrangements if a student needs special consideration or access arrangements in exams or course work.

32. Responsibility: Pastoral support/welfare officers

32.1 The pastoral support/welfare officer at the college has the responsibility to:

- help update the college's medical conditions procedure
- know which students have a medical condition and which have special educational needs because of their condition
- Ensure all students with medical conditions are not excluded unnecessarily from activities they wish to take part in.

33. Responsibility: Local doctors and specialist healthcare professionals

33.1 Individual doctors and specialist healthcare professionals caring for students who attend this college, have a responsibility to:

- complete the student's Healthcare Plans provided by parents
- where possible, and without compromising the best interests of the child, try to prescribe medication that can be taken outside of college hours
- offer every child or young person (and their parents) a written care/self-management plan to ensure children and young people know how to self-manage their condition
- ensure the child or young person knows how to take their medication effectively
- ensure children and young people have regular reviews of their condition and their medication
- provide the college with information and advice regarding individual children and young people
- with medical conditions (with the consent of the student and their parents)
- Understand and provide input in to the college's medical conditions procedure.

34. Responsibility: Emergency care services

34.1 Emergency care service personnel in this area have a responsibility to:

- have an agreed system for receiving information held by the college about children and young people's medical conditions, to ensure best possible care
- Understand and provide input in to the college's medical conditions procedure.

35. Responsibility: Students

35.1 The students at the college have a responsibility to:

- treat other students with and without a medical condition equally
- tell their parents, teacher or nearest staff member when they are not feeling well
- let a member of staff know if another student is feeling unwell
- let any student take their medication when they need it, and ensure a member of staff is called
- treat all medication with respect
- know how to gain access to their medication in an emergency

- if mature and old enough, know how to take their own medication and to take it when they need it
- Ensure a member of staff is called in an emergency situation.

36. Responsibility: Parents

36.1 The parents of a child 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 visits, outings or field trips and other out-of-college activities
- 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
- provide the college with appropriate spare medication labelled with their child's name
- ensure that their child's medication is within expiry dates
- keep their child at home if they are not well enough to attend college
- 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
- Ensure their child has a written care/self-management plan from their doctor or specialist healthcare professional to help their child manage their condition.

37. Procedure Review

37.1 The medical conditions procedure is regularly reviewed evaluated and updated. Updates are produced every year. The college's medical condition procedure is reviewed, evaluated and updated every year in line with the college's procedure review timeline.

37.2 New Department for Children, Families and Colleges and Department of Health guidance is actively sought and fed into the review.

37.3 The views of students with various medical conditions are actively sought and considered central to the evaluation process.