

# UTC South Durham

## Medical Conditions Policy



<b>Date of adoption</b>	June 2022
<b>Approved by</b>	Governing Body
<b>Signed: (Principal)</b> 	<b>Date:</b> 10 June 2022
<b>Signed: (Chair of Governors)</b> 	<b>Date:</b> 10 June 2022

<b>Date to be reviewed by</b>	June 2023
<b>Review History</b>	Reviewed – Tom Dower June 18 Reviewed – Tom Dower May 20 Reviewed – Catherine Purvis-Mawson, April 2022
<b>Responsibility</b>	Deputy Principal

## **1. Policy objectives**

The UTC is an inclusive community that welcomes and supports students with medical conditions.

The UTC provides all students with any medical condition the same opportunities as others at the UTC.

The UTC will help to ensure they can:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well-being once they have left the UTC

The UTC 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. The UTC understands that certain medical conditions are serious and can be potentially life threatening, particularly if poorly managed or misunderstood. The UTC understands the importance of medication and care being taken as prescribed by healthcare professionals and parents. All staff understand the common medical conditions that affect children at the UTC. Staff receive training on the impact medical conditions can have on students.

The Director of Support Services is responsible for ensuring that this policy is implemented.

## **2. Policy framework**

The policy framework describes the essential criteria for how the UTC can meet the needs of children and young people with long-term conditions including diabetes.

### **2.1 The UTC is an inclusive community that supports and welcomes students with medical conditions.**

- The UTC is welcoming and supportive of students with medical conditions. It provides children with medical conditions with the same opportunities and access to activities (both UTC-based and off-site) as other students. No child will be denied admission or prevented from taking up a place in the UTC because arrangements for their medical condition have not been made.
- The UTC will listen to the views of students and parents
- Students and parents feel confident in the care they receive from the UTC and the level of that care meets their needs
- Staff understand the medical conditions of students at the UTC and that they may be serious, adversely affect a child's quality of life and impact on their ability to learn
- All staff understand their duty of care to children and young people and know what to do in the event of an emergency
- The whole UTC and local health community understand and support the Medical Conditions Policy
- The UTC understands that all children with the same medical condition will not have the same needs

- The UTC recognises that duties in the Children and Families Act and the Equality Act relating to children with disability or medical conditions are anticipatory

## **2.2 All staff understand and are trained in what to do in an emergency for children with medical conditions at the UTC.**

- All UTC staff, including temporary or supply staff, are aware of the medical conditions at the UTC and understand their duty of care to students in an emergency
- All staff receive training in what to do in an emergency and this is refreshed at least once a year
- All children with a medical condition at the UTC have an individual healthcare plan (IHP), which explains what help they need in an emergency. The IHP will accompany a student should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing the IHP within emergency care settings.
- If a student has a specific medical need then the first aid staff are trained on this specific medical condition to support the student. An example of this could be diabetes, epilepsy or allergies.

## **2.3 All staff understand and are trained in the UTC's general emergency procedures including emergencies relating to fire/evacuation/first aid**

- All staff know what action to take in an emergency and receive updates at least yearly
- If a student needs to attend hospital, a member of staff (preferably known to the student) will stay with them until a parent arrives, or accompany a child taken to hospital by ambulance. They will not take students to hospital in their own car unless as a last resort, with another member of staff and with parental permission.

## **2.4 The UTC has clear guidance on providing care and support and the administration of medication at the UTC.**

- The UTC understands the importance of medication being taken and care received as detailed in the student's IHP
- The UTC will make sure that there are several members of staff who have been trained to administer medication and meet the care needs of an individual child, including use of epipens. This includes escort staff for home to UTC transport if necessary. The UTC will endeavour to ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies, as far as reasonably practicable. However, the UTC cannot undertake to guarantee cover at all times. The UTC's Governing Body has made sure that there is the appropriate level of insurance and liability cover in place.
- The UTC will not give medication (prescription or non-prescription) to a child under 16 without a parent's written consent
- When administering medication, eg pain relief, the UTC will check the maximum dosage and when the previous dose was given. Parents will be informed. The UTC will not give a student under 16 aspirin unless prescribed by a doctor.
- The UTC will make sure as reasonably possible, that a trained member of staff is available to accompany a student with a medical condition on an off-site visit, including overnight stays
- Parents of students attending the UTC understand that they should let the UTC know immediately if their child's needs change.

- If a student misuses their medication, or anyone else's, their parent is informed as soon as possible and the UTC's disciplinary procedures are followed.

