

Supporting Learners with Medical Conditions Policy

1. Aims

This policy aims to ensure that:

- Learners, staff, subcontractors, parents and carers understand how our college will support learners with medical conditions.
- Learners with medical conditions are properly supported to allow them access to the same education as other learners, including college trips and sporting activities.

The management team will implement this policy by:

- Making sure sufficient staff are suitably trained
- Making staff aware of learners' conditions, where appropriate
- Making sure there are cover arrangements to ensure someone is always available to support learners with medical conditions
- Ensure learners come to us with relevant Healthcare Plans (HCP) where required.

2. Legislation and statutory responsibilities

This policy meets the requirements under Section 100 of the [Children and Families Act 2014 \(legislation.gov.uk\)](https://legislation.gov.uk), which places a duty on governing boards to make arrangements for supporting learners at their college with medical conditions. It is also based on the Department for Education's statutory guidance [Supporting pupils at college with medical conditions \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

3. Roles and responsibilities

3.1 The management team

The management team has ultimate responsibility to make arrangements to support learners with medical conditions. Managers will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting learners with medical conditions.

3.2 The PLC Manager

The PLC manager will:

- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure there is a sufficient number of trained staff available to implement this policy.
- Make sure that college staff are appropriately insured and aware that they are insured to support learners in this way.
- Ensure that systems are in place for obtaining information about a learner's medical needs and that this information is kept up to date

3.3 Staff

Supporting learners with medical conditions during college hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to learners with medical conditions. This includes the administration of medicines. Those staff who support learners

with medical conditions will receive sufficient and suitable training in order to achieve the necessary level of competency before doing so.

Teachers and Teaching Assistants will take into account the needs of learners with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a learner with a medical condition needs support.

Our staff will

- Ensure that health and safety of learners and staff is properly controlled when it agrees to administer any medicines, through implementing this guidance on the safe administration, storage of medicines and return unused and out of date medicines to parents and carers.
- Only accept medicine into college in its original container as dispensed by a pharmacist/chemist in accordance with the prescriber's instructions.
- Only store, supervise and administer medicine that has been prescribed for an individual learner.
- Only undertake a request to administer a prescribed medicine when there is a written agreement and consent form from parent/carer and college are in agreement.
- The college will only undertake a request to administer a prescribed medication when the college is insured to do so.
- The college will ensure staff have undertaken any required training.
- College will only administer non-prescription medication only when it is Bonjela, Sudocrem or Ibuprofen.
- The college will ensure any staff who are to undertake procedures of a clinical nature must receive their training from a registered health professional.
- Send home all medication at the end of every half-term
- Ensure two trained members of staff check and sign when medication is administered
- Only administer medicine where there is written agreement between college and the parents/carers – Request to Administer Medication, and Consent and Medical Fitness for Personalised Learning.
- Ensure medicines are stored in accordance with product instruction, and in the original container in which dispensed.
- Ensure medicines are stored within a locked cabinet, fridge (in office) and locked back on trips outside of college.
- Administer medication according to guidelines/Health care plan
- Record all administration of medicine as per guidelines using medication form
- Dispose of any unused or out of date medication by returning the container to parents/carers
- Keep the key for the medicine cabinet safe and out of learners' reach
- Record when medicine comes in/goes out of college (staff, parents/carers and escorts to sign)

3.4 Parents and Carers

Parents and carers will:

- Provide the college with sufficient and up-to-date information about their child's medical needs
- For any emergency medication, an in date signed copy of the protocol needs to be provided to college before it can be administered by staff.
- Inform college of any changes to the administration of their child's medicine in writing
- Provide up-to-date emergency contact details and be contactable at all times

- Keep their child at home if they are unwell and free from sickness and diarrhoea for at least 48 hours
- Be responsible for the disposal of unused or out of date medication

3.5 Learners

Wherever possible, learners should be fully involved in discussions about their medical support needs.

Self-administer medication under staff supervision, if it is felt appropriate and agreement is given between college and parents/carers.

