



# Archbishop Beck Catholic College

## Medical Policy

Incorporating Administration / Storage of Medicines  
And First Aid Policy

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## **Policy statement**

Archbishop Beck Catholic College is an inclusive community that aims to support and welcome students with medical conditions.

We aim to provide all students with medical conditions the same opportunities as other members of our college community.

We will help to ensure they can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic well-being.

The college ensures all staff understand their duty of care to children and young people in the event of an emergency, and that all staff feel confident in knowing what to do in an emergency.

The college understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.

The college understands the importance of medication being taken as prescribed.

All staff understand the common medical conditions that affect students at this college. Relevant staff receive training on the impact medical conditions can have on students. All staff are made aware of specific students with high risk conditions who may need immediate emergency care.

## **Policy framework**

1. Archbishop Beck Catholic College is an inclusive community that aims to support and welcome students with medical conditions.
2. This medical conditions policy is drawn up in consultation with a wide-range of local key stakeholders within both the college and health settings.
3. The medical conditions policy is supported by a clear communication plan for staff, parents/carers and other key stakeholders to ensure its full implementation.
4. All staff understand what to do in an emergency for the most common serious medical conditions at this college.
5. All staff understand and are aware of the college's general emergency procedures.
6. This college has clear guidance on the administration of medication at college.
7. This college has clear guidance on the storage of medication at college.
8. This college has clear guidance about record keeping.
9. This college ensures that the whole college environment is inclusive and favorable to students with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.
10. This college is aware of the common triggers that can make common 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.
11. Each member of the college and health community knows their roles and responsibilities in maintaining and implementing an effective medical conditions policy.
12. The medical conditions policy is regularly reviewed, evaluated and updated.

## Policy

### **1. Archbishop Beck Catholic College is an inclusive community that aims to support and welcome students with medical conditions**

a. We understand that we have a responsibility to make the college welcoming and supportive to students with medical conditions who currently attend and to those who may apply in the future.

b. We aim to provide all students with all medical conditions the same opportunities as others at college. We will help to ensure they can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic well-being.

c. Students with medical issues are encouraged to take control of their condition. Students feel confident in the support they receive from the college to help them do this.

d. We aim to include all students with medical conditions in all college activities.

e. Parents /Carers of students with medical conditions feel secure in the care their children receive at this college.

f. The college ensures all staff understand their duty of care to students and young people in the event of an emergency.

g. All staff feel confident in knowing what to do in an emergency.

h. We understand that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.

i. All staff understand the common medical conditions that affect students at this college. Staff receive training on the impact this can have on students.

j. The medical conditions policy is understood and supported by the whole college and local health community.

**2. Our medical conditions policy has been drawn up in consultation with a wide range of local key stakeholders within both the college and health settings**

a. We have consulted on the development of this medical condition policy with a range of key stakeholders within both the college and health settings. These key stakeholders include:

- Students with medical conditions
- Parents/Carers
- College Nurse
- St John's Ambulance
- Head teacher
- Teachers
- Special Educational Needs Coordinator
- Pastoral care/welfare staff
- Members of staff trained in first aid
- All other college staff
- Local healthcare professionals
- Board of Governors

b. The views of students with various medical conditions were actively sought and considered central to the consultation process.

c. All key stakeholders were consulted in two phases:

- initial consultation during development of the policy
- via comments on a draft policy prior to publication.

d. The college recognises the importance of providing feedback to those involved in the development process and is committed to acknowledging input and providing follow-up to suggestions put forward.

