



## UTC Cambridge Supporting Students with Medical Conditions Policy

UTCC Member of SLT: Director of Student Progress - Duncan Poyser  
Designated Governor: Safeguarding Lead – Chris Sherwin

### Legislation:

Supporting students at school with medical conditions, statutory guidance for governing bodies of maintained schools and proprietors of academies in England, April 2014

### Associated documentation

UTCC Safeguarding policy  
UTCC SEND policy  
UTCC First Aid policy  
Educational Trips and Visits Policy

### UTC Cambridge Vision

UTC Cambridge: Delivering Future Scientists

### UTC Cambridge Mission

Through an innovative curriculum, developed with leading scientists from industry and academia, UTC Cambridge builds bespoke learning solutions delivered in a state of the art science and technology environment that empowers students to manage their academic and career development.

### UTC Cambridge Values

We set ourselves challenging goals, are agile and resilient, to achieve our personal best.  
By respecting one another we enhance our experience and benefit from different perspectives.  
We take individual responsibility, ensuring team delivery.  
By respecting our environment, our world, we make a difference.  
We celebrate positive contribution and aspire to excellence.  
We are morally and ethically responsible in scientific and environmental innovation.

Review date: October 2017

Policy Statement (to be read in conjunction with The SEND, First Aid and Educational Visits and Trips policies)

1. **This College is an inclusive community that welcomes and supports students with medical conditions.** The UTCC provides all students with any medical condition the same opportunities as others at college. We adhere to the DFE statutory guidance in the 2014 document 'Supporting Students with Medical Needs. Where students have SEN or are disabled we comply with the relevant statutory guidance.

The college makes sure all staff understand their duty of care to student and young people in the event of an emergency.

We understand that certain medical conditions are debilitating and potentially life threatening, particularly if poorly managed or misunderstood.

UTCC understands the importance of medication and care being taken as directed by healthcare professionals and parents.

Staff with a duty of care understand the medical conditions that affect students at this college. Staff receive training on the impact medical conditions can have on students.

The college understands that students with the same medical condition will not have the same needs.

**2. All students with a medical condition have a medical information form and those with more significant condition, a medical care plan. These require different levels of intervention.**

- All students will have an information plan (medical form) which identifies the condition, symptoms, triggers and whether there is medication, what it is and how it is administered. This is completed by a parent and is uploaded onto the college information system (SIMS) so that all staff have access to this information as well as first aid trained staff (Medical Tracker)
- Where a medical condition has an impact on a student's college life, confidence, personal development, wellbeing, learning, behaviour or classroom performance or there is the potential for emergency intervention a detailed medical care plan is written. Like the information plan this is made available to staff on the college information system (SIMS) and to first aid trained staff through the Medical Tracker system.
- The medical care plans will be created in September (Health and Safety Officer, Director of Progress and Medical Needs Administrator) through an initial discussion with student and family around risks. This may trigger a formal risk assessment.
- The plans will be reviewed in July.
- The care plan will be reviewed more frequently than annually if needs change
- The Plans are reviewed by the Director of Progress and Risk Assessments by the Safety Officer

**3. All staff understand and are trained in what to do in an emergency for student with medical conditions at this college and in the college's general emergency procedures and there is clear guidance about record keeping.**

- Relevant staff receive training in what to do in an emergency and this is refreshed at least once a year.
- A student's care plan should, explain what help they need in an emergency. The plan will accompany a student should they need to attend hospital.

- 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 student taken to hospital by ambulance. They will not take students to hospital in their own car.
- Parents at this college are asked if their child has any medical conditions on the enrolment form.
- The college has a centralised register of information and care plans, and the Director of Progress has the responsibility for this process.
- This college seeks permission from parents before sharing any medical information with any other party (except medical professionals) and keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.

**4. UTCC 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.**

- This college is committed to providing a physical environment accessible to students with medical conditions and students are consulted to ensure this accessibility. This college is also committed to an accessible physical environment for out-of-college activities.
- This college makes sure the needs of students with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended college 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 college's bullying policy, to help prevent and deal with any problems. They use opportunities such as Challenge, PSHE and science lessons to raise awareness of medical conditions to help promote a positive environment.
- This college 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 out-of-college clubs and team sports.
- This college understands that all relevant staff are aware that students should not be forced to take part in activities unless a medical condition indicates the contrary. 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.
- This college makes sure that students with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at college as any other student, and that appropriate adjustments and extra support are provided.
- All college staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a student's medical condition. This college will not penalise students for their attendance if their absences relate to their medical condition.
- This college makes sure that a risk assessment is carried out before any out-of-college 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.

- The care plan details an individual student's triggers and details how to make sure the student remains safe throughout the whole college day and on out-of-college activities. Risk assessments are carried out on all out-of-college activities, taking into account the needs of students with medical needs.
- This college reviews all medical emergencies and incidents to see how they could have been avoided, and changes college policy according to these reviews if necessary.

**5. Where a student is returning to college following a period of hospital education or alternative provision (including home tuition), this college will work with the local authority and education provider to ensure that the student receives the support they need to reintegrate effectively.**

- This college works in partnership with all relevant parties including the student (where appropriate), parent, the Governing Body, all college staff, catering staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.
- This college is committed to keeping in touch with a student when they are unable to attend college because of their condition.

**UTCC has clear guidance on providing care and support on the administration and storage of medication in Appendix 2 of the First Aid policy.**