

Document Control

Version	Date	Author	Notes on Significant Revisions
1.0	November, 2015	Principal	

Owner	Author	Review Schedule	Next Review Due	Approval committee	Ratified Date
VP	VP	3 yearly	11/2018	CPLS	

South Devon UTC Supporting students at college with medical conditions policy

South Devon UTC recognises that children with a medical condition will require individualised care and support in terms of both physical and mental health and well-being, to ensure that they play full and active role in school life, remain healthy and achieve their academic potential.

This policy outlines the procedures, communication and support available to all students with medical needs, and their families. It also outlines the roles and responsibilities of all those involved in supporting a student with medical needs and the support and training given to staff.

Within this policy the terms children and student apply to the full range of learners at South Devon UTC from Year 10 to the post-16 provision in the Sixth Form.

For some students their medical condition may mean that they are considered disabled, or that they have an Education Health and Care Plan, and so this policy should be read in conjunction with the South Devon UTC SEND Policy (June 2017).

A list of other relevant policies is provided at the end of this document.

Definition of Medical Needs

Students' medical needs may be summarised as being of two types:

- Short-term affecting their participation in college activities because they are on a course of medication, or are suffering a temporary injury requiring temporary additional support in school.
- Long-term potentially limiting their access to education and requiring extra care and support, requiring an individual health care plan

Specific Responsibilities in relation to students with Medical needs:

- Designated Governor for safeguarding
- Designated Governor for students with medical needs
- SENDCo
- SEND administrator
- Inclusion Manager
- Educational visits coordinator
- Community college nurse
- First Aiders

Roles and responsibilities

The Governing Body

The governing body will ensure that:

- Arrangements are in place to support students with medical conditions and that such children can access and enjoy the same opportunities at college as any other child.
- The focus of support is on the needs of each individual child and how their medical condition impacts on their college life, including their physical health, mental health and well-being and their ability to learn.
- All support increases the confidence of the student and their family and promotes self-care, where appropriate.
- Staff are properly trained to provide the support that students need and that levels of insurance in place reflect levels of risk.

These responsibilities align with the Governing Body's wider safeguarding duties.

The College

The Vice Principal, or delegated senior member of staff, is responsible for:

- The day-to-day implementation and management of this policy.
- Ensuring that all staff are aware of this policy and understand their role in its implementation.
- Ensuring that all staff who need to know are informed of a child's condition.
- Ensuring that sufficient numbers of staff are trained to implement the policy and deliver Individual Healthcare Plans (IHPs).
- The development of IHPs.
- Establishing and maintaining working arrangements with partner agencies, including community nursing teams, other health care professionals and the Local Authority.

Staff are responsible for:

- Familiarising themselves with this policy and associated procedures.
- Taking appropriate steps to support children with medical conditions.
- Taking account of the needs of students with medical conditions in lessons.
- Reading, signing and returning to the HR officer, the Roles and Responsibilities information in relation to this policy

The Student and Parents/Carers

Parents and carers are responsible for:

- Completing a parental consent form to administer medicine or treatment before bringing medication into college
- Participating in the development, implementation and regular reviews of their child's IHP.
- Providing the college with the medication their child requires and keeping it up to date.

Students are responsible for:

- Providing information on how their medical condition affects them.
- Contributing to, and complying with, their IHP

Implementation of this policy

Training of staff

- All newly appointed staff will be briefed about this policy as part of their induction.
- Only staff members who have undertaken specific training may administer prescription medicines or undertake any healthcare procedures.
- The college will keep a record of medical conditions supported, training undertaken and a list of staff qualified to undertake responsibilities under this policy.

Medical Conditions Register

- A medical conditions register will be maintained and reviewed by the SENDCo. Class teachers will have an overview of the list for the students in their care.
- Supply staff and support staff will have access to both hard copy and electronic copies of the medical conditions register.
- The register will be updated at least half-termly and re-distributed to all staff

Individual Healthcare Plans (IHPs)

- An IHP will be developed in collaboration with the student, parents/carers, Year Learning Manager, SENDCO and medical professionals.
- IHPs will be easily accessible to all relevant staff, whilst preserving confidentiality.
- IHPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- Where a student has an SEND Support Plan or an Education, Health and Care plan, the IHP will be linked to it or become part of it.