**3. The medical conditions policy is supported by a clear communication plan for staff, parents/carers and other key stakeholders to ensure its full implementation**

a. Students are informed and regularly reminded about the medical conditions policy:

- through the college's student representative body
- in the college newsletter at several intervals in the college year
- within our 'Enrichment Programme'
- via college-wide communication about results of the monitoring and evaluation of the policy.

b. Parents/Carers are informed and regularly reminded about the medical conditions policy:

- by including the policy statement in the college's prospectus and sign-posting access to the policy
- 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

c. College staff are informed and regularly reminded about the medical conditions policy:

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

d. Relevant local health staff are informed and regularly reminded about the college's medical conditions policy:

- by letter accompanied with a printed copy of the policy 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 policy.

e. All other external stakeholders are informed and reminded about the college's medical conditions policy:

- by letter accompanied with a printed copy of the policy summary at the start of the college year

**4. All staff understand what to do in an emergency for the most common**

### **serious medical conditions at this college**

- a. All staff are aware of the most common serious medical conditions at this college.
- b. Staff understand their duty of care to students in the event of an emergency. In an emergency situation staff are required under common law duty of care to act like any reasonably prudent parent/carer. This may include administering medication.
- c. All staff are given information and know what to do in an emergency for the students in their care with medical conditions.
- d. Training is refreshed for all First Aid staff at least once a year.
- e. Action for staff to take in an emergency is displayed in prominent locations for all staff including department work rooms, kitchens and the designated staff room.
- f. 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.
- g. 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.

### **5. All staff understand the college's general emergency procedures**

- a. 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.
- b. Training is refreshed for all 'First Aid' staff at least once a year.
- c. Action to take in a general medical emergency is displayed in prominent locations for staff. These include department work rooms, the staff room, food preparation areas site manager's area, and sporting facilities.
- d. 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/carer arrives. The college tries to ensure that the staff member will be one the student knows.



## **6. The college has clear guidance on the administration of medication at college**

### ***Emergency Administration:***

- a. All students with medical conditions have easy access to their emergency medication.
- b. All students are encouraged to carry and administer their own emergency medication, when their parents and health specialists determine they are able to start taking responsibility for their condition. All students carry their emergency 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.
- c. Students who do not carry and administer their own emergency medication know where their medication is stored and how to access it.
- d. 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.

### ***Administration – general***

- e. 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 and witnessed by a second staff member.
- f. The college understands the importance of medication being taken as prescribed.
- g. 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.
- h. 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/carer.
- i. 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.
- j. In some circumstances medication is only administered by an adult of the same gender as the student, and must be witnessed by a second adult.
- k. Parents/Carers 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.

l. If a student refuses their medication, staff record this and follow procedures. Parents/Carers are informed as soon as possible.

m. 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.

n. If a trained member of staff, who is usually responsible for administering medication, is not available alternative arrangements to provide the service are made. This is always addressed in the risk assessment for off-site activities.

o. If a student misuses medication, either their own or another student's, their parents/carers are informed as soon as possible. These students are subject to the college's disciplinary procedures.

## **7. This college has clear guidance on the storage of medication**

### ***Safe storage – emergency medication***

a. Emergency medication must be provided by the Parents/Carers and is then readily available to students who require it 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.

b. Student's emergency medication is held securely within the 'First Aid' room situated within Student Services.

### ***Safe storage – non-emergency medication***

c. 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.

d. Staff ensure that medication is only accessible to those for whom it is prescribed.

### ***Safe storage – general***

e. There is an identified member of staff who ensures the correct storage of medication.

f. All controlled drugs are kept in a locked cupboard and only named staff have access, even if students normally administer the medication themselves.

g. Three times a year the identified member of staff checks the expiry dates for all medication stored at college.

h. The identified member of staff, along with the parents/carers of students with medical conditions, ensures that all emergency and non-emergency medication brought in to college is clearly labeled with the student's name, the name and dose of the medication and the frequency of dose.

i. 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.

j. Medication is stored in accordance with instructions, paying particular note to temperature.

k. Some medication 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.

l. All medication is to be collected by Parents/Carers at the end of the college year. Medication is not stored in summer holidays.

m. It is the parent's/carers responsibility to ensure new and in date medication comes into college on the first day of the new academic year.

