



**Buckinghamshire  
College Group**

# **Student Medical Needs Policy 2023-26**

Responsible Officer:	Assistant Principal Student Engagement and Support
Date of issue:	May 2023
Next review date:	May 2026
Policy available:	Intranet and Website
Policy Authorised by:	Executive

## **Policy Objective**

Buckinghamshire College Group is committed to providing a supportive and inclusive learning environment in which individuals can reach their full potential.

The College and its staff do not have a legal duty to administer medicine or to supervise a student whilst taking it. Whilst the College has a general legal duty of care to its pupils, this does not extend to a requirement to routinely administer medicines. Nevertheless, the College aims to ensure that the medical need of a student does not preclude them from accessing our provision, wherever possible.

Many students will at some time, have short-term medical needs, for example, taking a course of antibiotics. Some students may have longer term medical needs which require medicines on a long-term basis. Others may require medicines in particular circumstances, for example, students with severe allergies who may need an adrenaline injection or the need for an inhaler to deal with severe asthma.

The College acknowledges that specific programmes of study may have a higher incidence of students with medical needs. The College works in partnership with students, families, local authorities, other professionals and contracted partners, as appropriate to ensure that the College's ability to safely support students with medical needs is considered in conjunction with learning needs through consultations and Annual Reviews.

In College, students are encouraged to take responsibility for their own health needs and medicines as part of their growing independence. Wherever possible, students should take their medication before and / or after coming to College.

## **Policy Statement**

The College does not routinely support students with administration of medication. If a student requires assistance with the administration of medication, to ensure access to learning, this will be agreed on an individual basis. This will usually form part of a students' Local Authority Consultation and/or Annual Review process. The College reserves the right to decline to administer medication where there are health and safety or other legitimate considerations.

Students are encouraged to take responsibility for their medication wherever possible. Administration of medicines in College by staff should be avoided wherever possible. A student should be encouraged to ensure medications are taken if possible outside of College hours.

Staff identified in the role of administering of medication must have appropriate information and training about the specific needs of the individual and the administration of medication. Training will be carried out by suitably qualified staff or external trainers with appropriate qualifications to do so. All staff are made aware of this Policy.

In an emergency the College also has access to staff who are first aid trained who may be able to assist (depending upon the complexity of a student's needs) but this is never in place of contacting the emergency services as appropriate.

## **Responsibility of Students and Their Parents / Guardians**

The College promotes ongoing communication with students (and their parents or guardians where required) in order to ensure that the specific medical needs of all students in our care are known. Students should inform the College around the time of their enrolment (or as needed at any subsequent point) if they have a medical condition which will require either prescription or non-prescription medication to be taken at College. There will be subsequent invitations to update information in each subsequent year of study. The College will inform students of this policy which may change from time to time.

## **Monitoring**

The College's Health Risk Assessment procedure details the collection, recording and risk assessment for students disclosing a health issue which impacts on learning and/or safety on campus.

In areas of high incidence of medical needs individual records, including risk assessments, daily records and audit checklists, including for the relevant training of staff, are maintained within programme areas (e.g. Future Life Centre, Life Skills Centre, The Bungalow). Evidence of audits undertaken will be supplied to the Assistant Principal Student Engagement & Support and Student Services on a termly basis.

Learners requiring personal care will always be referred to specialist provision within the College. The dignity of learners receiving personal care and/or support with the administration of medication will be taken into consideration at all times and any preferences noted as part of the risk assessment (e.g. if the learner has a preference for an adult of the same gender to administer a health need or medication).

Where a student discloses pregnancy and if a student returns to studies as a new mother a risk assessment will be undertaken in line with the College's Student Maternity Policy and appendices.

The personal protective equipment (PPE) requirements for administering health and/or medication needs will be regularly reviewed and audited.

Activity associated with this policy will be reported at the Health and Safety Committee on no less than an annual basis.

## **Storage and Safe Administration of Student Medicines Guidance**

Students at College will be fully responsible for their own medication, unless attending the Life Skills or Future Life centre as part of our subcontracted provision including its safe storage and administration. Where a student discloses a requirement that requires assistance to administer medication whilst at College and which the College accepts, the following principles will be observed.