Medication

- Where possible, unless advised it would be detrimental to health, medication should be prescribed in frequencies that allow the student to take them outside of college hours.
- If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental consent to administration of medicine form. (Annex 6)
- Medication will be administered in line with the Procedure set out in Annex 4

The Role of the Child

- Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- Students will be allowed to carry their own medicines and devices. Where this is not possible, their medicines will be located in the medical room.

- If students refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- Where appropriate, students will be encouraged to take their own medication under the supervision of a member of staff.

Educational Visits and Sporting Activities

- Arrangements will be flexible enough to ensure students with medical conditions can participate in educational visits and sports activities and not prevent them from doing so unless a clinician states it is not possible.
- Risk assessments will be undertaken, where relevant, in order to plan for including students with medical conditions.

Emergencies

- Medical emergencies will be dealt with under South Devon UTC's emergency procedures, which will be communicated to all relevant staff so they are aware of signs and symptoms.
- If a student needs to be taken to hospital, a member of staff will remain with the child until their parent/carer arrives.
- Students will be informed in general terms of what to do in an emergency, such as telling a teacher.
- Where an Individual Healthcare Plan is in place, it should detail:
 - a. What constitutes an emergency
 - b. What to do in an emergency
 - c. If a student needs to be taken to hospital, a member of staff will remain with the child until their parent/carer arrives.

Students who cannot attend College due to a Medical Condition

If a child cannot attend college for a short period of time, or a number of short periods of time, due to their medical condition the college will support their learning through the student's key worker, who will provide work for the child to complete at home, and such arrangements will be indicated in the IHP. If a student's medical needs mean that they require longer periods of time away from college, or that their period of absence totals greater than fifteen days, a review of the IHP will be held to review support.

Avoiding Unacceptable Practice

South Devon UTC understands that the following behaviour is unacceptable:

- Assuming that students with the same condition require the same treatment.
- Ignoring the views of the student and/or their parents.
- Ignoring medical evidence or opinion.
- Sending students home frequently or preventing them from taking part in activities at college.
- Sending the student to the medical room or student services alone if they become ill.
- Penalising students with medical conditions for their attendance record where

- the absences relate to their condition.
- Making parents feel obliged or forcing parents to attend college to administer medication or provide medical support, including toilet issues.
 - Creating barriers to children participating in college life, including educational visits.
 - Refusing to allow students to eat, drink or use the toilet when they need to in order to manage their condition.

Complaints

In the first instance, parents/carers should raise their concerns directly with the college. If not satisfied with the response, they should make a formal complaint using the College's Complaints Procedure.

Monitoring and Evaluation

Evaluation of the effectiveness of this policy will be undertaken by the South Devon UTC Safeguarding Team, with regular reports provided for the Governing Body.

Policy Development Statement

This policy has been developed using the following document:

Supporting pupils at college with medical conditions statutory guidance for governing bodies of maintained schools...in England (December 2015)

And as such it has given due regard to the following legislation:

Education Act 2002
Children Act 1989
Children Act 2004
Equality Act 2010
Children, Schools and Families Act 2010
Children and Families Act 2014

