

First Aid and Student Welfare Information

Visiting Nurse

The College has a visiting School Nurse from The East Sussex Community Health Services. The Nurse is available by appointment most Tuesdays on college premises and is available to give confidential advice on issues such as bullying and relationships, diet, hearing and vision, substance misuse, sexual health and vaccinations etc.

First Aid

The College has a number of First Aiders headed by The Student Support Assistant who can be on hand if a child sustains an injury during school hours. However there is no nurse on site in the college and no clinic facilities. The First Aiders are unable to diagnose an injury but will use their judgment as to whether or not the student needs further medical attention and if parent/carers need to be informed. Parent/carers will be informed either by phone in the event of an emergency or by e-mail or letter, via the student, in non-urgent cases.

Student Illness

The team of First Aiders will endeavour to look after students who become unwell during college hours however please ensure that students known to be genuinely unwell are kept at home as we do not have the facilities to deal with this. We understand that it is sometimes not easy to make the right decision about sending students to college if they complain about feeling unwell. If you have any concerns then please feel free to discuss this with the Student Support Assistant at the beginning of the day. If a student becomes unwell and needs to go home they must see a member of the first aid team to authorise their leave and the college will contact the parent/carers. (Sixth Form students should also see a member of the first aid team to authorise absence in the event of illness but will be responsible themselves for informing parent/carers)

Medication

In line with East Sussex County Council guidelines and other schools in East Sussex, Uckfield Community Technology College is unable to provide or supply students with any form of medication which has not been prescribed or recommended by a health care professional and brought in from home. This includes paracetamol and ibuprofen and also includes all topical preparations such as deep heat and arnica cream. The college will of course continue to do all that it can to assist students with any first aid or medical issues.

Wherever possible, medication should not be brought into college. Ideally the medication should be prescribed in dose frequencies which enable it to be taken outside college hours, for example antibiotics that are prescribed three times per day may be taken at breakfast, dinner and bedtime. However, we do recognise that some students will require medication whilst at school in order to help minimise absences or because of a specific medical condition.

(continued)

Students who do require medication during college hours may either:

- **hold their own medication** - in order to do this parent/carers are required to complete a 'Parental Consent' form. This form can be found on the college website or can be obtained from The Student Support Assistant in college. By signing this form the parent/carer deems the student competent to self manage and carry their medication. The medication must be labelled with the student's name, the name and dose of the medication, and the frequency of dose. We would advise that medication held by students is kept to a bare minimum and your child should be made aware that on no account should they share their medication with any other students.

or

- **request that medication be held and administered by designated college staff** - in order to do this parent/carers are required to complete the 'Permission to Administer Medication' form. This form can be found on the college website or obtained from the Student Support Assistant at college. All medications administered by college staff are to be prescribed or recommended by a pharmacist, doctor or nurse. Whenever possible the medication should be brought into college by a responsible adult and the amount of medication recorded. The medication must be labelled with the student's name, the name and dose of the medication, and the frequency of dose. Medicines kept on college premises should be collected at the end of each term and returned at the beginning of the new term. It is a parental responsibility to ensure that the medication supplied is within its expiry date although the college will endeavour to keep parents informed if an expiry date is imminent.

Some students may need to keep emergency medication such as epi-pens and inhalers both on their persons and also keep a spare on the college premises in the first aid room with the necessary instructions for use.

The college will do all that it can to assist students with any first aid or medical issues but if you require any further information please feel free to ring The Student Support Assistant on 01825 764844 Ext 1221 or email office@uctc.org.uk to discuss any further concerns.