### ***Safe disposal***

n. Parents/Carers are asked to collect out-of-date medication.

o. If parents/carers do not pick up out-of-date medication, or at the end of the college year, medication is passed to the college nurse for disposal. Parents/Carers are informed via 'Call – Parents' Text message and/or in writing

p. 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.

q. Sharps boxes are used for the disposal of needles. All sharps boxes are stored in the 'First Aid' room, and supervised on a case-by-case basis.

r. 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.

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

## **8. Record keeping**

### ***Application forms***

a. Parents/Carers are asked if their child has any health conditions or health issues on the application form, which is completed at the start of each college year. Parents/Carers of new students starting at other times during the year are also asked to provide this information on application forms.

### ***Healthcare Plans***

#### **Drawing up Healthcare Plans**

b. A 'Healthcare Plan' records 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.

c. A 'Healthcare Plan', accompanied by an explanation of why and how it is used, is sent to all parents/carers 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.

d. 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/carers to complete.

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

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

#### **College Healthcare Plan register**

g. 'Healthcare Plans' are used to create a centralised register of students with medical needs. An identified member of staff has responsibility for the register.

h. The responsible member of staff follows up with the parents/carers any further details on a student's Healthcare Plan required or if permission for administration of medication is unclear or incomplete.

#### **Ongoing communication and review of Healthcare Plans**

i. Parents/ Carers 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.

j. Staff 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.

k. Every student with a Healthcare Plan has their plan discussed and reviewed at least once a year.

### **Storage and access to Healthcare Plans**

l. Parents/Carers and students are provided with a copy of the student’s current agreed ‘Healthcare Plan’.

m. ‘Healthcare Plans’ are kept in a secure central location at college.

n. All members of staff (including cover staff) who work with groups of students have access to the ‘Healthcare Plans’ of students in their care on request.

o. All staff protect student confidentiality.

p. College seeks permission from parents/carers 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’.

q. College seeks permission from the student and parents/carers before sharing any medical information with any other party, such as when a student takes part in a work experience placement.

### **Use of Healthcare Plans**

‘Healthcare Plans’ are used by this 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 regarding emergency medication procedures
- identify common or important individual triggers for students with medical conditions at college that bring on symptoms and can cause emergencies. This information is used to help reduce the impact of common triggers
- ensure that all medication stored at college is within the expiry date
- ensure 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/carers 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.

### ***Consent to administer medicines***

r. If a student requires regular prescribed or non-prescribed medication, 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/carer for students taking short courses of medication.

s. All parents/carer 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.

t. 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/carer keep a copy of this agreement.

u. Parents/Carers of students with medical conditions 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.

### ***Residential visits***

v. Parents/Carers 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. 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.

w. 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'.

x. All parents/carers 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.

y. 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.

### ***Other record keeping***

aa. College maintains 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 parent/carers are informed as soon as possible.

bb. College holds training on common medical conditions once a year. All staff attending receive a certificate confirming the type of training they have had. A log of the medical condition training is kept by the college and reviewed every 12 months.

cc. All 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.

dd. College keeps an up-to-date list of members of staff who have agreed to administer medication and have received the relevant training.

**9. 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**

**Physical environment**

a. The college is committed to providing a physical environment that is accessible to students with medical conditions.

b. Students with medical conditions are included in the consultation process to ensure the physical environment at this college is accessible.

c. 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.

**Social interactions**

d. 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.

e. 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.

f. All staff 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.

g. 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.

### **Exercise and physical activity**

h. The college understands the importance of all students taking part in sports, games and activities.

i. 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.

j. 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.

k. 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.

l. 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 minimize these triggers.

m. The college ensures all students have the appropriate medication or food with them during physical activity and that students take them when needed.

n. The college ensures all students with medical conditions are actively encouraged to take part in out-of-college clubs and team sports.

### **Education and learning**

o. 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.

p. If a student is missing for extended periods at college, they have limited concentration or they are frequently tired, all staff understand that this may be due to their medical condition.

q. Teachers 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 SEN coordinator consults the student, parents/carers and the student's



healthcare professional to ensure the effect of the student's condition on their academic work is appropriately considered.

r. The college ensures that lessons about common medical conditions are incorporated into PSHE lessons and other parts of the curriculum.

s. Students learn about what to do in the event of a medical emergency.