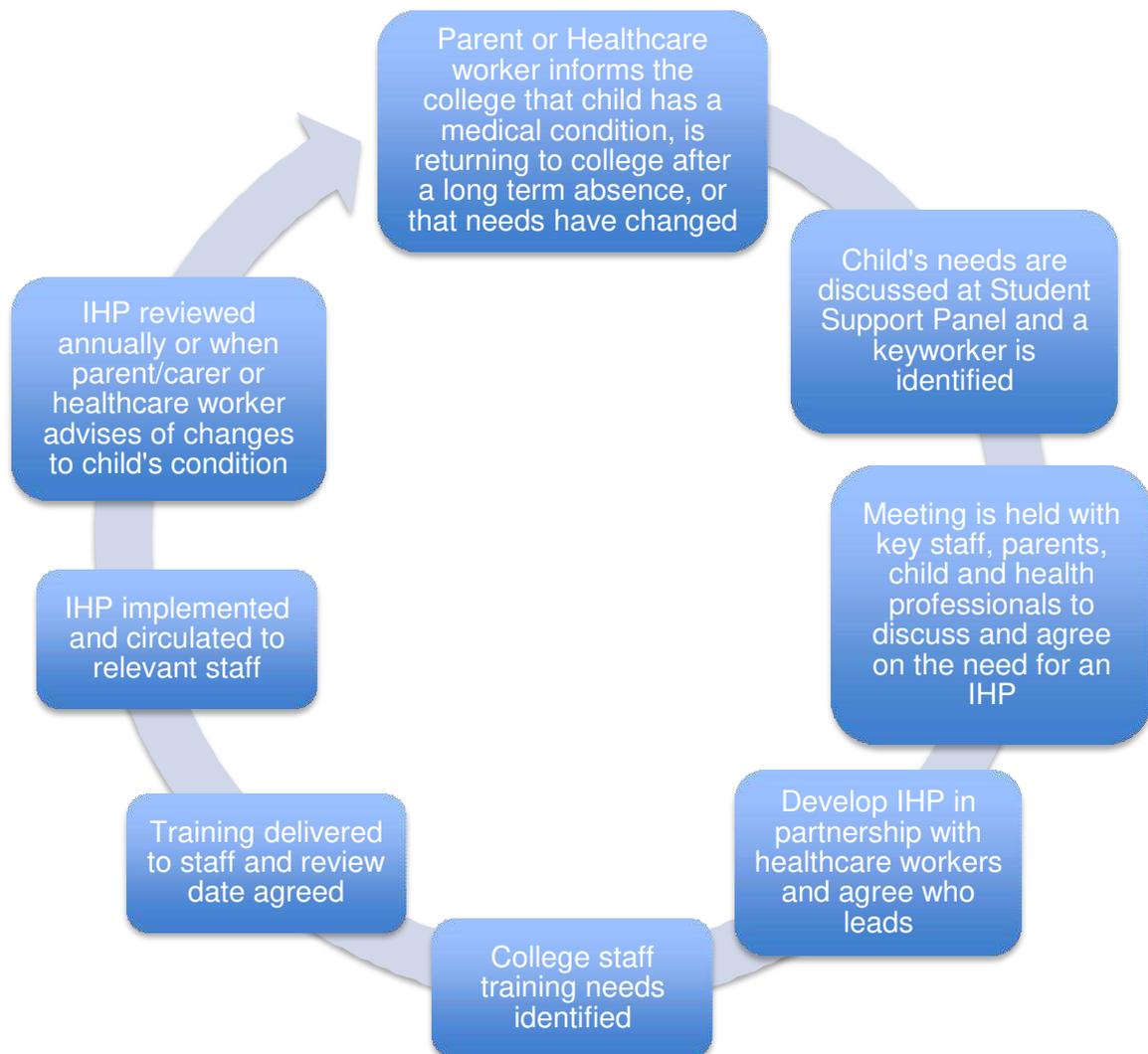
The Special Educational Needs and Disability Code of Practice (May 2015)
Keeping Children Safe in Education (September 2016)

This Policy should be read in conjunction with the following policies agreed by the South Devon UTC Governing Body:

The South Devon UTC Equal Opportunities Policy
The South Devon UTC Safeguarding Policy
The South Devon UTC SEND Policy

