



# Phoenix College

## Supporting Students with Medical Conditions Policy

February 2026

**This policy refers to 'the organisation' throughout and in doing so is referring to Phoenix Autism Trust.**

February 2026 – Review February 2027

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## 1. Introduction, Ethos and Aims

Students' medical needs may be broadly summarised as two types:

- a) Short term – affecting their participation in college activities while they are on a course of medication
- b) Long term – potentially limiting their access to education and requiring extra care and support

Colleges have a responsibility for the health and safety of students in their care. In the case of students with special medical needs, the responsibility of the college is to make sure that safety measures cover the needs of all students. This may mean making special arrangements for particular students so that they can access their full and equal entitlement to all aspects of the curriculum. In this case, individual procedures may be required. Phoenix College is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support that students with medical conditions (long or short term) may need.

The Children and Families Act 2014 places a duty on colleges to make arrangements for student with medical conditions. Students with medical conditions have the same right of admission to college as other student and cannot be refused admission or excluded from college on medical grounds alone. To this end, we reserve the right to refuse admittance to a child with an infectious disease, where there may be a risk posed to others or to the health of the child involved.

The prime responsibility for a child's health lies with the parent, who is responsible for the child's medication and must supply the college with all relevant information needed in order for proficient care to be given to the child. The college takes advice and guidance from a range of sources, including specialist nurses, Health professionals and the student's GP in addition to the information provided by parents in the first instance. This enables us to ensure we assess and manage risk and minimise disruption to the learning of the student.

This policy sets out the arrangements we have at Phoenix College to ensure all students at the college with medical conditions are properly supported and have full access to college life and the educational and wider opportunities offered.

This policy aims to ensure that:

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

The Board of Trustees will implement this policy by:

- Making sure sufficient staff are suitably trained
- Making staff aware of students' conditions, where appropriate
- Making sure there are cover arrangements to ensure someone is always available to support students with medical conditions
- Providing supply teachers with appropriate information about the policy and relevant students
- Developing and monitoring individual healthcare plans (IHPs)

**The named person with responsibility for implementing this policy is Renato Marques (College Principal)**

## **2. Legislation and statutory responsibilities**

This policy meets the requirements under Section 100 of the Children and Families Act 2014, which places a duty on the Board of Trustees to make arrangements for supporting students at their college with medical conditions.

It is also based on the Department for Education's statutory guidance: Supporting pupils at school with medical conditions.

## **3. Roles and responsibilities**

### **3.1 The Board of Trustees**

The Board of Trustees has ultimate responsibility to make arrangements to support students with medical conditions. The Board of Trustees will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting student with medical conditions.

### **3.2 The Principal**

The Principal will:

- Have overall responsibility for the operation of this policy and deciding if an Individual Health Plan (IHP) or Care Plan is needed
- 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 care plans, including in contingency and emergency situations
- Take overall responsibility for day to day decisions which support students with medication needs.
- Make sure that college staff are appropriately insured and are aware that they are insured to support students in this way
- Ensure that systems are in place for obtaining information about a student's medical needs and that this information is kept up to date
- Be responsible for accepting and dealing with parental requests to administer medication to their child.

### **3.3 Staff**

Supporting students 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 students 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 students with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.

Teachers and instructors will consider the needs of students with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a student with a medical condition needs help. The teacher or instructor is expected to share any a care plan and information with all staff working with a student.

### **3.4 Parents**

Parents will:

- Provide the college with sufficient and up-to-date information about their child's medical needs
- Be involved in the development and review of their child's Care Plan and may be involved in its drafting. This is done in partnership with healthcare professionals
- Carry out any action they have agreed to as part of the implementation of the Care Plan e.g. provide medicines and equipment

### **3.5 Students (where applicable)**

Students with medical conditions may be best placed to provide information about how their condition affects them. Students should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their Care Plans where they are able to do so. They are also expected to comply with their Care Plans where appropriate.

### **3.6 Specialist nurses and other healthcare professionals**

Healthcare professionals, such as GPs and pediatricians, will work with parents, the college, and specialist nursing teams to support the writing, implementation and reviewing of Care Plans. This will be before the student starts college, wherever possible.

## **4. Equal opportunities**

Our college is clear about the need to actively support students 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 students 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 students with medical conditions are included. In doing so, students, their parents and any relevant healthcare professionals will be consulted.

## **5. Being notified that a student has a medical condition that requires a Care Plan**

The process below will be followed when the college is notified that a student has a medical condition that requires a Care Plan. 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 students who are new to our college.

Parent, carer or professional tells the college that a student:

- Has a new diagnosis
- Is due to return to college after a long-term absence
- Has medical needs that are changed

The parent(s)/carer(s) are asked to contact their child's GP, consultant or other relevant medical professional to write a care plan

Care plan is sent into college by the parent(s)/carer(s)

College to identify any training that needs to be put in place from the new/reviewed care plan

Training delivered, if needed

Care plan implemented and shared with all staff working with the student

Care plan to be reviewed when there is a change in the student's medical condition. Parent(s)/carer(s) to initiate this.

## 6. Individual healthcare plans (Care Plans)

The Principal has overall responsibility for the development of IHPs for students with medical conditions.

