



London Design & Engineering UTC

First Aid & Medicine Policy

Prepared by	Patrick Bishop, Facilities Manager
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Version Control Table

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1.1	15/10/2020	Jimmy Adebowale	Annual review of policy
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7.0	27/11/2025		The version approved by the Committee

Guidance on Version Control:

Versions are 0.1, 0.2, etc until such point as the document is approved. Then it becomes version 1.0.

Subsequent edited versions become 1.1, 1.2, or, if it's a major update, 2.0.

FIRST AID & MEDICINE POLICY

Policy Coverage

THE POLICY APPLIES TO OR COVERS THE FOLLOWING GROUPS			
Type of Learner	Tick (✓)	Type of Stakeholder	Tick (✓)
Key Stage 3 (KS3) Carousel	✓	Teaching Staff	✓
Key Stage 4 (KS4) GCSE	✓	Education Support Staff	✓
Key Stage 5 (KS5) Level 2	✓	Administrative Support Staff	✓
Key Stage 5 (KS5) Level 3	✓	Directors	✓
Key Stage 5 (KS5) A Levels	✓	Employers	✓
Apprentices	✓	Visitors / Contractors	✓

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1. Statement of Intent

The Board of Directors and CEO/Principal of the London Design and Engineering UTC (LDE UTC) believe that ensuring the health, safety and welfare of staff, learners, and visitors is essential to the success of the College.

We are committed to:

- Complete first aid needs risk assessments for every significant activity carried out.
- Providing adequate provision for first aid for learners, staff and visitors.
- Ensuring that learners with medical needs are fully supported at College and suitable records of assistance required and provided are kept.
- First-aid materials, equipment and facilities are available, according to the findings of the risk assessment.

Procedures for administering medicines and providing first aid are in place and are reviewed regularly.

We will ensure all staff (**including supply staff**) are aware of this policy, and that sufficient trained staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations.

We will also make sure that the College is appropriately insured and that staff are aware that they are insured to support learners in this way.

In the event of illness, a staff member will accompany the learner to the College office/medical room. In order to manage their medical condition effectively, the College will not prevent learners from eating, drinking or taking breaks whenever they need to.

The college also has a Control of Infections Policy, which may also be relevant, and staff should be aware of.

2. Roles and Responsibilities

2.1 The Board of Directors

- The Board has ultimate responsibility for health and safety matters - including First Aid.
- Ensure the first aid needs risk assessment and provisions are reviewed annually and/or after any operational changes, to ensure that the provisions remain appropriate for the activities undertaken.
- Provide first aid materials, equipment and facilities according to the findings of the risk assessment.
- Ensure that college leaders consult health and social care professionals, learners and parents to ensure that the needs of young people with medical conditions are properly understood and effectively supported.

2.2 The Principal and the Facilities Manager

The Principal has overall responsibility for First Aid provision on-site. In practice, responsibility for First Aid is delegated to the Facilities Manager, who manages the college's first aid on a

day-to-day basis. The Facilities Manager has specific areas of responsibility, but has delegated defined duties to support staff.

- Carry out an assessment of first aid needs appropriate to the circumstances of the workplace, review annually and/or after any significant changes.
- Ensuring that an appropriate number of appointed persons and/or trained first aid personnel are present at all times and that their names are prominently displayed throughout the college.
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role.
- Work with the Principal to determine the training needs of LDE UTC staff.
- Ensuring all staff are aware of first aid procedures.
- Ensuring appropriate risk assessments are completed, and appropriate measures are put in place.
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place.
- Ensuring that adequate space is available for catering to the medical needs of learners.
- Reporting specified incidents to the Health and Safety Executive (HSE), when necessary.