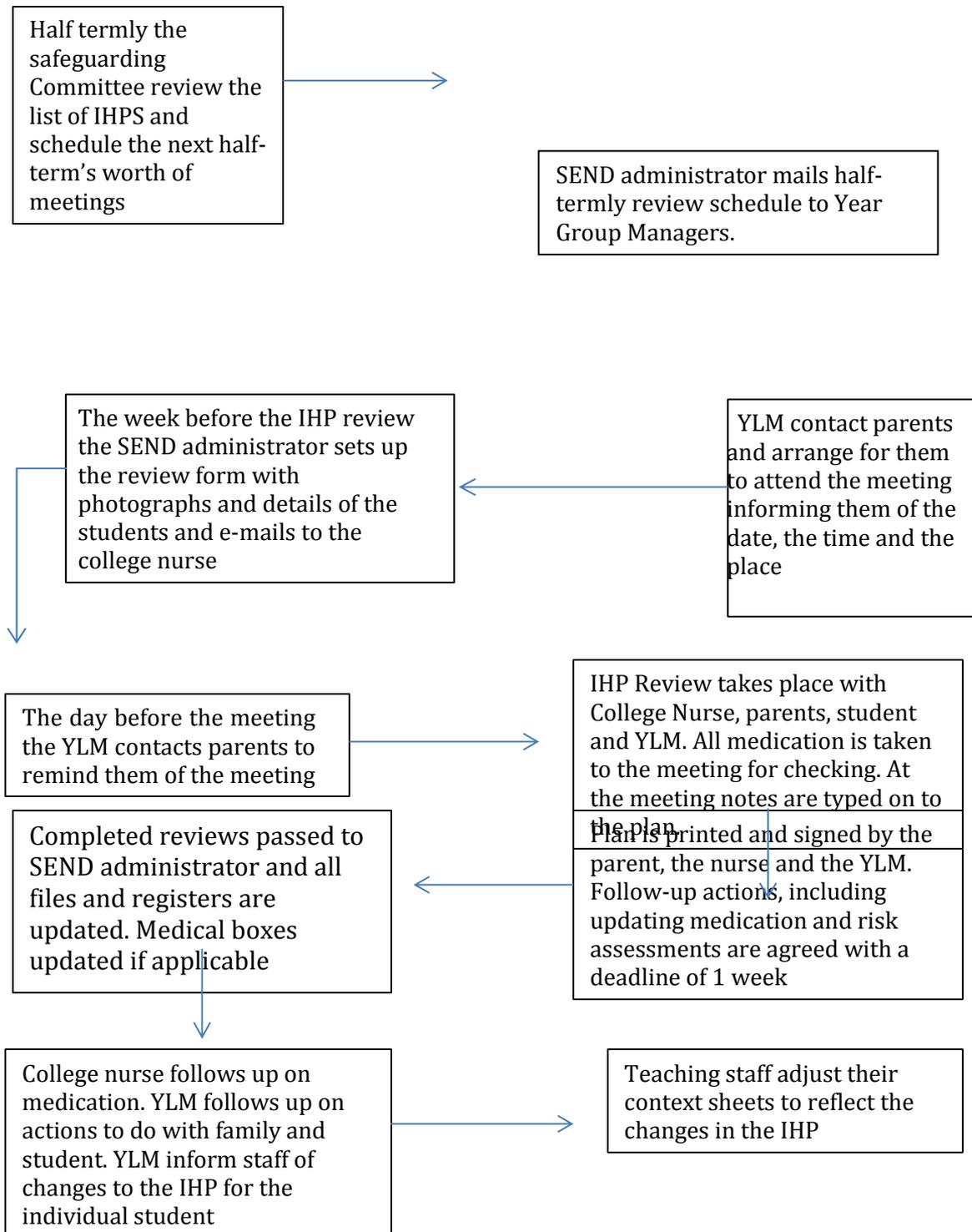
Annex 1

Process for Developing Individual Healthcare Plans



Annex 2

Process for IHP Reviews



Annex 3

Information Required on an Individual Healthcare Plan

The following information should be considered when writing an Individual Healthcare Plan:

- The medical condition, its triggers, signs, symptoms and treatments.

The student's resulting needs, including medication and other treatments, times, facilities, equipment.

- Testing, dietary requirements and environmental issues.
- Specific support for the student's educational, social and emotional needs.
- The level of support needed, including in emergencies.
- Who will provide support, their training needs, expectation of their role and confirmation of their proficiency and cover arrangements.
- Who in college needs to be aware of the child's condition and the support required.
- Arrangements for written permission from parents/carers and the Principal for medication to be administered by a member of staff or self-administered. Children who are competent should be encouraged to take responsibility for managing their own medicines and procedures, with an appropriate level of supervision.
- Separate arrangements or procedures required for educational visits or other activities outside of the normal college timetable that will ensure the child can participate.
- Confidentiality.
- What to do if a child refuses to take medicine or carry out a necessary procedure.
- What to do in an emergency, who to contact and contingency arrangements.

Where a student has SEN but does not have an Education, Health and Care plan, their special educational needs should be mentioned in their Individual Healthcare Plan.

Annex 4

Individual Health Care Plan with Medication in College

Personal Details

<p>Name:</p> <p>D.O.B:</p> <p>NHS No:</p> <p>School: Current Class/Group:</p> <p>Significant Medical History:</p> <p>Condition 1:</p> <p>Condition 2:</p> <p>Significant Past Medical History:</p> <p>Allergies:</p> <p>Date of Plan:</p> <p>Review Date:</p>	<div style="text-align: center;">  <p>Photograph</p> </div>
<p>PARENT/GUARDIAN/CARER CONTACT</p> <p>Contact Name:</p> <p>Relationship:</p> <p>Contact Number:</p> <p>Contact Name:</p> <p>Relationship:</p> <p>Contact Number:</p>	<p>Contact Details:</p> <p>Emergency Contact Name:</p> <p>Emergency Contact Number:</p> <p>Hospital Consultant Name:</p> <p>Hospital Consultant Number:</p> <p>Specialist Nurse Name:</p> <p>Specialist Nurse Number:</p>
<p>KEYWORKER RESPONSIBLE IN COLLEGE</p> <p>Name: </p> <p>Building/Department:</p> <p>Contact Number:</p>	<p>GENERAL PRACTITIONER:</p> <p>Contact Name:</p> <p>Contact Number:</p>
<p>PREVENTION: ACTION</p> <p>Key worker to ensure that each member of college staff is aware of the importance of the following preventive measures:</p>	<p>PREVENTION:ACTION</p> <ol style="list-style-type: none"> 1. . 2. . 3. . 4. . 5. .