Care Plans will be reviewed when there is a change in the student's medical condition.

Care Plans will be developed with the student's best interests in mind and will set out:

- What needs to be done
- When
- By whom

Not all students with a medical condition will require an individual Care Plan. It will be agreed with a healthcare professional and the parents when an individual Care Plan would be inappropriate or disproportionate. This will be based on evidence. If there is not a consensus, the Principal will make the final decision.

Plans will be drawn up in partnership with the college, parents and a relevant healthcare professional, such as a specialist nurse, GP or paediatrician, who can best advise on the student's specific needs. The student will be involved wherever appropriate.

Where necessary, Care Plans will be linked to, or become part of an Education, Health and Care (EHC) Plan.

The level of detail in the Care Plan will depend on the complexity of the student's condition and how much support is needed. The Principal, Assistant Principals, specialist nursing teams, college and the health professionals working with the student will consider the following when deciding what information to record on Care Plans:

- The medical condition, its triggers, signs, symptoms and treatments
- The student'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. crowded corridors, travel time between sessions
- Specific support for the student's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with sessions, counselling sessions
- The level of support needed, including in emergencies. If a student 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 student'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 student's condition and the support required

- Arrangements for written permission from parents and the Principal for medication to be administered by a member of staff, or self-administered by the student 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 student can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parent/student, the designated individuals to be entrusted with information about the student's condition
- What to do in an emergency, including who to contact, and contingency arrangements

## 7. Managing medicines

Prescription medicines will only be administered at college:

- When it would be detrimental to the student's health or college attendance not to do so, **and**
- Where we have parents' written consent or it is stated in their individual care plan

**The only exception to this is where the medicine has been prescribed to the student without the knowledge of the parents.**

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

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, an asthma pump or epilepsy rescue medication in a sealed syringe rather than its original container, but it must be in date.

All medicines will be stored safely and accessible at all times. If appropriate, students 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 (EpiPens) will always be readily available to students and not locked away.

Medicines will be returned to parents to arrange for safe disposal when they expire or are no longer required.

Where medications are being returned to parents/carers via a travel escort, the parents/carers will be notified of this over the phone first. The travel escort and college staff will both sign an *Expired Medication Agreement* to acknowledge that the medication has been handed over to the travel escort to be passed onto parents/carers on the same date.

### 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.

A student who has been prescribed a controlled drug may have it in their possession if they are competent to do so, but they must not pass it to another student to use. All other

controlled drugs are kept in a secure cupboard in the Principal's Office 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.

## **7.2 Students managing their own needs**

Students who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents and it will be reflected in their Care Plans.

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

## **7.3 Unacceptable practice**

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

- Prevent students from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every student with the same condition requires the same treatment
- Ignore the views of the student or their parents
- Ignore medical evidence or opinion (although this may be challenged)
- Send student 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 Care Plans
- If the student becomes ill, send them to the Principal or Assistant Principal's Office unaccompanied or with someone unsuitable
- Penalise students for their attendance record if their absences are related to their medical condition, e.g. hospital appointments
- Prevent students from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Require parents, or otherwise make them feel obliged, to attend college to administer medication or provide medical support to their student, including with toileting issues. No parent should have to give up working because the college is failing to support their child's medical needs
- Prevent students from participating, or create unnecessary barriers to students participating in any aspect of college life, including college trips, e.g. by requiring parents to accompany their child
- Administer, or ask students to administer, medicine in college toilets

## **8. Emergency procedures**

Staff will follow the college's normal emergency procedures (for example, calling 999, following the Staff Code of Conduct). All students' Care Plans will clearly set out what constitutes an emergency and will explain what to do.

If a student needs to be taken to hospital, staff will stay with the student until the parent arrives, or accompany the student to hospital by ambulance.

## **9. Training**

Staff who are responsible for supporting students with medical needs will receive suitable and sufficient training to do so. Staff who provide support to students with medical conditions will be included in meetings where this is discussed.

The Principal in consultation with relevant healthcare professionals will lead on identifying the type and level of training required. Training will be kept up to date and will be recorded.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the students
- Fulfil the requirements in the Care Plans
- Help staff to understand 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.

## **10. Record keeping**

The Board of Trustees will ensure that written records are kept of all medicine administered to students. Parents will be informed if their student has been unwell at college.

Care Plans are kept in a readily accessible place which all staff are aware of. Paper copies are filed with medication in the following places:

- Staff room - next to medical cupboard
- Individual student's medication pouch
- Individual student's bag (if appropriate for student to carry their own medicines and relevant devices.)

## **11. Liability and indemnity**

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

See Commercial Combined Policy with Zurich Insurance, including Health and Safety and Employment Support. (Policy held by College Officer Manager)

## **12. Complaints**

Parents with a complaint about their child's medical condition should discuss these directly with the Principal (Renato Marques) in the first instance. If the Principal (Renato Marques) cannot resolve the matter, they will direct parents to the college's complaints procedure.

## **13. Monitoring arrangements**

This policy will be reviewed and approved by the Board of Trustees' every year.

#### **14. Links to other policies**

This policy links to the following policies:

- Accessibility
- Compliments, Complaints and Complaints
- Health and safety
- Safeguarding Adults at Risk
- SEND