2.3 The Office Manager/Senior First Aider

- Ensure that learners with medical conditions are identified and properly supported in the UTC, including supporting staff in implementing a learner's Healthcare Plan.
- Administer first aid and medicines in line with current training and the requirements of this policy.
- Periodically check the contents of each first aid box and any associated first aid equipment (e.g. Defibrillators) and ensure these meet the minimum requirements, quantity and use-by dates and arrange for replacement of any first aid supplies or equipment that have been used or are out of date.
- Assist with completing accident report forms and investigations.
- Notify the manager when going on leave to ensure continual cover is provided during the absence.

2.4 Appointed person(s) and first aiders

The appointed persons are responsible for:

- a) Taking charge when someone is injured or becomes ill
- b) Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- c) Ensuring that an ambulance or other professional medical help is summoned, when appropriate

First aiders are trained and qualified to carry out the role and are responsible for:

- a) Acting as first responders to any incidents, they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment.

- b) Sending learners home to recover, where necessary
- c) Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident.
- d) Keeping their contact details up to date.

2.5 Staff Trained to Administer Medicines

Members of staff in the LDE UTC who have been trained to administer medicines must ensure that:

- a) Only prescribed medicines are administered, and the trained member of staff is aware of the written parental permission outlining the type of medicine, dosage and the time the medicine needs to be given.
- b) Wherever possible, the learner will administer their own medicine under the supervision of a trained member of staff. In cases where this is not possible, the trained staff member will administer the medicine.
- c) If a learner refuses to take their medication, staff will accept their decision and inform the parents accordingly.
- d) Records are kept of any medication given.

2.6 Other Staff

- Ensuring they follow first aid procedures.
- Ensuring they know who the first aiders in the LDE UTC are and contact them straight away.
- Completing accident reports for all incidents they attend to where a first aider is not called.
- Informing the Principal or their manager of any specific health conditions or first aid needs.

2.7 Mental Health First Aider

2.7.1. The appointed persons are responsible for:

- Provide mental health first aid as needed, at their level of competence, and training.
- Providing help to prevent mental health issues from becoming more serious before professional help can be accessed
- Promoting the recovery of good mental health
- Providing comfort to an individual with a mental health issue also acts as an advocate for mental health in the workplace, helping reduce stigmas and enact positive change.
- Escalate and document any matters if required within a suitable timeframe.
- Ensure they maintain confidentiality as appropriate.
- Be carried away from their normal duties at short notice
- Listen non-judgmentally

3. The First Aid Team

The members of staff in the College who are trained in First Aid are:

First Name	Surname	Role	Qualification
Abdoulaye	Taylor	Head of Year 9	Emergency First Aid at Work
Andy	Payne	Teacher – Science	Emergency First Aid at Work
<i>Carla</i>	<i>Doak</i>	Assistant Head of Year	<i>First Aid at Work</i>
Cayna	Jassi	Exams, Admissions & Data Assistant	Emergency First Aid at Work
<i>Clive</i>	<i>Mendes</i>	Site Supervisor	<i>First Aid at Work</i>
Famida	Noor Mahomed	Teacher – DT & Engineering	Emergency First Aid at Work
<i>Hitesh</i>	<i>Patel</i>	Science Technician	<i>First Aid at Work</i>
Jackson	N'Lombe	Site Supervisor / Workshop Technician	Emergency First Aid at Work
<i>Lauren</i>	<i>Joseph-Johnson</i>	Receptionist & Administrator	<i>First Aid at Work</i>
<i>Linnet</i>	<i>Chu</i>	Office Manager	<i>First Aid at Work</i>
Mark	Walker	Curriculum Lead - Engineering	Emergency First Aid at Work
Nazmin	Chowdhury	Teacher – Maths	Emergency First Aid at Work
Oluyomi	Ewedemi	Teacher – Apprentices	Emergency First Aid at Work
Priscilla	Tibo	Cover Coordinator & Cover teacher	Emergency First Aid at Work
Sarah	Bellgard	Industry Placement Coordinator	Emergency First Aid at Work
Sian	Cullen	Assistant Head of Year – Sixth Form	Emergency First Aid at Work
Stewart	MacDonald	Head of Year 11	Emergency First Aid at Work
Tony	Green	Assistant Head of Pastoral	Emergency First Aid at Work
Warren	Morgan	Learner Support Coach	Emergency First Aid at Work
William	Plange-Rhule	Curriculum Lead - Design	Emergency First Aid at Work

