



SUPPORTING LEARNERS WITH MEDICAL CONDITIONS

Document Owner	Head of Valley College
Date implemented	Sept 2023
Review Cycle	Annual
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Associated documents	https://www.gov.uk/government/publications/supporting-learners-at-college-with-medical-conditions--3 This policy meets the requirements under Section 100 of the Children and Families Act 2014
Published on website	Yes
Purpose	To set out the College procedure on supporting learners with a medical condition
Scope	Learners, Staff, Directors and stakeholders
Equality, Diversity & Inclusivity	Valley College is committed to promoting equality, good relations and to challenging discrimination. This is reflected in all College policies, procedures, processes and practice. Equality, diversity and inclusivity are embedded throughout the organisation. This plan should be applied in accordance with this ethos. If you would like a copy of this document in a different format, such as large print, please contact the Valley College Office who will provide help with alternative formats.

Policy aims

This policy aims to ensure that:

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

The Director’s committee 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
- Providing supply tutors with appropriate information about the policy and relevant learners
- Monitoring individual healthcare plans (IHPs)

Roles and Responsibilities

The Directors Committee

The Director's committee has ultimate responsibility to make arrangements to support learners with medical conditions. The Directors committee will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

The Head of College

The Head of College will:

- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations
- Ensure that all staff who need to know are aware of a learner's condition
- Take overall responsibility for the monitoring of IHPs
- Make sure that college staff are appropriately insured and aware that they are insured to support learners in this way
- Contact the relevant service in the case of any learner who has a medical condition that may require support at college, but who has not yet been brought to the attention of the college.
- Ensure that systems are in place for obtaining information about a learner's medical needs and that this information is kept up to date

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, although they will not be required to do so. This includes the administration of medicines.

Those staff who take on the responsibility to support learners with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.

Tutors 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 help.

Advocates

Advocates will:

- Provide the college with sufficient and up-to-date information about the learner's medical needs
- Be involved in the development and review of a learner's IHP and may be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the IHP, e.g. provide medicines and equipment, and ensure they or another nominated adult are contactable at all times

Learners

Where learners are cognitively able, we will fully involve them in discussions about their medical support needs and contribute as much as possible to the implementation of their IHPs. They are also expected to comply with their IHPs.

Healthcare professionals

The relevant healthcare professional will notify the college when a learner has been identified as having a medical condition that will require support in college. This will be before the learner starts college, wherever possible. They may also support staff to implement the learner's IHP.

Equal Opportunities

Our college is clear about the need to actively support 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 these 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 advocates and any relevant healthcare professionals will be consulted.

Being notified that a learner has a medical condition

When the college is notified that a learner has a medical condition, the process outlined below will be followed to decide whether the learner requires an IHP. The college will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for learners who are new to our college.

1. Individual healthcare plans (IHPs)

Plans will be reviewed at least annually, or earlier if there is evidence that the learner's needs have changed.

Plans will be developed with the learner's best interests in mind and will set out

- What needs to be done
- When
- By whom

Not all learners with a medical condition will require an IHP. It will be agreed with a healthcare professional and the advocates when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the Head of College will make the final decision.

Plans will be drawn up in partnership with the college, learner, advocates and a relevant healthcare professional, who can best advise on the learner's specific needs. The learner will be involved wherever appropriate.

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

- 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, e.g. travel time between lessons
- Specific support for the learner's educational, social and emotional needs.
- The level of support needed, including in emergencies. If a learner is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring
- 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
- Who in the college needs to be aware of the learner's condition and the support required
- Arrangements for written permission from advocates and the Head of College 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 college activities outside of the normal college timetable that will ensure the learner can participate, e.g. risk assessments
- Where confidentiality issues are raised by the advocate/learner, the designated individuals to be entrusted with information about the learner's condition
- What to do in an emergency, including who to contact, and contingency arrangements

3. Managing medicines

Prescription and non-prescription medicines will only be administered at college:

- When it would be detrimental to the learner's health or college attendance not to do so and
- Where we have advocates' written consent where the learner is not able to provide informed consent

The only exception to this is where the medicine has been prescribed to the learner without the knowledge of the advocates.

Anyone giving a learner any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Advocates will always be informed when this is relevant to do so.

The college will only accept prescribed medicines that are:

- In-date
- Labelled
- 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. Learners will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to learners and not locked away.

Medicines will be returned to advocates to arrange for safe disposal when no longer required.

For further advice, please see the **Procedure for the Administration of Medication** document in the E-Handbook.

3.1 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.

All controlled drugs are kept in a secure cupboard in the college and only named staff have access.

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

3.2 Learners managing their own needs

Learners who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with advocates and it will be reflected in their IHPs.

Learners will be allowed to carry their own medicines and relevant devices wherever possible. Staff will not force a learner to take a medicine or carry out a necessary procedure if they refuse, but will follow the procedure agreed in the IHP and inform advocates so that an alternative option can be considered, if necessary.

3.3 Unacceptable practice

College staff should use their discretion and judge each case individually with reference to the learner's IHP, 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 views of the learner or their advocates
- 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, including lunch, unless this is specified in their IHPs
- If the learner becomes ill, send them to the college office or medical room unaccompanied or with someone unsuitable
- Penalise learners for their attendance record if their absences are related to their medical condition, e.g. 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 advocates, or otherwise make them feel obliged, to attend college to administer medication or provide medical support to their learner, including with toileting issues. No advocate should have to give up working because the college is failing to support their child's medical needs
- Prevent learners from participating, or create unnecessary barriers to learners participating in any aspect of college life, including college trips, e.g. by requiring advocates to accompany the learner
- Administer, or ask learners to administer, medicine in college toilets

4. Emergency procedures

Staff will follow the college's normal emergency procedures (for example, calling 999). All learners' IHPs 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 advocate arrives, or accompany the learner to hospital by ambulance.

5. 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 development or review of IHPs. Staff who provide support to learners with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the Head of College. 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 requirements in the IHPs
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

All staff will receive training so that they are 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.

6. Record keeping

The Director's committee will ensure that written records are kept of all medicine administered to learners for as long as these learners are at the college. Advocates will be informed if their learner has been unwell at college.

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

7. Liability and indemnity

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