MEDICATION required for Name:		D.O.B:	
Name of medication:			
Reason for medication to be given (e.g. itchy or dry skin):			
Dosage and when medication can be given:			
Special Considerations:			
Medication will be stored:			
IT IS THE PARENTS AND COLLEGES RESPONSIBILITY TO INFORM THE COLLEGE HEALTH TEAM IF THERE ARE ANY CHANGES TO THE PUPIL'S MEDICATION OF CONDITION			
The box below on Health and Safety risk assessment is the responsibility of the college.			
Date of Health and Safety Risk Assessment Carried out by college: (DD/MM/YYYY)		Review Date of Health and Safety Risk Assessment Carried out by college: (DD/MM/YYYY)	

College Nurse / College Health Advisor Name: Address: Telephone Number: Fax No: Signature: Date:	Parent/Carer/Guardian: Name Signature: Date: Pupil name: D.O.B: When appropriate Signature:
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This form has been filled in with The College Health Team / Parent/Guardian/Carer/Pupil named above.

Copies of the Health Care Plan sent to (Please Tick Box):
Parent G.P Notes Consultant Clinical Nurse Specialist
 Other (Please State)

Annex 5

Emergency Procedure to be followed in case of all medical emergencies

1. Call nearest first aid trained staff member to aid support student/member of staff
2. Call an ambulance – dialling 999

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

- a. Give your telephone number.
 - b. Give your name.
 - c. Give your location as South Devon UTC, Kingsteignton Road, Newton Abbot, Devon, TQ12 2QA.
 - d. Provide the exact location of the patient within the college setting.
 - e. Provide the name of the child and a brief description of their symptoms.
 - f. Inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient - advise entry via main entrance.
 - g. Ambulance crew to be accompanied to child.
 - h. Continue to monitor until arrival of ambulance crew – keeping all staff updated about arrival times.
3. Call parents and advise them of the situation.
 4. Call the Strategic Business Manager or a senior member staff who can decide on how the situation is supported – ie keeping area clear of staff and students etc. This person to notify and keep the Principal informed.
 5. The senior member of staff liaises with the First Aid trained member of staff who stays with child.
 6. Parents accompanied to their child upon arrival.
 7. If child needs to be taken to hospital then child and parent travel to hospital with the ambulance
 - a. If parents not at college
 - i. member of staff accompanies child to hospital
 - ii. parents are called and advised to go to the hospital
 - iii. member of staff stays with child until parents arrive
 8. All accounts are filed with copies in student file and sent to parents.
 9. All external documentation is completed, sent and copies filed in college.
 10. At the first available opportunity all staff involved attend a de-brief and review procedures and their effectiveness. The designated governor responsible for children with medical needs will also attend the debriefing session.

Follow-up:

For children:

Pastoral teams follow up with parents about the well-being of their child.
College to advise parents to contact GP and to call an IHCP meeting/review if necessary.

For adults:

Line managers/HR to follow up with staff/adults about their well-being.

In either case there may be a need to refer parents/adults to a senior member of staff who can go through the process taken by the college, and refer them to relevant complaints documentation if that is required.

Annex 6

Procedure for administering medication to students at South Devon UTC

Medicines will only be administered at college when it would be detrimental to a child's health or college attendance not to do so.

Where clinically possible, medicines should be prescribed in dose frequencies that enable them to be taken outside college hours.

When students need to take medication in college, parents/carers must complete a medication form. Copies are available from the student services office, or in the parent's section of the college website. The following details are required:

- Full name of student and date of birth
- Name of medication and strength
- Who prescribed it
- Dosage to be given
- Any possible side effects that may be expected should be noted
- Signature printed name of parent/carer and date

Asthmatics, diabetics and those with EpiPens need only submit one form, not for each occasion of treatment being administered.