### **Residential visits**

t. Risk assessments are carried out prior to any out-of-college visit and medical conditions are considered during this process. Factors considered 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.

u. College understands that there may be additional medication, equipment or other factors to consider when planning residential visits.

v. Risk assessments are carried out before students start any work experience or off-site educational placement. It is 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/carers before any medical information is shared with an employer or other education provider.

### **10. 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**

a. College is committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at college and on out-of-college visits.

b. 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.

c. 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.

d. Written information about how to avoid common triggers for medical conditions has been provided to all staff.

e. 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.

f. 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.

g. The college reviews medical emergencies and incidents to see how they could have been avoided. Appropriate changes to this college's policy and procedures are implemented after each review.

### **11. Each member of the college and health community knows their roles and responsibilities in maintaining an effective medical conditions policy**

a. College works in partnership with all interested and relevant parties including the governing body, all staff, parents/carers, employers, community healthcare professionals and students to ensure the policy is planned, implemented and maintained successfully.

b. The following roles and responsibilities are used for the medical conditions policy at this college. These roles are understood and communicated regularly.

#### **Board of Governors**

##### **The college's Board of Governors has a responsibility to:**

- ensure the health and safety of all personnel attending the college 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 policy is effectively monitored and evaluated and regularly updated
- report to parents/carers, students, college staff and the local authority about the successes and areas for improvement of the college's medical conditions policy
- provide indemnity for staff who volunteer to administer medication to students with medical conditions.
- Ensure training provision for all staff attached to First Aid and Medical administration

#### **Head teacher**

##### **The college's Head teacher has a responsibility to:**

- ensure the college is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy

- frameworks
- liaise between interested parties including students, college staff, special educational needs coordinators, pastoral support/mentor officers, teaching assistants, college nurses, parents/carers, governors, the college health service, the local authority, and local emergency care services
  - ensure the policy is put into action, with good communication of the policy to all
  - ensure every aspect of the policy 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 student's '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 policy
  - 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 policy at least once a year, with input from students, parents/carers, staff and external stakeholders
  - update the policy 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 policy.

### **All college staff**

#### **All staff at this 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 policy
- 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/carers 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.

### **Teaching staff**

#### **Teachers at this college have a responsibility to:**

- ensure students who have been unwell catch up on missed work
- be aware that medical conditions can affect a student's learning and provide extra help when they need it
- liaise with parents/carers, student's, healthcare professionals, special educational needs coordinator and learning mentors 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.

### **College nurse or college healthcare professional**

#### **The college nurse has a responsibility to:**

- help update the college's medical conditions policy
- 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.
- Inform college of new and relevant legislation

### **First aider**

#### **First aiders have a responsibility to:**

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards within the college
- when necessary ensure that an ambulance or other professional medical help is called.
- Record accidents/incidents and treatment immediately
- Inform Parents/Carers in the case of more serious incidents/accidents without delay

### **Special educational needs coordinators**

#### **Special educational needs coordinators have the responsibility to:**

- 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 collegework
- ensure teachers make the necessary arrangements if a student needs special consideration or access arrangements in exams or course work.
- Share additional health information with the Medical Team in all cases

## **Social Inclusion Manager**

### **The Social Inclusion Manager has the responsibility to:**

- help update the college's medical conditions policy
- 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.
- ensure that all first aid and medical training is maintained
- ensure that medical records including accident and incident reports are recorded without delay
- ensure that all staff are aware of students with 'Medical Care Plans'
- ensure that all staff are aware of 'emergency procedures' for students with 'Medical Care Plans'
- Liaise with Public Health and College Nurse to ensure all medical procedures are maintained and updated
- Maintain First Aid stock
- Ensure the safe collection of Sharps and Blood bins in collaboration with the College Environment Manager
- Report any concerns regarding medical care procedures within the college

