

Medical Conditions and Educational Visits Policy

Reviewed By: Assistant Principal (Compliance and Operations), EVC
Review Date: June 2021
Next Review: June 2022

Circulation: This policy has been adopted by the governors and is available to parents on request. It is addressed to all members of staff and volunteers and applies wherever they are working with children.
‘Parents’ refers to parents, guardians and carers.

This policy should be read in conjunction with the Alpha Plus educational visits planning procedure.

Students with ongoing medical conditions are encouraged to participate in college trips, both educational and social, including those involving overnight stays.

The visit leader of any day, evening or residential/overnight trips MUST complete a briefing meeting with the college nurse a minimum of three working days before departure (minimum 1 week if overseas).

The party leader should bring all consent forms to a meeting with the college nurse – the college nurse will check and cross-reference the medical information and return the consent forms.

Following the meeting the college nurse will prepare a detailed medical information list for teachers to take with them. Relevant information will include allergy and dietary information, relevant medical history, medicine administration and vaccination status. All relevant health needs will be discussed with the teacher in charge of outing. Consideration may also be given to inviting the parents into college to discuss how their child's medical requirements may be met, particularly in the case of overnight or overseas trips.

It may be appropriate to amend or increase the staffing requirements if a student has complex medical needs.

Student's medical needs will be incorporated into the risk assessment, using the care plan if necessary.

The College Nurse will provide a medical letter allowing autoinjector pens, insulin pumps and vials of insulin to be taken on flights.

Overseas visits: It is advisable to have a master copy of the parental consent form in the language of the country visited. Where a student requires and has a specific medical care plan, this should be available in the host language if possible.

MEDICATION

All medication should be handed to the teacher in charge of the outing at a pre-arranged time. If a student requires medication to be given during the trip, it is the parents/guardians' responsibility to give specific written consent and provide the necessary information. This includes:

- *clear instructions about medicine, dose, frequency and reason for administration.

*adequate supply of medicine for duration of trip to be provided by parents/guardians and amounts recorded. This should be in original container with named pharmacy label and clear expiry date.

*homely/over-the-counter medicines supplied by the student should be clearly labelled.

The College Nurse will usually supply any homely medication required by boarding students.

Self-medicating – if a parent/guardian agrees to a student self-medicating and being responsible for storage of own medicine, this has to be stated on the consent forms. Staff will need to be aware of any student 'self-medicating' and confirm that safe procedures are being adhered to. It should be made clear to the students that there should be no sharing of medications with other students and that when medication is taken the student should notify the staff member.

All staff in charge of storage and administration of medicines will need to undergo medicine training with the College Nurses in order to take responsibility. This will include safety aspects and procedures to take if any problems such as contra-indications, reactions and omissions occur. All administration of medication is recorded on the forms supplied.

The college nurse will provide additional information and training as required for specific medical needs eg

Asthma and use of inhalers

Epi/ jext pen training and anaphylaxis first aid

Information on other medical conditions as required, eg diabetes/epilepsy.

First aid Kits

The college nurse or the office supervisor will supply First Aid kits appropriate for the number of students on trip, the activities undertaken and the length of the trip. The college nurse will prepare kits and arrange to get them to the trip leader. The trip leader must assume responsibility for the kits until they are returned to the college nurse. The college nurse and the trip leader should discuss if there is any additional/extra equipment they require.

The college nurse must check the kits on return and restock as necessary. All kits are labelled and should be signed in and out by the college nurse or the office supervisor.

Vaccinations

The college nurse will check if additional vaccinations are required for any of the overseas trips.

Students should ideally have had both doses of the Covid vaccine before overnight trips.

The college nurse will arrange for boarders and any students registered at the GP practice near the college to have these additional vaccinations (see immunisation protocol).

All students are required to have an up to date Tetanus vaccination to attend college trips. Any students without an up to date DPT (diphtheria, pertussis and tetanus) will be allowed on a trip only at the teacher's discretion. All students attending trips such as D of E, outdoor activity trips must have an up to date DPT.

COLLEGE TRIPS MEDICAL CHECK LIST

NAME AND DATE OF TRIP:

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TRIP LEADER:

- Inform nurse of trip in advance, if phones are needed for the trip discuss which phone numbers will be taken so that this information can be used to give to parents by the trip leader
- Collect consent forms if appropriate and arrange to discuss with nurse, meet with nurse at least 3 working days before departure to discuss all medical aspects. (minimum 2 weeks if overseas)
- Nurse to cross check consent forms and prepare medical information list for trip
- Staff to have medicines/ first aid training as necessary e.g. asthma/anaphylaxis management
- Parents to supply medicines for day students- the college nurse will organise this
- Nurses to supply medicines for boarders
- Nurse to supply homely medicines and forms to record all medication given.
- Arrange collection of first aid kits/medicines/phones/ covering letters from nurses and parents, approximately 24 hours before departure
- After the trip the trip leader should return all first aid kits, medical forms, and remaining medications to the college nurses

Trip medical form to include information on:

- Name and year of student
- Consent for emergency treatment
- Relevant medical/health information
- Known allergies/sensitivities
- Vaccination/tetanus status including Covid vaccination status (for overnight/outward bound or overseas trips)
- Dietary requirements/restrictions
- Travel sickness
- Details of students own medicines – regular/as required/emergency/self-medicating/administration/storage
- Homely medicines supplied and administration forms.