The First Aid at Work qualification is a more comprehensive qualification, and the College policy is to have at least one such qualified member of staff on site at all times. Emergency

first aiders have sufficient training for most scenarios that are likely to occur within the college and on educational trips. At all times, any first aider will only operate within the bounds of their training. The Office Manager, as senior first aider, will consider the adequacy of the level of provision at any one time and evaluate whether any further mitigation is required. In the event of an emergency, the emergency services will be called via 999.

4. First Aid Boxes

The first aid posts are located in:

- LDE.G.20 Medical Room
- LDE.G.27 Fab Lab Metal
- LDE.G.23 Fab Lab Wood
- LDE.1.30 Electronics Lab
- LDE.2.28 Science Prep Room
- LDE.G.39 Kitchen
- T Level Building Reception
- T Level Building 1st Floor Upholstery

5. Medication

Learners' medication is stored in:

- The Medical Room (LDE.G.20 near reception)

6. First Aid

In the case of a learner accident, the procedures are as follows:

- The member of staff on duty calls for a first aider, or if the learner can walk, takes them to a first aid post and calls for a first aider.
- The first aider administers first aid and records details using our accident/incident form.
- If the learner has had a bump on the head, they must be given a "bump on the head" note.
- Full details of the accident are recorded online via our accident incident form [click here](#)
- If the learner has to be taken to the hospital or the injury is 'work' related, then the accident is reported to the Principal.
- If the incident is reportable under RIDDOR (*Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013*), then as the employer, the Principal will arrange for this to be completed.

First Aid Needs Risk Assessment

- The college will ensure a first aid needs risk assessment is completed to establish if there is adequate and appropriate first aid provisions in place.
- The college will ensure this assessment is reviewed when significant changes occur.
- A sufficient number of staff will be trained in First Aid at Work and/or Emergency First Aid at Work as per the outcome of the first aid risk assessment. Refresher training will be provided as required.
- A sufficient number of staff will receive specialist training as identified with the first aid needs risk assessment or as required within learners' individual health care plans.

7. Insurance Arrangements

The College's employer's liability insurance policy provides indemnity for staff acting as First Aiders or emergency aiders as defined above. First aiders must ensure that any treatment they give is administered in accordance with the training they have received. So long as treatment is administered with good intent and in accordance with current good practice, the LDE UTC's insurers will support the actions of its employees in the event of a legal case relating to first aid treatment.

8. Educational Visits

In the case of a **residential visit**, the residential first aider will administer First Aid. Reports will be completed in accordance with procedures at the Residential Centre. In the case of **day visits**, a trained First Aider will carry a travel kit in case of need.

Where identified within an educational visit First Aid Needs Assessment, the Lead First Aider will arrange for additional equipment such as EPI-Pens, inhalers, as relevant to health care plans.

9. Administering Medicines in the College

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

Prescribed medicines may be administered in college (by a staff member appropriately trained by a healthcare professional) where it is deemed essential. Most prescribed medicines can be taken outside of normal College hours. Wherever possible, the learner will administer their own medicine under the supervision of a member of staff. In cases where this is not possible, the staff member will administer the medicine.

If a learner refuses to take their medication, staff will accept their decision and inform the parents accordingly.

In all cases, we must have written parental permission outlining the type of medicine, dosage and the time the medicine needs to be given. These forms are available in the College office.

Staff will ensure that records are kept of any medication given. Medication, e.g. for pain relief, will never be administered without first checking maximum dosages and when the previous dose was taken.

Non-prescribed medicines may not be taken in the College except for paracetamol with parental permission.