4. Equal Opportunities

Our college is clear about the need to actively support all learners with medical conditions to participate in college trips and visits, or in sporting activities, and not prevent them from doing so. The college will consider what reasonable adjustments need to be made to enable learners to participate fully and safely on college trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that learners with medical conditions are included. In doing so, learners, their parents/carers and any relevant healthcare professionals may be consulted.

5. Notification of medical condition

When the college is notified that a learner has a medical condition, two weeks' notice should be given to the college to enable measures to be put into place.

6. Healthcare Plans

All medical conditions need to be detailed within the Education and Healthcare Plan (EHCP).

The level of detail in the plan will depend on the complexity of the learner's condition and how much support is needed. The Hub Manager will consider the following when deciding what information to record on the EHCP:

- The medical condition, its triggers, signs, symptoms and treatments.
- The learner's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues.
- The level of support needed, including in emergencies.
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the learner's medical condition from a healthcare professional and cover arrangements for when they are unavailable.
- Arrangements for written permission from parents/carers and the hub manager for medication to be administered by a member of staff, or self-administered by the learner during college hours.
- Separate arrangements or procedures required for college trips or other activities outside of the normal college timetable that will ensure the pupil can participate, eg risk assessments.
- What to do in an emergency, including who to contact, and contingency arrangements.
- Medication must be sent into college on a half termly basis.

7. Managing medicines

Anyone giving a learner any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents/carers will always be informed.

The college will only accept prescribed medicines that are:

- In date
- Labelled with the learner's name from the pharmacy
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage.

The college will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely. Where appropriate learners will be informed about where their medicines are at all times and be able to access them immediately. Where learners are capable of understanding when they need medication, for example with asthma, they should be encouraged to tell staff what they need. However, this does not replace staff vigilance in knowing and responding to when a learner requires medication.

Medicines will be returned to parents/carers at the end of each half term and/or to arrange for safe disposal when no longer required.

Each classroom has a lockable, labelled medicine cabinet, accessible by staff. Where deemed necessary, there is a lockable fridge if medication needs to be refrigerated.

7.1 Controlled drugs

Controlled drugs are prescription medicines that are controlled under the Misuse of Drugs Regulations 2001 and subsequent amendments, such as morphine or methadone.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

Staff personal medication must be kept locked in their lockers.

7.2 Unacceptable practice

College staff should use their discretion and judge each case individually with reference to the learner's HCP, but it is generally not acceptable to:

- Prevent learners from easily accessing their inhalers and medication and administering their medication when and where necessary.
- Assume that every learner with the same condition requires the same treatment.
- Ignore the view of the learner or their parents/carers.
- Ignore medical evidence or opinion (although this may be challenged).
- Send learners with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal college activities
- Penalise learners for their attendance record if their absences are related to their medical condition, eg hospital appointments.
- Prevent learners from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively.
- Require parents/carers, or otherwise make them feel obliged, to attend college to administer medication or provide medical support to their child, including with toileting issues. No parent or carer should have to give up working because the college is failing to support their child's medical needs.

- Prevent pupils from participating or create unnecessary barriers to learners participating in any aspect of college life, including college trips, e.g. by requiring parents/carers to accompany their child.
- Administer, or ask learners to administer, medicine in college toilets.

7.3 Managing medicines on trips and outings

- Staff accompanying learners who require medication must be trained to administer medication
- Medication must be stored in a locked rucksack and staff should know how to access this.
- Copies of required protocols that detail information on how and when to administer medication should be carried within the locked rucksack.
- Medication should be signed in and out of college.

7.4 Administering non-prescribed medication

Over the counter or non-prescribed medication can be administered but medication forms will need to be completed by parents/carers prior to the medication being administered.

All non-prescribed medication is managed in the same way as prescribed medication and can only be administered where the college is insured to do so. Where a learner is capable of expressing symptoms that develop during the college day (e.g. headache, period pain, hay fever) and where they are not suggestive of any new or continuous complaint/infection, parents/carers will be contacted to ask for permission to administer medication, checking if any medication has already been taken. This will only be done if there is a signed agreement in place from parents/carers. The administering of this medication will be supervised by PLC staff.