## **2.5 The UTC has clear guidance on the storage of medication at the UTC.**

- The UTC makes sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment is readily available wherever the child is in the UTC and on off-site activities. Students may carry their emergency medication with them if they wish with parental consent and if this is appropriate.
- Students may carry their own medication/equipment, or they should know exactly where to access it
- Students can carry prescribed drugs if they are competent, otherwise the UTC will keep prescribed drugs stored securely, but accessibly, with only named staff having access. Staff at the UTC can administer a prescribed drug to a student once they have had specialist training.
- The UTC will make sure that all medication is stored safely, and that students with medical conditions know where they are at all times and have access to them immediately
- The UTC will store medication that is in date and labelled in its original container where possible, in accordance with its instructions. The exception to this is insulin, which though must still be in date, will generally be supplied in an insulin injector pen or pump.
- Parents are asked to collect all medications/equipment at the end of the UTC term, and to provide new and in-date medication at the start of each term
- The UTC disposes of needles and other sharps in line with local policies. Sharps boxes are kept securely at the UTC. They are collected and disposed of in line with local authority procedures.
- At the end of each term, the medication that is stored is checked and if out of date, parents will be asked to come and collect them. If parents do not come and collect the medication is it either, depending upon the type of medication, taken to the local pharmacist for disposal, or the pharmacist will come and collect it from the UTC.

## **2.6 The UTC has clear guidance about record keeping.**

- Parents of students attending the UTC are asked if their child has any medical conditions on the enrolment form
- The UTC uses an IHP to record the support an individual student needs around their medical condition. The IHP is developed with the student (where appropriate), parent, UTC staff, specialist nurse (where appropriate) and relevant healthcare services (where appropriate)
- The UTC has a centralised register of IHP's and an identified member of staff has the responsibility of this register
- IHPs are regularly reviewed, at least every year or whenever the student's needs change
- The UTC makes sure that the student's confidentiality is protected
- The UTC seeks permission from parents before sharing any medical information with any other party
- The UTC keeps an accurate record of all medication administered, including the dose, time, date and supervising staff
- The UTC makes sure that all staff providing support to a student have received suitable training and ongoing support, to make sure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the

student's IHP. This should be provided by the specialist nurse/other suitably qualified healthcare professional and/or the parent. The specialist nurse/other suitably qualified healthcare professional will confirm their competence, and the UTC keeps an up-to-date record of all training undertaken and by whom.

**2.7 The UTC ensures that the whole UTC environment is inclusive and favourable to students with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.**

- The UTC is committed to providing a physical environment accessible to students with medical conditions and students are consulted to ensure this accessibility. The UTC is also committed to an accessible physical environment for off-site activities.
- The UTC makes sure the needs of students with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended UTC activities and residential visits
- All staff are aware of the potential social problems that students with medical conditions may experience and use this knowledge, alongside the UTC's Preventing Bullying Policy, to help prevent and deal with any problems. They use opportunities such as mentor time, PSHE, PE, disability sports and science lessons to raise awareness of medical conditions to help promote a positive environment.
- The UTC understands the importance of all students taking part in physical activity and that all relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all students. This includes off-site clubs and team sports.
- The UTC understands that all relevant staff are aware that students should not be forced to take part in activities if they are unwell. They should also be aware of students who have been advised to avoid/take special precautions during activity, and the potential triggers for a student's medical condition when exercising and how to minimise these.
- The UTC makes sure that students have the appropriate medication/equipment/food with them during physical activity
- The UTC makes sure that students with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at the UTC as any other child, and that appropriate adjustments and extra support are provided
- All UTC staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a student's medical condition. The UTC will not penalize students for their attendance if their absences relate to their medical condition.
- The UTC will refer students with medical conditions who are finding it difficult to keep up educationally to the Principal, relevant Faculty Director, allocated member of student support or the named Medical Needs Lead who will liaise with the student (where appropriate), parent and the student's healthcare professional
- Students at the UTC learn what to do in an emergency. They recognise that in the UTC environment that there are many risks and they regularly carry out risk assessments to improve their safety awareness.
- The UTC makes sure that a risk assessment is carried out before any out of UTC visit, including work experience and educational placements. The needs of students with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required. Consent is given by parents for the UTC to inform an external business

partner of any medical conditions that they may need to be aware of whilst the student is on placement.

**2.8 The UTC is aware of the common triggers that can make medical conditions worse or can bring on an emergency.**

- The UTC is committed to identifying and reducing triggers both at UTC and off-site visits
- The IHP details an individual student's triggers and details how to make sure the student remains safe throughout the whole UTC day and on off-site activities. Risk assessments are carried out on all off-site activities, taking into account the needs of students with medical needs.
- The UTC reviews all medical emergencies and incidents to see how they could have been avoided, and changes UTC policy according to these reviews

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

The UTC seeks to work collaboratively with all relevant parties including the student (where appropriate), parent, the Governing Body, all UTC staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

**2.10 The medical conditions policy will be reviewed, evaluated and updated as required on a two year cycle or when needed.**