## **Emergency care services**

### **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 policy.

## **Students**

### **All students with a medical condition 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 you are feeling unwell
- take your medication as prescribed and when needed, and ensure a member of staff is called
- treat all medication with respect
- know how to gain access to your medication in an emergency
- ensure a member of staff is called in an emergency situation.
- Treat the First Aid room with respect at all times
- Use the sharps bin and Blood bin with care.
- Sanitise your hands following blood checks

## **Parents/Carers of students who attend this college, have a responsibility**

**to:**

- provide college with a copy of their child's 'Health Care Plan'
- where possible, and without compromising the best interests of the child, try to administer medication that can be taken outside of college hours
- discuss and agree a care/self-management plan to ensure children and young people know how to self- manage their condition wherever possible
- ensure the child or young person knows how to take their medication effectively.
- Discuss with the college based medical staff procedures for safe storage of medication – this must be supported in writing from the Parent/Carer
- 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)
- inform the college of any medication their child requires while taking part in visits, outings or field trips and other out-of-college activities
- inform 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
- collect from college any unused or out of date medication at the end of each college term
- provide the college with appropriate spare medication labelled with their child's name
- ensure that their child's medication is within expiry dates
- provide evidence of medical appointments and inform the Attendance Team in advance to ensure correct absence code
- In the event of long-term medical absence liaise with college to ensure continued communication and learning support
- 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

### **Toilet Passes**

Toilet Passes will be issued to students with medical conditions on receipt of confirmation of the condition from their GP or Specialist Consultant. This document must be on official headed paper and dated.

Toilet passes are issued each academic year following a health review or consultation with the student's health practitioner – in line with statutory health guidelines.

**12. The medical conditions policy is regularly reviewed evaluated and**

### **updated. Updates are produced every year**

a. This medical condition policy is reviewed, evaluated and updated in line with the college's policy review timeline.

b. Department for Children, Families and Colleges and Department of Health guidance is actively sought and fed into the review via the College Nurse.

c. In evaluating the policy, the college seeks feedback on the effectiveness and acceptability of the medical conditions policy with a wide-range of key stakeholders within the college and health settings. These key stakeholders include:

- students
- parents/carers
- college nurse and/or college healthcare professionals
- Headteacher
- Teachers
- Special Education Needs Coordinator
- Pastoral Support/Learning Mentors
- First Aider
- all other college staff
- local emergency care service staff (including accident & emergency and ambulance staff)
- local health professionals
- College Governors.

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

## **Legislation and guidance**

### **Introduction**

- Local authorities, colleges, colleges and governing bodies are responsible for the health and safety of students in their care.
- Areas of legislation that directly affect a medical conditions policy are described in more detail in *Managing Medicines in Colleges, Colleges, and Early Years Settings*. The main pieces of legislation are the Disability Discrimination Act 1995 (DDA), amended by the Special Educational Needs and Disability Act 2001 (SENDA) and the Special Educational Needs and Disability Act 2005. These acts make it unlawful for service providers, including colleges, to discriminate against disabled people.

This section outlines the main points from the relevant legislation and guidance that colleges should consider when writing a medical conditions policy.

### **Managing Medicines in Colleges and Early Years Settings (2004)**

This provides guidance from the DfES (now DCFS) and DH on managing medicines in colleges and early years settings. The document includes the following chapters:

- developing medicines policies
- roles and responsibilities
- dealing with medicines safely
- drawing up a Healthcare Plan
- relevant forms.

Medical Conditions at College: A Policy Resource Pack is designed to work alongside Managing Medicines in Colleges and Early Years Settings.