- No medicines will be stored centrally by the College on the main campus. Where a student requires daily medication to be administered on campus they must ensure safe transit and storage e.g. in their "grab bag". Medicines should be clearly labelled, described and complete with instructions as appropriate (including dose and directions).
- An exception is made for students with high support needs facilitated by sub-contracted providers within the Future Life Centre (Wycombe campus) and Life Skills Centre (Aylesbury campus). For the safety of students and staff in these locations, and where students cannot supervise their own medication, it is stored in a central, locked storage facility in each base.
- Medicines should only be administered by staff (including staff delegated through contractual arrangements) who have been appropriately trained to do so. Particular consideration will be given to any drug that is controlled by statutory legislation.
- Students (or their parent/guardian) are responsible for ensuring currency of medications taken on campus. This includes in the Future Life Centre and Life Skills Centre. Where medication is found to have expired a student at these centres will be sent home until this has been resolved.

## **Student / Parental Agreement**

Support with the administration of medication is by agreement between the College and individual students (or their parents / guardians). This usually forms part of discussions for students with Education, Health and Care Plans within consultations and subsequent annual reviews. Any agreement must be confirmed in writing between the student (or parent / guardian) and the College.

## **External Visits and Trips, including work experiences and work placements**

It is the College's intention that students should not be excluded from off-site activities purely because of a medical condition and/or because they are taking prescribed medication.

All trips and work experience/ placement arrangements include a preliminary risk assessment which will consider how students with medical needs can be supported. In the case of longer experiences such as an industry placement a risk assessment is undertaken in conjunction with employers, learners and parents as appropriate to ensure that the learner can safely undertake relevant experiences.

### **Training**

Where the College agrees to provide medical support to a student the College, or its delegated provider, will provide relevant training to identified staff. Staff must not administer medicines without appropriate training. In the unlikely and extreme situation that there is an immediate need to administer medication to save life, all reasonable steps should be taken by staff to do such.

### **Risk Assessment**

The College, and its delegated providers, will follow the College's Health Needs Risk Assessment procedure. Where possible and reasonable risk assessment for students with significant medical needs will be completed by a member of staff trained in this area.

### **Emergency Procedures**

In the event of any emergency, staff should request support from a qualified first aider and / or call for an ambulance.

### **Associated policies and procedures**

Health and Safety Policy

First Aid Information Epileptic Seizures (PDF)

First Aid Information EpiPen (PDF)

First Aid Information Heart Attack vs. Cardiac Arrest (PDF)

## Equality Impact Statement

We have a duty to consider the impact of changes on groups with Protected Characteristics (race, disability, age, sexual orientation, religion or belief, gender reassignment, pregnancy and maternity, marriage and civil partnership)

What are the overall aims of the change? Why are you proposing it?	To put in place the procedure for assessing, agreeing and administering medication to students who may require it whilst at College.
Given the aims of your proposal, what issues does your data/information highlight?	Where such need arises then the College encourages students to be able to support their own need independently. However, there may well be occasions when support is required and this needs to be captured and agreed with the student with relevant training given to staff as required. The College must work with contracted partners to ensure safe working practices that align with this overarching college policy.
How could the proposed change affect positively/negatively on groups with protected characteristics?	By nature of the policy it will have a greater impact on groups with disabilities. The College aims to ensure this group is treated equally but cannot guarantee that in the event of a complex requirement.
What actions will you take to mitigate any negative impact?	Commit to providing training to staff as required so that medical needs can be met.
Is there any potential negative impact justified in light of wider benefits of the proposal?	To work collaboratively with students who have disabilities as described above.
Recording final decision	This policy requires the approval of the College Executive.
Has the policy taken into consideration the requirements of GDPR regulations? Are there any actions that need addressing, e.g.; data sharing agreement; has data consent been considered; data retention timescales?	Student information that is collated for the purposes of informing the work of the policy is collated with their consent and held in line with the principles of the College's Data Protection Policy.