



Dō University Care, Support, and Medication Policy

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4. Status of this policy

1. Introduction

- 1.1 Dō University (hereinafter, the Group) seeks to facilitate the pursuit of education by students with a variety of medical conditions and needs. The Group recognizes that it must carefully assess each student's needs, the support they require, and whether they can reasonably be met.

This policy clarifies and limits the care and support the Group can provide to students and identifies parameters related to the administration and storage of medications they require during their stay at the Group.

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2. **Scope of this policy**

- 2.1. This policy applies to all students in the Group to ensure they are safely cared for throughout their Group trip and that all care procedures are carried out correctly.

This document should be read in conjunction with the Dō University Personal and Intimate Care Guidelines

3. **Policy statements**

3.1. **Admission and identification of needs**

The Group makes every effort to identify whether a student has medical needs, either before or at the beginning of the course.

Disclosure of a medical condition will be sent to the nurse from the school, who will assess the need and, if necessary, work with the student and/or parent/caregiver to develop a plan of attention, which will then be shared with relevant staff.

The Admission process aims to capture relevant information at a number of stages: in the application form, letters of recognition

Application, interview scheduling and registration.

The curricular area that is considering admitting a student with complex medical needs should involve the school nurse and external agencies according to what corresponds.

Complex medical needs that arise after admission to the Group, or which become evident, will be reviewed to determine whether the student in question can receive support from the Group. If, in the judgment of the Group, you cannot provide support to the student, his/her attendance may be suspended unless a

third party can provide you with appropriate support. If this is not possible
make a reasonable adjustment to facilitate access to the
students, an evaluation meeting will be held for
determine the best way to proceed.

When a disclosure has been made, any student

16 years or older, where If you would like to print a copy of this

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If possible, they should be asked for information about their needs or condition. medical. If the information provided by the student is not accurate or if suggests that the Group needs more information, its request should be made written consent for the Group to contact other parties for more information. For young people under 16 years of age, You should request information from the school or your parents. When, exceptionally, the student is considered unable to provide such assistance. For further information, the Group will request it from the parent/caregiver/advocate.

3.2. **Medications**

All students are allowed to bring their own prescription medications to the campus. They must carry their medications with them, unless, in circumstances exceptional cases, the Group has agreed on alternative measures. Only the nurse of Protection or the Protection Director may accept measures for the Group store medications.

In certain cases, and after consulting and obtaining the consent of the parents/carers and relevant healthcare professionals, may be appropriate for trained personnel to administer medications or prescribed treatments. This decision will be made by the nurse responsible for the protection.

Except in the cases mentioned, staff may not administer any type of medication to any student except those listed below and provided that he or she has received the relevant training. The student, if under 18 years, must have an individual care plan prepared by a specialist nurse.

- Buccal midazolam: for the prevention of status epilepticus in epilepsy

- Hydrocortisone sodium phosphate injection: for the treatment of adrenal crisis

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- Adrenaline auto-injections (AAI) should be administered by the person to whom they are given. whoever has been prescribed it. In case of anaphylactic shock, it can be administered by a member of staff who is trained and confident in using the device.

The Group's insurance only covers the administration of these medications by of properly trained personnel. Every member of the staff who performs any of the procedures mentioned above will require training through a training session organized by the Group or having the valid external accreditation.

Consent to administer emergency medications must be obtained in advance from the person concerned if they are over 16 years of age and competent under the Mental Capacity Act, or from their parents or guardians if they are a minor 16 years of age. Students are expected to administer their own medication, unless they are accompanied by caregivers who can do so. In the case of For students under 16 years of age, the school must provide a copy of the parental consent form and details of any medication, with or without a prescription, to the Head of Teaching and Learning for the provision of services to students aged 14 to 16, who will inform the member of the designated personnel who will oversee this.

3.3 **Support for personal needs**

The Group provides support for personal and intimate care.

The student may, by himself/herself (or a sponsoring entity/authority in his/her name), provide support staff for intimate care using the existing facilities of the Group. The Group will admit students who require assistance in using the toilet by a designated accompanying caregiver and qualified for this task.

When a student with complex needs attends any activity residential learning, you must be provided with at least the same level of support required within the Group's facilities. Where appropriate, if

The Group is not the one who provides the support within the group activity, this is will do.

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be supplied by the residential organization or the student at their own expense or at the expense of the sponsoring entity.

3.4 Caregiver Participation

In case of emergency or request for support, and to help the Group comply with their protection obligations, persons accompanying students with complex needs, whether they are their caregivers, advocates or support persons, must provide their personal details, including enhanced DBS, name, contact address and telephone number(s), in advance to the person responsible for Teaching and Learning corresponding to the area. The maximum number of caregivers linked to or supporting a student will be three.

Non-Group staff who come to the campus to act as a caregiver or assistant must have a criminal record check (DBS) current enhanced coverage, corresponding to the person you care for. The Group must request proof or confirmation of this verification if it has not been obtained through the Group; the course leader should note down the details.

Head of Learning Support and Head of Teaching and Learning relevant parties must be informed about all this information and keep a record of it. This ensures the protection of the children and adults at risk.

3.5 **Medical and confidential records**

While the student is studying at the Group, medical and confidential records must be kept in a locked filing cabinet in an office accessible only to designated staff.

Staff working with the student in question should be informed about your medical condition and consent, and where you can access the records.

Group personnel must not remove medical records or leave them in the office desks, etc. Should be kept locked.

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3.6Communication of information

Staff must treat medical information confidentially. Information about the student's health needs must be protected in accordance with current data protection legislation. Students must consent to this information being shared with relevant staff. This is done through a written declaration upon enrollment.

Medical information must be protected when properly communicated. Medical and other sensitive information should not be sent by mail.

plain text email. Attachments should be password protected and emails should be marked as confidential and encrypted.

Common law confidentiality rules apply

when information is transmitted to a third party; that is, once the information has been obtained consent, sensitive information about a student should only be shared with those who need it. However, the Protection Act, Health and Safety prevails over the law relating to the duty of confidentiality.

3.7Work experience

If work experience has been arranged for a student, the placement provider

Information about the student's education must be provided with the student's consent. medical condition before accepting the student.

3.8Apprentices

To provide workplace adjustments, the Employer must, with the student consent, to receive information about the medical condition before accepting the student.

3.9Emergency procedures

In case of a life-threatening medical emergency, call 999.

If a lifeguard is required, staff should contact them in the usual manner at each site.

A student under the age of 18 (or a vulnerable adult) must be transferred to the hospital accompanied by a staff member or a responsible adult, either by ambulance or taxi until their parent, guardian, or caregiver arrives. The taxi...

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Must be arranged and paid through the curriculum area or team accommodation if the student lives in university-managed accommodation.

The staff member must have a copy of any documentation that have the Group detail health needs and medication, if possible.

3.10 **Change in medical circumstances**

If significant changes occur in a student's medical condition during the academic year, the care plan will be reviewed. If significant changes occur that may impact the student's ability to complete their studies, a decision will be made to determine whether the Group can continue supporting them in their program of study. This may also occur in the case of environmental or personal circumstances and will be subject to the university's appropriate process.

4.

4.1 This Policy has been approved by the Group Leadership Team.

4.2 This Policy has been assessed for impact to ensure that it does not negatively affect staff or students on the basis of disability, gender, or race.

4.3 The operation of this Policy will be reviewed periodically by the Executive Director.
It may be reviewed and modified periodically.

Date of approval:	March 2025
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Approved by:	Group Leadership Team
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Date of implementation:	March 2025
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Review date:	March 2025
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