

Medical Conditions Policy

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1 Context

Section 100, Children and Families Act 2014 came into force on 1st September 2014. It places a duty on educational institutions to make arrangements for supporting students with medical conditions. Colleges must make arrangements to support students with medical conditions; including making sure that a policy for supporting students with medical conditions in college is developed and implemented.

The government's aim is to ensure that all students with medical conditions, in terms of both physical and mental health, are properly supported in college so that they can play a full and active role in college life, remain healthy and achieve their academic potential.

This policy should be read in conjunction with:

- Equality, Diversity and Inclusion Policy and Procedure
- Data Protection Policy
- Keeping Children Safe in Education (statutory guidance for school and colleges 2023)

2 Scope

At Wiltshire College and University Centre (WCUC), we place high importance on the welfare and safety of our students. The purpose of this policy is to:

- Support students with medical conditions to ensure they have a full access to education.
- Ensure records of medical conditions, disclosed at enrolment or at any time arising after this point, are kept securely and are able to be accessed by staff.
- The college ensures staff understand their duty of care to students and their expected actions in the event of an emergency.
- Manage medicines safely and appropriately, whether for an ongoing medical condition or occasional use.

3 Student Medical Information

During enrolment students or their parent/carer will be encouraged to disclose any diagnosed medical conditions or allergies that may affect their day to day lives in college. This will be recorded securely on the college system at enrolment and be accessed by staff in ProMonitor in uploaded documents (if documents provided). A student care plan/medical protocol will be appropriate if a student is known to have an ongoing medical condition that requires medication and may require intervention. This will be stored on ProSolution and any documentation uploaded onto ProMonitor, **Appendix A**.

This same process will be followed if a medical condition is newly diagnosed or disclosed post enrolment.

The care plan incorporates safety information so can be used to inform the WCUC risk assessment in the case of an emergency. In the case of many diagnosed medical conditions this plan will be supplied by health care professionals. In all other cases a plan will be completed with the student and their parent if the student wishes them to be present.

It is the responsibility of the curriculum staff to ensure they are aware of any medical needs their students may have disclosed and any medication they may be carrying.

4 Medicines on Campus

Students who need to take prescription medicines during the day will be responsible for carrying this with them. They will only carry with them what they need for the period they are in college and journey between home and college. All medicine students are carrying must be labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage, and storage. These medications should never be shared with other students and the individual is responsible for keeping it safe. It is a criminal offence for a student to share controlled drugs with another student.

The College needs to be satisfied that a student is competent in terms of self-administration and put support measures in place if there are concerns.

Medicines must never be left unsecured and unattended.

In the case where students need to keep spare medication or equipment on site in case of an emergency, or where a student resides on college campus, this will be kept in a locked cupboard attached to a wall. The student will know where this is and, with the support of staff, will be able to access when needed. A record of medication kept on site should be up to date and include amount of medication that is stored. A record should be kept of any dose used.

Colleges should only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage, and storage. The exception to this is insulin which must still be in date but will generally be available to colleges inside an insulin pen or a pump, rather than in its original container.

Pain relief medication is not kept in college for students use. Students will be responsible for bringing their own pain relief on college campuses. These medications should never be shared with other students and the individual is responsible for keeping it safe.

5 Administration

Staff have no legal obligation to administer medication and there is no contractual obligation to do so. However, all staff in charge of students have a common law duty of care and in exceptional circumstances this may extend to giving medication in an emergency.

In normal circumstances students are expected to administer medicines themselves but there may be times when they need help. Wherever possible, students should direct the member of staff who is assisting them so that they are effectively administering it themselves.

Where staff need to administer the medicine (i.e., they are taking control of the process), they must follow the information on the pharmacy label and consult the relevant student's information (held securely in ProMonitor and within the students care plan/medical protocol).

Staff must administer one medicine at a time and immediately record what they have done before moving on to the next medicine. Staff should follow the six rights of administration and make sure that they have:

- Right student/resident

- Right medicine
- Right dose
- Right time (this is very important for some medications)
- Right route
- Right to refuse

Medicine without a pharmacy label or with a damaged or defaced label must not be administered. Any medication administered by a member of staff should be recorded on **Appendix B**.

All conversations or actions relating to medicines must be recorded. This includes incidents where students have refused to take medicines.