7.5 Refusal

If a learner refuses to take their medication college staff will note this on the administrations of medication record. Parents/carers will be informed as soon as is reasonably possible so that they can make alternative arrangements.

8. Emergency procedures

Staff will follow the college's normal emergency procedures (for example, calling 999). All learners' EHCPs will clearly set out what constitutes an emergency and will explain what to do. If a learner needs to be taken to hospital, staff will stay with the learner until the parent/carer arrives or accompany the learner to hospital by ambulance.

9. Training

Staff who are responsible for supporting learners with medical needs will receive suitable and sufficient training to do so. The training will be identified during the induction or transition process. The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the Hub Manager. Training will be kept up to date.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the learners.
- Fulfil the requirement in the EHCP.
- Help staff to understand the specific medical conditions they are being asked to deal with, their implications and preventative measures.

All staff will be aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

10. Record keeping

Written records will be kept of all medicine administered to learners. Parents/carers will be informed if their child has been unwell at college.

EHCPs are kept in a readily accessible place which all staff are aware of.

11. Liability and indemnity

The Local Authority will ensure that the appropriate level of insurance is in place and appropriately reflects the college's level of risk.

The details of the college's insurance policy are:
Zurich Insurance, public liability and employer's liability.

12. Complaints

Parents/carers with a complaint about their child's medical condition should discuss these directly with the Hub Manager in the first instance. If the Hub Manager cannot resolve the matter, they will direct parents/carers to the college's complaint procedure.

13. Data protection

We will only share information about a medical condition with those staff who have a role to play in supporting that learner's needs. In some cases, eg allergic reactions, it may be appropriate for the whole college to be aware of the needs.

14. Links to other policies

This policy links to the following policies:

- Complaints
- First aid
- Health and safety
- Safeguarding

Allergens

We are aware that our learners may suffer from food, bee/wasp sting, animal or nut allergies and we believe that all allergies should be taken seriously and dealt with in a professional and appropriate way.

Our position is not to guarantee a completely allergen free environment, rather to minimise the risk of exposure, encourage self-responsibility, and plan for effective response to possible emergencies.

The underlying principles include:

- The establishment of effective risk management practices to minimise the learner, staff, family member and visitor exposure to known trigger foods and insects.
- Staff training and education to ensure effective emergency response to any allergic reaction situations.

This policy applies to all members of the college community:

- College staff

- Sub-contracted staff
- Parents/carers
- Volunteers
- Supply staff
- Learners

Definitions

Allergy – a condition in which the body has an exaggerated response to a substance (eg food and drug) also known as hypersensitivity.

Allergen – a normally harmless substance that triggers an allergic reaction in the immune system of a susceptible person.

Anaphylaxis – anaphylaxis or anaphylactic shock, is a sudden, severe and potentially life-threatening allergic reaction to food, stings, bites or medicines.

EpiPen – brand name for a syringe style device containing the drug Adrenalin, which is ready for immediate inter-muscular administration.

Minimised Risk Environment – an environment where risk management practices (eg risk assessment forms) have minimised the risk of (allergen) exposure.

Procedures and responsibilities for allergy management

The role of parents/carers

Parents/carers are responsible for providing in writing, on-going accurate and current medical information to the college.

Parents/carers are required to send written communication and meet with the college to confirm and detail the nature of the allergy, including:

- The allergen (the substance the learner is allergic to)
- The nature of the allergic reaction (from rash, breathing problems to anaphylactic shock)
- What to do in case of allergic reaction, including any medication to be used and how it is to be used
- Control measures – such as how the learner can be prevented from getting into contact with the allergen
- If a learner has an allergy requiring an EpiPen a medication form must be completed and signed by the parents/carers
- It is the responsibility of the parents/carers to provide the college with up-to-date medication/equipment clearly labelled in the original packaging.
- In the case of life saving medication like EpiPens, the learner will not be allowed to attend college without it.
- Parents/carers are also required to provide up to date emergency contact information
- Snacks brought into college are provided by each learner's parents/carers and it is their responsibility to ensure that the contents are safe for the learner to consume
- Parents/carers should liaise with staff about appropriateness of snacks and any food-related activities (e.g. cooking)