10. Storage/Disposal of Medicines

Wherever possible, learners will be allowed to carry their own medicines/ relevant devices or will be able to access their medicines quickly and easily from the medical room, by asking the front office/reception staff.

All medicines should be stored safely. Learners should know where their medicines are at all times and be able to access them immediately. The learner will always be informed of exactly where the medicine is being kept.

Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to learners from the medical room (not locked away in that room), however access to the room will only be with a staff member (someone from reception will always be available for this).

Where a learner has been prescribed a controlled drug, they may legally have it in their possession if they are competent to do so, but passing it to another learner for use is an offence. This will be monitored by the teaching staff and pastoral team. Where it is deemed that the learner is not able to keep it in their possession, the College will otherwise keep controlled drugs that have been prescribed for a learner securely stored in the locked medical cabinet within the medical room, and only the front office staff and pastoral team will have access to this. Controlled drugs will be easily accessible in an emergency. A record will be kept by the Office Manager of any doses used and the amount of the controlled drug held.

Asthma inhalers will be held by the College for emergency use, as per the Department of Health's protocol.

11. Accidents/Illnesses Requiring Hospital Treatment

If a learner has an incident which requires urgent or non-urgent hospital treatment, the College will be responsible for calling an ambulance in order for the learner to receive treatment. When an ambulance has been arranged, a staff member will stay with the learner until the parent arrives, or accompany a learner taken to hospital by ambulance if required.

Parents/carers will then be informed, and arrangements made regarding where they should meet their learner. It is vital, therefore, that parents provide the College with up-to-date contact names and telephone numbers.

12. Defibrillators

Defibrillators are available within the College as part of the first aid equipment. First aiders are trained in the use of defibrillators.

13. Learners with Special Medical Needs – Individual Healthcare Plans

Some learners have medical conditions that, if not effectively managed, could limit their access to education. These young people may be:

- Epileptic
- Asthmatic
- Have severe allergies, which may result in anaphylactic shock
- Diabetic
- Special educational needs (SEN)

Such learners are regarded as having medical needs. Most young people with medical needs are able to attend College regularly and, with support from the College, can take part in most College activities, unless evidence from a clinician/GP states that this is not possible.

The College will consider what reasonable adjustments it might make to enable young people with medical needs to participate fully and safely on college visits. A risk assessment will be used to take into account any steps needed to ensure that learners with medical conditions are included.

The College will not send learners with medical needs home frequently or create unnecessary barriers to learners participating in any aspect of the College's life.

However, College staff may need to take extra care in supervising some activities to make sure that these learners, and others, are not put at risk.

An individual health care plan (IHP) and an Education, Health and Care plan (EHCP) can help the College identify the necessary safety measures to support learners with medical needs and ensure that they are not put at risk. The College appreciates that learners with the same medical condition do not necessarily require the same treatment. Not all learners with special needs will require an IHP or EHC. It will be agreed with a healthcare professional and the parents when an IHP or EHC would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the Principal will make the final decision. Where a student has SEN but does not have a statement or EHC plan, their special educational needs should be mentioned in their IHP.

Parents/guardians have prime responsibility for their learner's health and should provide the College with information about their learner's medical condition. Parents, and the learner, if they are mature enough, should give details in conjunction with the learner's GP and Paediatrician.

The pastoral team will follow the College's SEN Policy with regard to such learners. Procedure that will be followed when the College is first notified of a learner's medical condition.

14. Emergency Procedures

Staff will follow the college's normal emergency procedures (for example, calling 999).

Each learner's IHP will clearly set out what constitutes an emergency and will explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures.

If a learner needs to be taken to the hospital, staff will stay with the learner until the parent arrives or accompany the learner to the hospital by ambulance.

