

# Supporting Students with Medical Conditions Policy

**Policy Type:** Local  
**Approved by:** AQC (Matt Smith, Assistant Principal – Pastoral)  
**Effective from:** January 2023  
**Revision date:** January 2025

## Document History

Changes to grammar, punctuation, spelling and sentence structure have been made throughout the document. In addition to these minor changes the following have been made.

Version	Date	Author	Changes
V1	6 February 2023	Matt Smith	Changes to procedure for students with Diabetes, seizures or epipen users.

## Policy Statement

The Sixth Form College Farnborough is an educational institution for full time students. It has included in its mission statement the commitment to tailoring education to individual needs and promoting inclusivity and equality of opportunity. This philosophy underpins how we constantly strive to make reasonable adjustments for any student. In doing so we fully comply with the Equality Act 2010.

The Sixth Form College aims to support students with medical conditions. This policy works in conjunction with the **Fitness to Study Procedure** which acknowledges that sometimes, despite our best efforts to accommodate need, continuing at College may not be the best option for some students.

## Policy Aims and Objectives

The policy aims to ensure:

- that all students with medical conditions, in terms of both physical and mental health, are supported, so they can embrace College life, maintain their health and achieve their academic potential;
- that students feel confident and safe in the knowledge that effective support and care is available to them whilst they are in College, and
- that short term and frequent absences are effectively managed and appropriate support put in place to limit the impact on the student's educational attainment and emotional and general wellbeing.

This policy has been developed to work in conjunction with other key College procedures and policies:

1. Safeguarding and Child Protection Policy
2. Equality and Diversity Policy
3. First Aid Policy and Procedure
4. Health and Wellbeing Department Confidentiality Policy
5. Fitness to Study Procedure
6. Student Medication in College Policy.

### **Identification of Medical conditions**

All students will complete medical details on application to College. If there are any changes after this time it is the student's responsibility to notify the College of these changes.

Although the College Nurses will have access to the medical declaration, they will not be looked at individually but rather be available for the nurses to review if the student presents to the medical room. Therefore, if a student has a medical condition that they would like the College Nurses to be aware of and/or will need particular care, they need to contact the Nurses directly to discuss. The nurse will then arrange for a meeting to discuss the student's medical needs. Ideally, this would be before the student starts their programme of study or as soon after the presentation of a medical condition as possible.

There are some select medical conditions that will be flagged to the College Nurses after enrolment. These may include diabetes, epilepsy, allergies requiring an epipen or other conditions which might require intervention. For students with diabetes, seizures or epipens, a questionnaire will be sent out to individual students which the student will then need to complete and return to the Nurses to discuss. This will provide the Nurses with a baseline of how the student's condition affects them and what course of action they would like to be taken in an emergency situation. It is the student's responsibility to complete this questionnaire and return it to the Nurses to discuss.

Mobility difficulties - students should identify themselves to the College Nurses if their mobility is compromised in any way either permanently or temporarily. This includes students who are temporarily using crutches. This is in order for the Nurses to ensure that

students are able to move about the college safely and if necessary organise for a Personal Emergency Evacuation Plan to be made. It is possible for arrangements to be made to limit the amount of movement about college a student is required to make, or to arrange for a student to remain on the ground floor as much as possible. It may also be necessary to arrange for a student to move between classes at less busy times and to keep heavy items in classrooms.

For information about the procedure to be followed when notification is received that a pupil has a medical condition see the flowchart at Appendix 1.

### **Responsibility of Care**

All students will be encouraged to take responsibility for their own health needs, although support is available from the College Nurses. The medical room is available for students to attend to specific needs they may have. This needs to be in consultation with the College Nurses. If the medical room is not the most appropriate place to attend to their needs, the College Nurses will work with the student to identify a more appropriate place.

### **Individual Health Care Plans** (see Appendix 1)

If a medical condition is identified that has a specific need, it may be necessary for an individual health care plan to be written. The aim of this would be to provide clarity about what would need to be done, when and by whom, in certain circumstances. An individual health care plan will often be essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed. Most students will **not** require an individual health care plan.