### **Further advice and resources**

#### **The Anaphylaxis Campaign**

PO Box 275

Farnborough

Hampshire GU14 6SX

**Phone 01252 546100/Fax 01252 377140**

[info@anaphylaxis.org.uk](mailto:info@anaphylaxis.org.uk) [www.anaphylaxis.org.uk](http://www.anaphylaxis.org.uk)

#### **Asthma UK**

Summit House

70 Wilson Street

London EC2A 2DB

**Phone 020 7786 4900/Fax 020 7256 6075**

[info@asthma.org.uk](mailto:info@asthma.org.uk) [www.asthma.org.uk](http://www.asthma.org.uk)

#### **Diabetes UK**

Macleod House

10 Parkway

London NW1 7AA

**Phone 020 7424 1000 Fax 020 7424 1001**

[info@diabetes.org.uk](mailto:info@diabetes.org.uk) [www.diabetes.org.uk](http://www.diabetes.org.uk)

#### **Epilepsy Action**

New Anstey House

Gate Way Drive

Yeadon

Leeds LS19 7XY

**Phone 0113 210 8800 / Fax 0113 391 0300**

[epilepsy@epilepsy.org.uk](mailto:epilepsy@epilepsy.org.uk) [www.epilepsy.org.uk](http://www.epilepsy.org.uk)

#### **Long-Term**

#### **Conditions Alliance**

202 Hatton Square

16 Baldwins Gardens



London EC1N 7RJ  
**Phone 020 7813 3637 / Fax 020 7813 3640**  
[info@ltca.org.uk](mailto:info@ltca.org.uk)    [www.ltca.org.uk](http://www.ltca.org.uk)

**Department for Children,  
Colleges and Families**

Sanctuary Buildings  
Great Smith Street  
London SW1P 3BT  
**Phone 0870 000 2288/ Textphone 01928 794274 /Fax 01928 794248**  
[info@dcfs.gsi.gov.uk](mailto:info@dcfs.gsi.gov.uk)    [www.dcsf.gov.uk](http://www.dcsf.gov.uk)

**Council for Disabled Children**

National Children's Bureau  
8 Wakley Street  
London EC1V 7QE  
**Phone 020 7843 1900 Fax 020 7843 6313**  
[cdc@ncb.org.uk](mailto:cdc@ncb.org.uk)    [www.ncb.org.uk/cdc](http://www.ncb.org.uk/cdc)

## **First Aid Policy**

The First Aid procedure at Archbishop Beck Catholic College is in operation to ensure that every student, member of staff and visitors will be well looked after in the event of an accident, no matter how minor or major.

Students will be asked to go to Student Services where they will be greeted sympathetically and assessed in regards to the nature of the illness/injury. Appropriate staff will then be allocated to deal with the issue.

It is emphasised that the team consists of qualified First Aiders and not trained doctors or nurses.

**Medical Lead:** the Medical Lead for the college is Margarita Haddock

As of April 2016, the College's qualified First Aiders are:

Carolyn Gibson, Neil Davidson, Liz Brown, Steve Kenny, Barry Kennedy  
Paul McKean, Ken Pugh, Liz Scully, Pauline Williams  
Angela Daly (Lettings)      Faye Lee-Jones (Lettings)

The term **First Aider** refers to those members of the College community who are in possession of a valid First Aid at work certificate or equivalent.

In the event of an accident all members of the College community should be aware of the support available and the procedures to activate this.

Minor injuries will be dealt with by staff who are qualified First Aiders. Staff should not provide First Aid treatment for which they have not been trained.

**In cases of obvious serious injury, all First Aiders will be expected to:**

- Assess the situation
- Make the area safe
- Give emergency First Aid for which they have been trained and are competent
- Call an ambulance for any situation beyond this

**The purpose of the Policy is therefore:**

- To provide effective, safe First Aid cover for students, staff and visitors.
- To ensure that all staff and students are aware of the system in place.
- To provide awareness of Health & Safety issues within College and on College trips, to prevent, where possible, potential dangers or accidents.