15. Accident Recording and Reporting

First aid and accident record book

- a) An accident form will be completed by the relevant member of staff on the same day or as soon as possible after an incident resulting in an injury. If it is a serious or significant incident, the parent or carer will be informed either by a telephone call or a letter
- b) As much detail as possible should be supplied when completing the accident form – which must be completed fully.
- c) A copy of the accident report form will also be added to the learner's educational record by the relevant member of staff.
- d) Records held in the first aid and accident book will be retained by the College for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

Reporting to the HSE

- a) The Principal will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).
- b) The Principal will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 15 days of the incident. Reportable injuries, diseases or dangerous occurrences include:
 - o Death
 - o Specified injuries, which are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
 - Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident).

Where an accident leads to someone being taken to the hospital, or Near-miss events that do not result in an injury but could have done. Examples of near-miss events include, but are not limited to:

- The collapse or failure of load-bearing parts of lifts and lifting equipment.
- The accidental release of a biological agent likely to cause severe human illness.
- The accidental release or escape of any substance that may cause a serious injury or damage to health.

- An electrical short circuit or overload causing a fire or explosion.
- c) Information on how to make a RIDDOR report is available here:
<https://www.hse.gov.uk/riddor/report.htm>

Notifying parents

The first aider who has administered the first aid check will inform the parent/carer of any accident or injury sustained by the learner, and any first aid treatment given, on the same day.

Reporting to Ofsted and child protection agencies

The Principal will notify the relevant Local Authority of any serious accident or injury to, or the death of, a student while in the LDE UTC care.

16. Review Procedures

The First Aid and Medicines Policy for London Design and Engineering UTC is to be reviewed annually by the Principal.

17. Amendments

The Policy Document has been amended in light of updated guidance on supporting learners with medical conditions, drafted by the Department for Education for maintained schools and proprietors of academies in England. It is the responsibility of the Principal to ensure that the complete amendment is incorporated into all copies of the document and recorded accordingly on the Amendment Sheet. Copies of pages made redundant by the amendment are to be disposed of immediately and not to be retained for any reason.

18. Distribution of Copies

Master Copy	Principal
Copy One	Office Manager
Copy Two	All First Aiders
Electronic Copy	On Staff SharePoint Policies folder – all staff

The Policy Document will be accessible to parents if requested or deemed necessary

19. Conclusion

This First Aid and Medicine policy reflects LDE UTC's serious intent to accept its responsibilities in all matters relating to the management of first aid and the administration of medicines. The clear lines of responsibility and organisation describe the arrangements which are in place to implement all aspects of this policy.

The storage, organisation, and administration of first aid and medicines provision is taken very seriously. LDE UTC carries out regular reviews to check that the systems in place meet the objectives of this policy.

This policy should be read in conjunction with the following documents;

- Allergy policy
- Health & Safety policy
- Educational visits policy
- Well-Being policy”

Appendix: Forms

Form 1:	Contacting Emergency Services
Form 2:	Health Care Plan
Form 3:	Parental agreement for the college to administer medicine
Form 4:	Record of regular medicine administered to an individual learner
Form 5:	Indications for the administration of medication during epileptic seizures
Form 5A:	Epileptic seizure chart
Form 6A:	Emergency instruction for an allergic reaction - EpiPen®
Form 6B:	Emergency Instructions for an allergic reaction - Anapen®
Form 7:	Medication given in College (note to parent/carer)
Form 8:	Record of staff training

FORM 1: Contacting Emergency Services

Request for an Ambulance

Dial 999, ask for ambulance and be ready with the following information:

1. Your telephone number:

2. Give your location as follows:

London Design & Engineering UTC
15 University Way
London
E16 2RD

3. State that the postcode is:

E16 2RD _____

4. Give exact location in the school (insert brief description)

Large black building at the far west of the University of East London
Docklands Campus on the north dockside of Royal Albert Dock

5. Give your name: _____

6. Give name of child and a brief description of child's symptoms

7. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to the casualty

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

Put a completed copy of this form by the telephone

FORM 2: Health Care Plan

Health Care Plan

College	
Learner Name & Address	
Date of Birth	
Class	
Medical Diagnosis	
Triggers	
Who Needs to Know About the Learner's Condition & What Constitutes an Emergency	
Action to Be Taken in Emergency and by whom	
Follow-Up Care	
Family Contacts Names Telephone Numbers	
Clinic/Hospital Contacts Name Number	
GP Name Number	
Description of medical needs, signs and symptoms	
Daily Care Requirements	