The role of staff

- Ensure that an EHCP is in place and includes information about allergies and that all staff working with that learner are aware of the actions to take and where medication is stored

- All staff are to promote hand washing before and after eating
- Snack time foods are monitored by staff and are peanut, nut and other allergens free depending on the learners attending. All staff should know the procedures at snack and lunch time to ensure the safety of learners with allergies. All staff/parents/carers will be informed if there is a severe allergy, eg to walnuts, and asked that they refrain from sending this into college.
- All tables are cleaned with an approved solution
- To attend EpiPen training
- Emergency medication should be easily accessible, especially at times of high risk
- Staff should liaise with parents/carers about snacks and any food-related activities

EpiPens

Changes in legislation (September 2017) now enable a college to purchase additional emergency epi-pens. The Department of Health 'Guidance on the use of adrenaline auto-injectors in colleges' (September 2017) states:

'Colleges may administer their 'spare' adrenaline auto-injector (AAI) obtained, without prescription, for use in emergencies, if available, but only to a learner at risk of anaphylaxis, where both medical authorisation and written parental consent for use of the spare AAI has been provided. The college's spare AAI can be administered to a learner whose own prescribed AAI cannot be administered correctly without delay. AAI's can be used through clothes and should be injected into the upper outer thigh in line with instructions provided by the manufacturer. If someone appears to be having a severe allergic reaction (anaphylaxis), you MUST call 999 without delay, even if they have already used their own AAI device, or a spare AAI. In the event of a possible severe allergic reaction in a learner who does not meet these criteria, emergency services (999) should be contacted and advice sought from them as to whether administration of the spare emergency AAI is appropriate. Any AAI's held by a college should be considered a spare/backup device and not a replacement for a learner's own AAI. Current guidance from the Medicines and Healthcare Products Regulatory Agency (MHRA) is that anyone prescribed an AAI should carry two of the devices at all times. This guidance does not supersede this advice from the NHRA and any spare AAI's held by a college should be in addition to those already prescribed to a learner.'

This is a discretionary change enabling colleges to do this if they wish and as such each learner requiring AAI will have their condition risk assessed and it determine if purchase of an AAI is necessary; outcomes will be written into a learner's EHCP and as such parents/carers aware of college provision.

Overview of medicine protocols

	Prescribed Medication	Prescribed medication requiring protocol	Non-prescribed medication – Bonjela, Sudocrem, Ibuprofen
Examples of	<ul style="list-style-type: none"> Antibiotics Pain killers for period pains Antihistamines for hay fever 	<ul style="list-style-type: none"> Painkillers for specific named conditions Asthma inhalers Epilepsy medication 	<ul style="list-style-type: none"> Paracetamol for period pains Hay fever medication
When should these be brought into college?	As required	Each half term	As required
Should they be locked away?	Yes	Yes	Yes
Is parental written consent required?	Yes, as required, but at least annually	Yes, annually or when medication changes	Yes
Permissions	Medication form	Medication form	Medication form
Who can sign medication into college?	Any member of staff		
Who can administer medication?	Anyone who has had the training		
How do we record medication?	Record on Medication Administration Record unless administration of emergency medication when parents/carers would be contacted		
Staff who have access to medical cabinets	All trained staff		

This guidance should be used in conjunction with ‘Managing the health care needs of children and young people – information, guidance and standards for colleges and settings’ document.

All medicines may be harmful to anyone for whom they are not appropriate. The aim of this guidance is to ensure the safe administration and storage of medicine at PLC.

Medicine should only be taken to college when essential; that is where it would be detrimental to a learner’s health if the medicine were not administered during the college day.

This policy will be reviewed annually. Next review due August 2026.