Prescribed medicines must be in date, labelled and provided in the original container (except in the case of insulin which may come in a pen or pump, and asthma pumps) with dosage instructions. **Medicines that do not meet these criteria will not be administered.**

Medication will be individually labelled, with use by dates clearly displayed, and stored within the general office as agreed by the South Devon UTC Safeguarding Committee.

No child under 18 years of age will be given medication that contains aspirin without a doctor's prescription.

Parents may give permission for their child to receive certain non-prescription medicines (not aspirin) but this should be done in consultation with the college and with written permission, where possible. Parents should be informed before the medicine is administered and a record kept in line with the policy.

Any medications left over at the end of the course will be returned to the student's parent/carer. Written records will be kept of any medication administered to students.

Any child refusing to take medicine in college will not be made to do so, and parents will be informed about the dose being missed.

All medicines will be placed in a secure location away from other children.

Medicines and devices such as asthma inhalers, blood testing meters and adrenaline pens will always be available to children and not locked away.

If medicines require refrigeration parents will be advised of the college's ability to store such medicines at the time of application via the medication form.

Annex 7

Guidance at a Glance for Staff

The table below contains advice that members of staff can refer to when administering medicines to students in college. It is based on the Department for Education's statutory guidance on supporting students at college with medical conditions.

Do	Do Not
<ul style="list-style-type: none">✓ Remember that any member of college staff may be asked to provide support to students with medical conditions, but they are not obliged to do so✓ Check the maximum dosage and when the previous dosage was taken before administering medicine✓ Keep a record of all medicines administered to individual children. The record should state the type of medicine, the dosage, how and when it was administered, and the member of staff who administered it✓ Inform parents if their child has received medicine or been unwell at college✓ Store medicine safely✓ Ensure that the child knows where his or her medicine is kept, and can access it immediately	<ul style="list-style-type: none">✗ Give prescription medicines or undertake healthcare procedures without appropriate training✗ Accept medicines unless they are in- date, labelled, in the original container and accompanied by instructions✗ Give prescription or non-prescription medicine to a child under 16 without written parental consent, unless in exceptional circumstances✗ Give medicine containing aspirin to a child under 16 unless it has been prescribed by a doctor✗ Lock away emergency medicine or devices such as adrenaline pens or asthma inhalers✗ Force a child to take his or her medicine. If the child refuses to take it, follow the procedure in the individual healthcare plan and inform his or her parents

Annex 8

Medication Form

Request for South Devon UTC to give medication

Dear Vice Principal

I request that

.....Class.....
(FULL name of child)

Be given the following medication:

..... (Name of
Medicine/s) (PRESCRIBED SPECIFICALLY TO CHILD ONLY)

Dosage:.....

At the following times during the day:

For a period of **COLLEGE DAYS**

In the case of prescription only medicines the above medication has been prescribed by the family Doctor.

It is clearly labelled indicating contents, dosage and child's name in FULL.

In the case of medications available without prescription the above medication is clearly labelled indicating contents, dosage and child's name in FULL. (Delete as applicable)

I understand that the medicine must be delivered personally to the Student Services Office and accept that this is a service which the colleg is not obliged to undertake.

Signed:..... Parent/Guardian

Date:.....

NOTE: Medication will not be accepted by the college unless this letter is completed and signed by the parent or legal guardian of the child and that the administration of the medicine is agreed by the Principal.

Changes to the above arrangements will require the completion of a new request form and may require a meeting to discuss an individual healthcare plan.

Office use only:

Administration of medicine agreed/not agreed (delete not applicable)

Signed (for an on behalf of the Vice Principal):

Date:

Annex 9

Record of Medication Given

Date.....

Dear Parent/Carer,

In accordance with your permission, we have given medication at school today.

Child's name.....

Form.....

He/She was given.....

Dose.....

At.....am/pm

Additional Notes:

By (Name of Staff).....

Signed.....