Who is Responsible for Daily Care	
Transport Arrangements <i>If the learner has a life-threatening condition, specific transport healthcare plans will be carried on vehicles</i>	
College Trip Support/Activities Outside College Hours (e.g. risk assessments, who is responsible in an emergency)	
Form Distributed To	

Date _____

Review date _____

This will be reviewed at least annually or earlier if the learner's needs change

Arrangements that will be made in relation to the learner travelling to and from College. *If the learner has a life-threatening condition, specific transport healthcare plans will be carried on vehicles*

FORM 3: Parental Agreement for LDE UTC to Administer Medicine

Parental agreement for London Design & Engineering UTC to administer medicine (one form to be completed for each medicine)

The College will not give your child medicine unless you complete and sign this form.

Name of child _____

Date of Birth _____/_____/_____

Medical condition or illness _____

Medicine: To be in the original container with the label as dispensed by the pharmacy

Name/type and strength of medicine
(as described on the container) _____

Date commenced _____/_____/_____

Dosage and method _____

Time to be given _____

Special precautions _____

Are there any side effects that the
College should know about? _____

Self-administration Yes/No (delete as appropriate)

Procedures to take in an emergency _____

Parent/Carer Contact Details:

Name _____

Daytime telephone no. _____

Relationship to child _____

Address _____

I understand that I must deliver the medicine safely to the College office

The above information is, to the best of my knowledge, accurate at the time of writing, and I give consent to appropriately trained College staff administering medicine in accordance with the College policy. I will

inform the College immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent's signature

Print Name

Date

FORM 4: Record of regular medicine administered to an individual learner

Name of College _____

Name of learner _____

Date of medicine provided by parent ____/____/____

Group/class/form _____

Name and strength of medicine _____

Quantity returned home and date _____

Dose and time medicine to be given _____

Staff signature _____

Signature of parent _____

Date	___/___/___	___/___/___	___/___/___
Time given	_____	_____	_____
Dose given	_____	_____	_____
Name of member of staff	_____	_____	_____
Staff initials	_____	_____	_____
Observations/comments	_____	_____	_____
Date	___/___/___	___/___/___	___/___/___
Time given	_____	_____	_____
Dose given	_____	_____	_____
Name of member of staff	_____	_____	_____
Staff initials	_____	_____	_____
Observations/comments	_____	_____	_____
Date	___/___/___	___/___/___	___/___/___
Time given	_____	_____	_____
Dose given	_____	_____	_____
Name of member of staff	_____	_____	_____
Staff initials	_____	_____	_____
Observations/comments	_____	_____	_____
Date	___/___/___	___/___/___	___/___/___
Time given	_____	_____	_____
Dose given	_____	_____	_____
Name of member of staff	_____	_____	_____

Staff initials	_____	_____	_____
Observations/comments	_____	_____	_____

Form 4 (continued)

Name of learner _____

Name and strength of medicine _____

Dose and time medicine to be given _____

Date	___/___/___	___/___/___	___/___/___
Time given	_____	_____	_____
Dose given	_____	_____	_____
Name of member of staff	_____	_____	_____
Staff initials	_____	_____	_____
Observations/comments	_____	_____	_____
Date	___/___/___	___/___/___	___/___/___
Time given	_____	_____	_____
Dose given	_____	_____	_____
Name of member of staff	_____	_____	_____
Staff initials	_____	_____	_____
Observations/comments	_____	_____	_____
Date	___/___/___	___/___/___	___/___/___
Time given	_____	_____	_____