Where a student will take their medication home for a weekend or non term-time the Residential Team would complete a Medication Transfer Form, **Appendix C**, a copy of this form will be sent with the student and the medication and the original will be retained by the Residential Team.

6 Receipt of Medication and Controlled Drugs

When medication is received from home or the pharmacy, receipt of this is recorded by Residential staff in each individual student's medication file. Controlled Drugs should also be recorded in the controlled drugs book.

7 Disposal of Medication and Controlled Drugs

At the end of term, medication can be signed out / transferred home. Staff must ensure the relevant transfer of medication form is completed **Appendix B**, signed, and filed in individual medication files.

Any medicines that require disposal should be taken to the local Pharmacy for safe disposal. Staff should record all disposed of medication on individual records.

8 Emergency Procedures

If a student becomes unwell the staff member present will need to ask if they have a medical condition if the student is not known to them. A conversation with students first should then be followed by looking on Promonitor for their medical plan. If the student is nonresponsive or isn't capable of replying, the medical care plan should be accessed, and procedure followed.

If a student overdoses either accidentally or on purpose, or if there is an error in administration, action must be taken in accordance with the severity of the risk. If an overdose is significant or if a student shows symptoms of incorrectly administered medicines, arrangements must be made for the student to go to hospital immediately.

Otherwise, immediate advice should be sought from NHS 111, a pharmacist or their GP by the member of staff dealing with the incident. If a student goes to hospital, staff must make sure that the relevant medication, or full details of the relevant medication, is given to the paramedics or the person accompanying the student to the hospital.

If there are concerns of risk to life call 999 immediately.

9 Staff Responsibilities

No staff member should be asked to administer medicines or personal care unless they are willing to do so and have had appropriate training or instruction.

When necessary, staff will receive specific training for medical conditions of students that will be in their care. This will be guided by the health care professionals responsible for that student's medical needs.

10 Personal Care

If a student is considered to need help with personal care, the DH for their course needs to address this on an individual basis based on the student's needs. Staff who may help with personal care are the skills for life coaches and the academic support coaches. Specific training will need to be undertaken before the student begins attending college. This should be directed by the health care professionals responsible for that student's needs.

Financial implications for employing and training of 1-1 staff will need to be planned for in advance.

11 Trips

Students are responsible for carrying their own medication while on a trip, as they are while on college site. Staff should be aware of all students with medical conditions and this should be recorded on the trip risk assessment. Medical care plans should be accessible to all staff while on the trip.

12 Equality Impact Assessment

WCUC strives to ensure equality of opportunity for all students, local people and the workforce. As an employer and a provider of education, the College aims to ensure that none are placed at a disadvantage as a result of its policies and procedures. It is intended that this policy and procedure is fair to all. Where any part could potentially lead to unequal outcomes, the policy then justifies why this is a proportionate means of achieving a legitimate aim.

13 Data Retention Statement

WCUC is committed to ensure the data it collects, and holds is in line with the ICO's guidance and meets data protection law. Where appropriate a Data Protection Impact Assessment will be undertaken as and when policies are updated to ensure risks to the individual and college are considered and managed.

For further information please refer to Wiltshire College & University Centre's Data Protection Policy.

14 Policy Review and Ownership

This policy is owned by the Head of Inclusion and Support. It will be reviewed periodically in light of developments in employment legislation, good employment practice or audit; and to ensure it continues to be relevant and supports operational effectiveness.

**Appendix A
Individual Healthcare Plan**

Student's name	
Course	
Date of birth	
Medical diagnosis or condition	
Date	
Review date	

Family Contact Information (2 contacts)

Name	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	
Name	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	

Clinic/Hospital Contact

Name	
Phone no.	

G.P.

Name & Medical Centre name	

Emergency Procedure

Describe what constitutes an emergency, and the action to take if this occurs

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the students educational, social and emotional needs

Arrangements for college visits/trips etc

Other information

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

Appendix B
Record of Medicine Administered to all Students

Date	Student name	Time	Name of medicine	Dose given	Reactions? Refusal?	Staff signature	Print name

**Appendix C
Medication Transfer Form**

Student Name.....

Medication going to.....

Date	Medication Name	Quantity	Signature

Medication and Dose Taken	Time

Signed –

Staff Member.....

Student.....

Copy taken for student records, original sent with Student