If a plan is required this would be written by the College Nurse /Health and Wellbeing Coordinator, in consultation with the student and their parents/guardians and other health care professionals as necessary. This plan would be shared with appropriate others within the College community as necessary. If any training is required by staff in order to support the health care plan, this would be done by the College Nurses or an outside agency if felt appropriate.

The health care plan would be reviewed annually at the beginning of each academic year or if there are any changes to the students' needs.

### **Staff Training and Support**

Staff providing support to a pupil with identified medical needs will have access to suitable training. This will be provided by the College Nurses or if appropriate by an outside agency. For those students with individual health care plans the training needs of staff will be identified as part of the plan. The training will be sufficient to ensure that staff who are directly dealing with individual students will be competent and have confidence in their ability to support the named students and will be able to fulfil the requirements as set out in individual health care plans.

If necessary/appropriate more widespread awareness training can be given to staff and/or students. This would be organised by the Health and Wellbeing Coordinator

Adrenaline Auto Injector (AAI) training will be offered to all NQT staff as part of their induction program. AAI training is offered to all other staff members and will be carried out by the College Nurses.

### **Management of Medication on School Premises**

Students are encouraged to carry their own medications (regular and emergency) with them unless there is a specific reason why they are unable to do this. In these circumstances, please refer to the College Nurses. It is expected that the medication students carry is for personal use only and should not be given to other students. If a student wishes to keep some spare medication on the college site they should discuss this with the College Nurses and provision will be made to keep it in the medical room. Equally if the student has medication that requires refrigeration then this facility is available in the medical room following consultation with the Nurses.

A student who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so, but passing it to another student to use is an offence and will be dealt with under the code of conduct, disciplinary procedure.

The College Nurses will dispense certain non-prescription drugs such as paracetamol, and antihistamines to students as necessary, if permission to do so has been given by a parent/carer via the Parent Portal. A supply of these will be kept in the medical room but it would be expected for students to carry their own medication if they require it routinely or regularly.

Please see the Student Medication in College Policy for further information.

### **Record Keeping**

A record will be kept of all medications dispensed to students by the College Nurses.

### **Academic Support**

For those students who have frequent or short term absences due to a medical condition, support will be offered. This would be looked at on an individual basis and the most appropriate method of support would be given.

Teaching staff on a short-term or temporary basis will be able to liaise with students via email.

It may also be possible for students to have a graduated return to College following absence. Discussion with the College Nurse and tutors would be appropriate in this situation.

**Reference should be made to the Fitness to Study Procedure** about ways in which academic support may be given and how graduated returns to study may work.

### **Emergency Procedures**

As part of any Individual Healthcare Plan it will be clearly defined what constitutes an emergency for a particular student and what procedure should be followed for this

student. This will include the transportation of students to hospital and whom should be contacted and how.

### **School Trips and Activities**

As a college we aim that all students with medical conditions, in terms of their physical and mental health, are supported so that they can embrace College life, maintain their health and achieve their academic potential.

In keeping with this, we would support students with medical conditions who want to participate in College trips to do so and will consider the reasonable adjustments that may need to be made to allow them to participate safely. This would be unless we are advised by medical professionals that it would not be possible for the student to participate.

Planning would be made for students on an individual basis, incorporating their Individual Healthcare Plan and may require further consultation with the student, their parent and relevant healthcare professionals.

### **Liability and Indemnity**

The College has appropriate insurances in place which cover the provision outlined in this policy.

### **Complaints**

Any complaints should be made in line with the Prospect Trust complaints policy which is available [here](#).

### **Procedure to be followed when notification is received that a pupil has a medical condition**

*Please note that although students fill out a medical questionnaire on their application form, these are for information only and are only checked as required if a student presents to the medical room or requires first aid. If a student will need support with their medical condition or need the College Nurses to be aware of particular needs, emergency or otherwise, they should contact the College Nurses either before or at enrolment. As stated, this will exclude diabetes, seizures or epipen users who will be contacted as a result of application disclosure.*

The vast majority of students will be able to manage their health needs independently with the support of the Nursing Team as required.

Through consultation with individual students, the Nursing Team will then determine if an Individual Healthcare Plan (IHCP) needs to be put in place and what information should be shared with teachers.

**If the student has a medical condition which they are unable to manage independently or require support with managing please refer to Appendix 1.**

## Appendix 1 - Individual Health Care Plan (IHCP)