Dose given	_____	_____	_____
Name of member of staff	_____	_____	_____
Staff initials	_____	_____	_____
Observations/comments	_____	_____	_____
Date	___/___/___	___/___/___	___/___/___
Time given	_____	_____	_____
Dose given	_____	_____	_____
Name of member of staff	_____	_____	_____
Staff initials	_____	_____	_____
Observations/comments	_____	_____	_____
Date	___/___/___	___/___/___	___/___/___
Time given	_____	_____	_____
Dose given	_____	_____	_____
Name of member of staff	_____	_____	_____
Staff initials	_____	_____	_____
Observations/comments	_____	_____	_____
Date	___/___/___	___/___/___	___/___/___
Time given	_____	_____	_____
Dose given	_____	_____	_____
Name of member of staff	_____	_____	_____
Staff initials	_____	_____	_____
Observations/comments	_____	_____	_____

FORM 5: Indication for Administration of Medication During Seizures

Name _____ D.O.B. _____

Initial medication prescribed: _____

Route to be given: _____

Usual presentation of seizures: _____

When to give medication: _____

Usual recovery from seizure: _____

Action to be taken if the initial dose is not effective: _____

This criterion is agreed with parents' consent. Only staff trained to administer seizure medication will perform this procedure. All seizures requiring treatment in College will be recorded. These criteria will be reviewed annually unless a change of recommendations is instructed sooner.

This information will not be locked away to ensure quick and easy access should it be required.

FORM 6A: EpiPen®

EMERGENCY INSTRUCTIONS FOR AN ALLERGIC REACTION

Learner's Name:

DOB:

Allergic to:

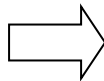
ASSESS THE SITUATION

Send someone to get the emergency kit, which is kept in:

IT IS IMPORTANT TO REALISE THAT THE STAGES DESCRIBED BELOW MAY MERGE INTO EACH OTHER RAPIDLY AS A REACTION DEVELOPS

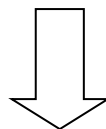
MILD REACTION

- Generalised itching
- Mild swelling of lips or face
- Feeling unwell/Nausea
- Vomiting



SEVERE REACTION

- Difficulty breathing/choking/coughing
- Severe swelling of lips/eyes/face
- Pale/floppy
- Collapsed/unconscious



ACTION

- Give _____ (Antihistamine) immediately
- Monitor the learner until you are happy he/she has returned to normal.
- If symptoms worsen, see – **SEVERE REACTION**

ACTIONS

1. Get _____ EpiPen® out and send someone to telephone 999 and tell the operator that the learner is having an

'ANAPHYLACTIC REACTION'

2. Sit or lay learner on the floor.
3. Take EpiPen® and remove the grey safety cap.
4. Hold EpiPen® approximately 10cm away from the outer thigh.
5. Swing and jab the black tip of the EpiPen® firmly into the outer thigh. MAKE SURE A CLICK IS HEARD AND HOLD IN PLACE FOR 10 SECONDS.
6. Remain with the learner until the ambulance arrives.
7. Place the used EpiPen® into the container without touching the needle.
8. Contact parent/carer as overleaf.

Emergency Contact Numbers

Mother:

Father:

Other:

Signed Principal: _____ Print Name: _____

Signed parent/guardian: _____ Print Name: _____

Relationship to learner: _____ Date agreed: _____

Signed Paediatrician/GP: _____ Print Name: _____

Care Plan written by: _____

Print Name: _____

Designation: _____

Date of review: _____

Date	Time	Given by (print name)	Observation/evaluation of care	Signed/date/time

Check expiry date of EpiPen® every few months

FORM 6B: ANAPEN®

EMERGENCY INSTRUCTIONS FOR AN ALLERGIC REACTION

Learner's Name: _____

DOB: _____

Allergic to: _____

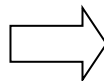
ASSESS THE SITUATION

Send someone to get the emergency kit, which is kept in:

IT IS IMPORTANT TO REALISE THAT THE STAGES DESCRIBED BELOW MAY MERGE INTO EACH OTHER RAPIDLY AS A REACTION DEVELOPS

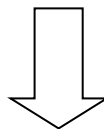
MILD REACTION

- Generalised itching
- Mild swelling of lips or face
- Feeling unwell/Nausea
- Vomiting



SEVERE REACTION

- Difficulty breathing/choking/coughing
- Severe swelling of lips/eyes/face
- Pale/floppy
- Collapsed/unconscious



ACTION

- Give _____ (Antihistamine) immediately
- Monitor the learner until you are happy he/she has returned to normal.