Annex 12



Record of Intimate and Personal Care Tasks Undertaken						
Name of student	Form	Date	Task Undertaken	Time left room	Time returned	Member of staff

Annex 13

Record of Supervision/Monitoring of an unwell Child in the Medical Room					
Date:					
Name of Student	Form	Description of Illness	Time left room	Time returned	Member of staff signature

Annex 14 - Roles and Responsibilities Chart

Role	Responsibility	Practice
<p>The Governing Body And/or the link governor for Children with Medical Needs</p>	<ul style="list-style-type: none"> • Ensure arrangements are in place to support students with medical conditions and that such children can access and enjoy the same opportunities at college as any other child. • Ensure the focus of support is on the needs of each individual child and how their medical condition impacts on their college life, including their physical health, mental health and well-being and their ability to learn. • Ensure all support increases the confidence of the student and their family and promotes self-care, where appropriate. • Ensure staff are properly trained to provide the support that students need and that levels of insurance in place reflect levels of risk. 	<ul style="list-style-type: none"> • Question and ratify policy as presented annually • Annual Health Check on IHPs to ensure they are of a high standard • Regular link visits to discuss implementation and impact of the policy • Annual Governor’s briefing on Safeguarding and Medical Needs to include ‘Keeping Children Safe in Education’ and ‘Supporting Students with Medical Needs’ • Training schedule for staff checked at Governor link visits • Annual Inspection of medical cupboard and procedures for administering medicines during a link visit
<p>The Vice-Principal or the Designated Senior Member of Staff (SENDCO)</p>	<ul style="list-style-type: none"> • The day-to-day implementation and management of the policy in South Devon UTC • Ensuring that all staff are informed of a child’s condition. • Ensuring that all staff are aware of this policy and understand their role in its implementation. • Review and Update the policy annually • Ensuring that sufficient numbers of staff are trained to implement the policy and deliver Individual Healthcare Plans (IHPs). • Report to the Safeguarding Committee each half term to ensure that training and Health Plan meetings take place as scheduled • The development, monitoring and review of IHPs. • Establishing and maintaining working arrangements with partner agencies, including community nursing teams, other health care professionals and the Local Authority. 	<ul style="list-style-type: none"> • Morning briefings for staff on new IHPs • Half-termly updated on Register of Students with IHPs • Annual update on Policy and Procedure • Annual training plan • Half termly attendance and report to Safeguarding Committee • Regular meetings with College nurse, managers and other healthcare professionals • Maintain a register of trained staff • Liaise with kitchen staff on those students with allergies, particularly to food • Implement awareness activities for all staff and students including the following: <ul style="list-style-type: none"> - Awareness posters - Whole staff awareness training - PSHE and Drop Day awareness activities for students • Complete risk assessments where IHPs indicate this is required • Ensure all staff are aware of risk assessments • Half termly meeting with Compass Health manager to ensure systems are working and compliant
<p>The SEND Administrator</p>	<ul style="list-style-type: none"> • To maintain a register of all students with Individual Healthcare Plans to 	<ul style="list-style-type: none"> • To maintain register of students with IHPs

	<p>support their medical needs</p> <ul style="list-style-type: none"> • To maintain a system for ensuring that medication held in college for students with medical needs is done so according to guidance and is recorded accurately • To work with the College Nurse and Year Learning Managers to update the medical needs register as appropriate • To support the booking of appropriate training for college first aid staff • To provide staff with access to a log of all students with medical needs, including those with acute or severe needs, requiring immediate action in an emergency • Provide all staff with a half-termly update on the medical needs register 	<ul style="list-style-type: none"> • Maintain medicines held within college • Update the medical needs register – which includes all students with IHP, all students with asthma and all students with allergies, and distribute staff at least half-termly • Attend Safeguarding Committee meetings to report on IHPs that re overdue/due within the next half-term; to report on medicines that are due to expire • Send reminders to the YLM of upcoming deadlines in relation to IHPs and medication • Maintain the medical cupboard in the Medical Room • Liaise with parents and YLM to ensure that all permissions for medication are held by the college • Maintain files for students with medical needs
All Staff	<ul style="list-style-type: none"> • To read and understand their role in implementing the policy • To understand the emergency procedures as outlined in the policy • Taking appropriate steps to support children with medical conditions. • Taking account of the needs of students with medical conditions in lessons and on trips and visits 	<ul style="list-style-type: none"> • Read policy and sign roles and responsibilities chart • Know and understand common medical needs and responses/symptoms • Know who and where all first aiders are, including the nearest to their classroom. • Display awareness posters in classrooms/offices and read
All Year Group Managers	<ul style="list-style-type: none"> • To know which of those students for whom they are responsible has a medical condition • To meet with the college nurse on a half termly basis to plan meetings to update health plans • To work with the college nurse to ensure that Health Plans are reviewed at least annually • To ensure that all staff are aware of specific students in each year, their medical needs and what to do in an emergency • To update this information to staff whenever it changes 	<ul style="list-style-type: none"> • Half-termly meetings with College Nurse • Attendance at IHP meetings for students in their years • Provide a briefing for staff to remind them of the medical needs, or to flag changes to the medical needs for students whose IHPs have been reviewed • Liaise with SEND administrator to ensure that all registers are updated
All Teaching Staff	<ul style="list-style-type: none"> • To maintain an up to date list of those students that they teach, their medical needs and what to do in an emergency • To use their list to inform planning for trips and other events where a student's medical needs may need to be supported • To understand what to do in a medical emergency 	<ul style="list-style-type: none"> • Context sheets indicate students with medical needs, their conditions and emergency steps • Know where the nearest first aid to their classroom is • Have read and displayed appropriate awareness posters • Risk assessments for students with medical needs are completed for all trips