**The Medical Lead will:**

- Ensure that all First Aid qualifications and insurance (provided by the College) are always up to date.
- Ensure that first aid cover is available throughout the working hours of the College week.
- Ensure that the College's portable first aid kits are adequately stocked and to hand.
- Ensure all staff are aware of the location of Defibrillators and that they are easily accessible and maintained
- Support the First Aider in insisting that any casualty who has sustained a significant head injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to pick up a child to take them to hospital; ensure that parents are aware of all head injuries promptly.
- Ensure that a child who is sent to hospital by ambulance is:
  - i. accompanied in the ambulance at the request of paramedics.
  - ii. met at hospital by a relative. The First Aider need not be the member of staff to accompany the casualty to hospital, however, an appropriate person should be sent.
  - iii. that each incident is recorded including the nature of the injury and any treatment given, in the Accident Book.
- Ensure all staff are made aware of any students health issues (on notice board in staff work rooms)
- Check the daily incident log and identify any incidents that need RIDDOR reporting by the Business Manager/ Site Manager.

- At the start of each academic year, provide the first aid team with a list of students who are known to be asthmatic, anaphylactic, diabetic, epileptic or have any other serious illness.
- Have a file of up to date medical consent forms for every student in each year and ensure that these are readily available for staff responsible for College trips/outings.
- Ensure that group leaders are in receipt of First Aid boxes before taking student's on trips.
- Organise half termly meetings with all First Aiders.

**First Aiders will:**

- Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other First Aiders or Emergency Services.
- Help fellow First Aiders at an incident and provide support during the aftermath.
- Act as a person who can be relied upon to help when the need arises.
- Ensure that everything is cleared away, using gloves, and every dressing etc. be put in a yellow bag for contaminated/used items and sealed tightly before disposing of the bag in a bin. No contaminated or used items should be left lying around.
- Log the incident in the appropriate place

**Administering Medicine:**

- There are occasions when children need to take medicine at College (usually temporarily whilst completing a course of medication). In this case parents are requested to complete a Request for Storage and Administration of Medicine Form (located in Student Services). All medicines must be provided by the parent or carer and in a clearly labelled pharmacist's original container. The child's name, dosage and timing must be clear. This will be stored in Student Services.
- In the case of asthmatic children, it is vital that children have immediate access to their inhalers. Therefore children will be expected to carry their inhalers with them. Parents/ carers will be asked to supply College with a labelled spare inhaler to be kept in Student Services. The child will be under a care plan.
- Children with diabetes will be on a care plan and are able to test their glucose levels and inject their insulin in the Medical Room under supervision of a First Aider. Needles are disposed of in sharps bins. A supply of sugary drinks and biscuits are also kept on hand should children need them for blood sugar levels.

**Emergency Procedures (all staff):**

- Where an injury or other medical condition is an emergency, an ambulance should be called immediately by any member of staff and a First Aider must then be called to tend to the situation until the ambulance arrives. In a typical situation the emergency services will keep the caller on the line and ask a series of questions to monitor the 'patient' until the ambulance arrives.

**All members of staff must:**

- Must familiarise themselves with the first aid procedures in operation and ensure that they know the current First Aiders. This information is displayed in each classroom.
- Be aware of specific medical details of individual students when publicised on the medical board in the staffroom.
- Be aware of the location of First Aid kits around the College.
- Ensure that their students are aware of the procedures in operation.
- Have regard to personal safety.
- Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.
- Reassure, but never treat, a casualty unless staff are in possession of a valid Emergency Aid in Colleges Certificate or **know the correct procedures**; such staff can obviously start emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed.

**Educational Visits:**

- Staff must ensure that they have a current medical consent form for every student that they take out on a College trip which indicates any specific conditions or medications of which they should be aware. A copy of this should be handed to the Educational Visits Co-ordinator, along with the risk assessment paperwork for the trip.
- If a student has a particular medical condition (i.e wheelchair user etc.) then a separate risk assessment should be completed to evidence how this will be managed.
- Try whenever possible to include a qualified first aider on trips. A First Aid Kit must be taken by the group leader.

**All accidents at work that fall under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) will be reported by the Health & Safety officer of the College (Site Manager)**

**The execution of this policy document will be monitored by both the Medical Lead, and Senior Management.**

**The college has two defibrillators located in college and one at the Community Sports and Tennis Centre. Relevant staff training in the use of these has taken place.**