If symptoms worsen, see –
SEVERE REACTION

ACTIONS

1. Get _____ ANAPEN® out and send someone to telephone 999 and tell the operator that the learner is having an

'ANAPHYLACTIC REACTION'

2. Sit or lay the learner on the floor.
3. Get the ANAPEN® and remove the black needle cap.
4. Remove the black safety cap from the firing button.
5. Hold the ANAPEN® against the outer thigh and press the red firing button.
6. Hold the ANAPEN® in position for 10 seconds.
7. Remain with the learner until the ambulance arrives. Accompany the learner to the hospital in the ambulance.
8. Place the used ANAPEN® into the container without touching the needle.
9. Contact parent/carer as overleaf.

FORM 7: Medication given in College (note to parent/carer)

Medication given in College (note to parent/carer)

Name of College _____

Name of Learner _____

Group/class/form _____

Medicine given _____

Date and time given _____

Reason _____

Signed by _____

Print Name _____

Designation _____

Useful Contacts

Allergy UK

Allergy Help Line: (01322) 619898

Website: www.allergyuk.org

The Anaphylaxis Campaign

Helpline: (01252) 542029

Website: www.anaphylaxis.org.uk

Shine

Tel: (01733) 555988 (9am to 5pm)

Website: www.shinecharity.org.uk

Asthma UK (formerly the National Asthma Campaign)

Adviceline: **0300 222 5800** (Mon-Fri 9am to 5pm)

Website: www.asthma.org.uk

Council for Disabled Children

Tel: 020 7843 6000

Website: www.ncb.org.uk/cdc

Contact a Family

Helpline: 0808 808 3555

Website: www.cafamily.org.uk

Cystic Fibrosis Trust Tel: 020 3795 1555

Website: www.cftrust.org.uk

Diabetes UK

Careline: [0345123 2399](tel:03451232399)

(Weekdays 9am to 5pm)

Website: www.diabetes.org.uk

Department for Education

Tel: 0370 000 2288

Website: www.dfe.gov.uk

Department of Health

Tel: (020) 7210 4850

Website: www.dh.gov.uk

Disability Rights Commission (DRC)

DRC helpline: 08457 622633

Textphone: 08457 622 644

Fax: 08457 778878

Website: www.drc.org.uk

Epilepsy Action

Freephone Helpline: 0808 800 5050 (Monday – Thursday 9am to 4.30pm, Friday 9am to 4pm)

Website: www.epilepsy.org.uk

Health and Safety Executive (HSE)

HSE Infoline: (Mon-Fri 8am-6pm) 03000031747

Website: www.hse.gov.uk

Health Education Trust

Tel:

Website: <https://healtheducationtrust.org.uk/>

Hyperactive Children's Support Group

Tel: (01243) 551313

Website: www.hacsg.org.uk

MENCAP

Telephone: (020) 7454 0454

Website: www.mencap.org.uk

National Eczema Society

Helpline: 0870 241 3604 (Mon-Fri 8am to 8pm)

Website: www.eczema.org

National Society for Epilepsy

Helpline: (01494) 601400 (Mon-Fri 10am to 4pm)

Website: www.epilepsysociety.org.uk

Psoriasis Association

Tel: 0845 676 0076 (Mon-Thurs 9.15am to 4.45pm Fri 9.15am to 16.15pm) Website:

www.psoriasis-association.org.uk/