All Learning Support Mentors	<ul style="list-style-type: none"> To know the medical needs of any students with whom they work on a regular basis To check the register of medical needs when working with a new student, or a student who has newly received a health care plan to ensure they are aware of the students medical needs and what to do in an emergency To understand what to do in a medical emergency To undertake training according to the needs of any child that they are supporting in and around college 	<ul style="list-style-type: none"> Supporting students with medical needs to participate in lessons, where needed Awareness of conditions and signs of concern To be aware of nearest first aid support for each lesson
All Support Staff	<ul style="list-style-type: none"> To have read, understood and know how to access the medical needs register when updates are announced To know the names and conditions of those students that are 'severe risk' students 	<ul style="list-style-type: none"> Reception staff know and understand the processes in relation to the medical cupboard Know and understand the systems for monitoring a child who is unwell Support the SEND administrator in updating student medical records
First Aid Staff	<ul style="list-style-type: none"> To have read, understood and know how to access the medical needs register when updates are announced To know the names and conditions of those students that are 'severe risk' students To have undertaken a level of training that enables them to support students with medical needs in an emergency situation To be clear about the college's emergency procedures To know how to read a care plan 	<ul style="list-style-type: none"> Half termly meeting/internal training for all first aid trained staff Training updated and to include one day training on asthma, allergies and epilepsy Be familiar with the list of students with IHPs Know how to complete the first aid /emergency register Know and understand roles and responsibilities in relation to contacting parents and YLM when a child has been treated by them
Kitchen Staff	<ul style="list-style-type: none"> To have read, understood and know how to access the medical needs register when updates are announced To know the names and conditions of those students that are 'severe risk' students To know how to respond to the systems for identifying students with food allergies To undertake training in asthma and allergies To support and advise students with allergies in making safe choices for their meals 	<ul style="list-style-type: none"> Cashless catering system set up to flag allergies and staff confident of next steps when this happens All foods and packaging checked for allergens and staff and students made aware To know high risk students – especially those with allergies Display awareness posters in the dining pavilion
PE Staff	<ul style="list-style-type: none"> To have read, understood and know how to access the medical needs register when updates are announced To know the names and conditions of those students that are 'severe risk' students To know the students on the asthma list in the groups that they teach 	<ul style="list-style-type: none"> Remind students at the start of a PE lesson to bring their inhalers to the lesson Awareness of the signs of an asthma/allergy attack and the steps to take if this occurs in the lesson To know how to administer an asthma pump and spacer to a student having

	<ul style="list-style-type: none"> To have at least 1 day first aid training 	an asthma attack
Science and Engineering Staff	<ul style="list-style-type: none"> To have read, understood and know how to access the medical needs register when updates are announced To know the names and conditions of those students that are 'severe risk' students To know the students on the asthma list in the groups that they teach 	<ul style="list-style-type: none"> To plan lessons mindful of any medical need that may be exacerbated by an activity, for example, a practical using chemicals or vibrating machinery Assess risks related to above and plan to minimise risks Discuss with line manager, staff responsible for medical needs any case where risks may not be easily managed

I confirm that I am a member of the South Devon UTC Staff and having read the South Devon UTC Supporting Students with Medical Needs Policy, and the above roles and responsibilities table, I understand the contents of the policy and my role in implementing it at South Devon UTC.

I have highlighted all of the above boxes that apply to me and I am aware of my responsibilities in relation to supporting students with medical needs.

I have read the register of students with medical needs and know how to access the updates on the college systems.

I will ensure that I note any updates through the year that I receive from a Year Group Manager, or senior staff responsible for safeguarding.

Staff name:

Staff signature:

Date: