NWSLC

NORTH WARWICKSHIRE AND SOUTH LEICESTERSHIRE COLLEGE

Supporting Students with Medical Needs Policy 2025-2028(v2)

North Warwickshire and South Leicestershire College

Policy Author: Head of High Needs and Inclusion

Lead Owner: Vice Principal: Student Services and Support

Target Audience: Staff / Students / Public

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Document History

Version Number	Amended By	Date of Revision	General Revision Description
v2	Paula Jenney	06/08/2025	Review and update as required including dates.

Supporting Students with Medical Needs Policy 2025-2028(v2)

1. Introduction

1.1 North Warwickshire & South Leicestershire College (NWSLC) aims to ensure that students, staff and parents/guardians understand how the College will support students with medical conditions.

1.2 NWSLC is committed to ensuring that students with medical conditions are fully supported to allow them to access the same education as other students, equally and safely, including participation in all aspects of college life such as vocational learning, visits, trips and sporting activities.

1.3 The Senior Leadership Team at the College will ensure this policy is effectively implemented by:

i. Making sure sufficient staff are appropriately trained to support students with medical conditions

ii. Ensuring that there is a process that ensures relevant staff are aware of students' medical conditions, where appropriate.

iii. Making sure there are suitable arrangements in place to ensure trained support is available to support students with medical conditions.

iv. Providing temporary tutors with appropriate information about the policy and relevant students.

v. Maintaining a robust system for developing and monitoring individual Health Assessments.

1.4 The Vice Principal: Student Services and Support has responsibility for implementing this policy, supported by the Head of High Needs and Inclusion (SENCo). The College has people in the post of Team Leader with responsibility for training in Personal Care.

1.5 This electronic version is the definitive version of the Policy.

2. Definitions

2.1 **Medication** refers to any substance used to treat or manage a medical condition including both prescribed and over the counter medicines.

2.2 **Prescription medication** is defined as any drug or medical device prescribed by a qualified medical practitioner.

2.3 A **staff member** any individual employed by the College.

2.4 **Training** of staff is defined according to responsibilities undertaken under this policy: All teaching and support staff will receive training on the Supporting Students with Medical Conditions Policy as part of their induction; Delivery and support staff will receive regular and ongoing training as part of their development; Any member of staff who undertakes responsibilities under this policy will receive appropriate training.

2.5 To clarify: No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering; No staff member may administer drugs by injection unless they have received training in this responsibility;

2.6 The HR Department will keep a record of training undertaken and a list of staff members qualified to undertake responsibilities under this policy.

3. Related Policies, Procedures and Documents

3.1 Supporting Pupils At School With Medical Conditions (DfE 2015).

3.2 Guidance On The Use Of Adrenaline Auto Injectors In Schools (Department of Health, 2017).

3.3 Guidance on the use of emergency salbutamol inhalers in schools (Department of Health, 2015).

3.4 Health and Safety Policy.

3.5 Staff Code of Conduct.

3.6 DBS and Safer Recruitment Policy.

3.7 GDPR Policy .

3.8 Student Conduct Expectations Policy 2025.

3.9 Fit to Study Guidelines 2025.

3.10 Compliments, Comments and Complaints Policy.

3.11 Other policies and documents may be identified from time to time as circumstances change and may be added to this list.

4. Legislation and Statutory Responsibilities

4.1 This Policy has been developed in line with the Department for Education's guidance*, Supporting Pupils At School With Medical Conditions* (December 2015). Ofsted and the Department for Education places a clear emphasis on meeting the needs of students with SEN and Disabilities and this includes young people with medical conditions. This Policy also complies with the College's funding agreement.

5. Key Roles and Responsibilities

5.1 The College is responsible for:

i. Promoting cooperation between relevant partners and stakeholders regarding supporting students with medical conditions.

ii. Providing training, support, advice, and guidance to staff.

iii. Making alternative arrangements for the education of students who need to be out of College for extended periods of time (beyond 15 College days), due to a medical condition.

5.2 The Senior Leadership Team has ultimate responsibility to:

i. Establish and maintain arrangements to support students with medical conditions

ii. Establish and maintain arrangements to support students with medical conditions

iii. Oversee the implementation and effectiveness of the Supporting Students with Medical Needs Policy

iv. Ensure that sufficient staff have received suitable training and are competent before assuming responsibilities related to young people with medical conditions.

v. Ensure that Supporting Students with Medical Needs Policy, as written, does not discriminate on any grounds including, but not limited to ethnicity/national origin, culture, religion, gender, disability or sexual orientation.

vi. Ensure that all students with medical conditions can participate fully in all aspects of college life, including off-site events and trips

vii. Provide appropriate training to staff members support students with medical conditions.

viii. Keep written records of all medicines administered to individual students.

ix. Maintain the correct level of insurance in place that reflects the level of risk associated with supporting students with medical needs.

5.3 The Learning Support Management Team has overall responsibility for the day-to-day implementation and operational management of this policy.

i. Ensuring all staff are aware of this policy and understand their role in its implementation

ii. Guaranteeing that a sufficient number of trained staff are available to deliver against all Health Assessments and Risk Assessments, including in contingency and during emergency situations

iii. Ensuring that all staff who need to know are aware of an individual student's condition

iv. Taking overall responsibility for the development of Health Assessments

v. Liaising with the relevant healthcare professionals in the case of any student who has a medical condition that may require support at College, but who has not yet been brought to the attention of the support teams; co-ordinating specific training required for staff supporting the student

5.4 The Learning Support Management Team has overall responsibility for the day-to-day implementation and operational management of this Policy.

5.5 Staff Responsibilities: staff supporting learners with medical conditions have a duty to uphold the principles and procedures outlined in this Policy:

i. Notifying the College when 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.

ii. Staff may administer medication if they have formerly agreed to undertake that responsibility, and have received appropriate training and achieved necessary competency.

iii. Familiarising themselves with procedures detailing how to respond when they become aware that a student with a medical a student has been identified with requiring support in College due to a medical condition.

iv. Liaising locally with lead clinicians to ensure appropriate support is provided.

v. Ensuring that systems are in place for obtaining information about a student's medical needs and that this information is accurate and kept up to date and within the College GDPR Policy

5.6 Staff Responsibilities:

i. Understanding that supporting students with medical conditions during college hours is not the sole responsibility of one person.

ii. Understanding that any member of staff may be asked to provide support to students with medical conditions. This includes the administration of medicines. Staff who take on the responsibility to support students with medical conditions will receive sufficient and appropriate training to ensure they are competent before undertaking any responsibilities. .

iii. Taking into account the needs of students with medical conditions that they teach/support. All staff will know what to do and respond accordingly when they become aware that a student with a medical condition needs help.

iv. Taking necessary steps to support students with medical conditions; including where necessary, making reasonable adjustments to ensure that the learning environment and curriculum are accessible and inclusive.

v. Notifying the College when Risk assessments are required, ensuring that planning arrangements consider the inclusion of students with medical conditions.

vi. Students, parents/carers/guardians, and relevant healthcare professionals will be consulted during this process.

vii. Administering medication if they have agreed to do so and have received necessary training.

viii. Undertaking training to achieve the necessary competency for supporting students with medical conditions, if they have agreed to undertake that responsibility.

ix. Familiarising themselves with procedures detailing how to respond when they become aware that a student with a medical a student has been identified with requiring support in College due to a medical condition.

x. Liaising locally with lead clinicians to ensure appropriate support is provided.

xi. Ensuring that systems are in place for obtaining information about a student's medical needs and maintain up-to-date information about students medical needs in line with the College GDPR Policy.

6. Adrenaline Auto-Injectors (AAI)

6.1 The College recognises that anaphylaxis must be treated as a medical emergency.

6.2 The College does not carry spares AAI's or back-up devises unless supplied by the student, parents/carers/guardians.

6.3 If the College is notified and supplied with written consent, we will store the additional AAI for that student in an accessible, central location on each site as part of students' Health Assessment.

6.4 If supplied with written consent, we can if required access the student's AAI and administer the dose if the student is unable to themselves.

6.5 Students that carry their own AAI must ensure it is in accessible place for the staff member to administer.

6.6 When notified the College will compile and maintain a register of students, who have been prescribed AAIs

6.7 Relevant staff will be trained to be competent in the administering of AAIs.

6.8 A record of use of any AAIs will be maintained and parents/carers/guardians will be informed if a student has been administered an AAI and whether this was the provided student's spare AAI or the student's own carried device.

7. Salbutamol Inhalers

7.1 The College does not store spare Salbutamol Inhalers.

7.2 Where possible students will carry and administer their own Salbutamol Inhaler.

7.3 If provided by the student, parent/guardian/carer spare Salbutamol Inhalers will be kept in a secure medical / first aid room.

7.4 A register of students who provide us with a spare Salbutamol Inhalers or have indicated on the Health Assessment that they may require support administering their own Inhaler will be compiled and maintained.

7.5 Written consent to use a personal College stored spare salbutamol inhaler will be obtained from parents/guardians/carers, as part of students' Health Assessment.

7.6 Relevant staff will be trained to be competent in the administering of salbutamol inhalers.

8. Emergencies

8.1 Medical emergencies will be managed according to the College's emergency procedures.

8.2 Health Assessments will outline: what constitutes an emergency, actions to take in an emergency and which staff are aware of emergency symptoms and procedures.

8.3 Students will be informed of general emergency procedures, such as informing a staff member.

8.4 If a student under the age of 18 needs to be taken to hospital, a member of staff will remain with the student until their parent/guardian/carer arrive.

9. Avoiding Unacceptable Practice

9.1 College staff must use discretion and judge each case individually with reference to a student's Health Assessment, it is generally not acceptable to:

i. Prevent students from easily accessing their inhalers and medication.

ii. Assume uniform treatment for all students with the same condition.

iii. Disregard the views of the student or their parents/carers/guardians

iv. Ignore medical evidence or opinion (although this may be challenged).

v. Send students 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 Health Assessment.

vi. If the student becomes ill, send them to another department or room unaccompanied, or with someone unsuitable.

vii. Penalise students for their attendance record if their absences are related to their medical condition e.g. hospital appointments. Where necessary staff may be required to address poor or limited attendance or engagement as outlined in the Fit to Study Guidelines.

viii. Prevent students from managing their condition (e.g. drinking, eating, toilet or other breaks).

ix. Require parents or carers, or otherwise make them feel obliged, to attend College to administer medication or provide medical support to their child, including with toileting issues. No parent/carers/guardian should have to give up working because the College is failing to support their child's medical needs.

x. Prevent students from participating or create unnecessary barriers to students participating in any aspect of college life, including College trips.

xi. Administer, or ask students to administer, medicine in toilets.

10. Training

10.1 Staff who are responsible for supporting students with medical needs will receive suitable and sufficient training to do so.

10.2 Training will be identified during the development or review of Health Assessments. Staff who provide support to students with medical conditions will be included in meetings where this is discussed.

10.3 The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the Assistant Principal, Head of High Needs and Inclusion and Learning Support Team Leaders.

10.4 Training will be kept up to date to ensure that staff are competent and have confidence in their ability to support the students.

10.5 Staff can fulfil the requirements in Health Assessments.

10.6 Staff have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures.

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

10.8 All relevant staff will receive training so that they are aware of this Policy and understand their role in implementing it, including preventative and emergency measures so they can recognise and act quickly when a problem occurs. This training will be provided for new staff during their induction.

11. Record Keeping

11.1 All written records of medicine administered to students will be retained for the duration of the students' time at College.

11.2 Parents / guardians / carers of students will be informed if their child has been unwell at College.

11.3 Health Assessments are kept in a readily accessible place, known to all staff .

12. Liability, Indemnity and Insurance

12.1 The Executive Team will ensure that the appropriate level of insurance is in place and appropriately reflects the College's level of risk.

12.2 Members of staff who undertake responsibilities within this Policy are covered by the College's insurance.

13. Complaints

13.1 The details of how to make a complaint can be found in the Compliments, Comments and Complaints Policy.

14. Equality Analysis

14.1 By virtue of the provisions of the Equality Act 2010, the College has a duty to have due regard to the need to:

i. eliminate discrimination, harassment and victimisation and other prohibited conduct;

ii. advance equality of opportunity between people of different groups;

iii. foster good relations between people from different groups.

14.2 In implementing this Policy and associated procedures, the College will actively take these aims into account as part of its decision-making process and will demonstrate how this has been undertaken.

14.3 Where necessary a full equality impact assessment will be undertaken.

15. Data Protection Impact Assessment

15.1 Data Protection Impact Assessments (DPIA) are an essential part of the College's accountability obligations under the UK GDPR. Conducting a DPIA is a legal requirement for any type of processing, including certain specified types of processing that are likely to result in a high risk to the rights and freedoms of individuals. Under UK GDPR, failure to carry out a DPIA when required may leave the College open to enforcement action.

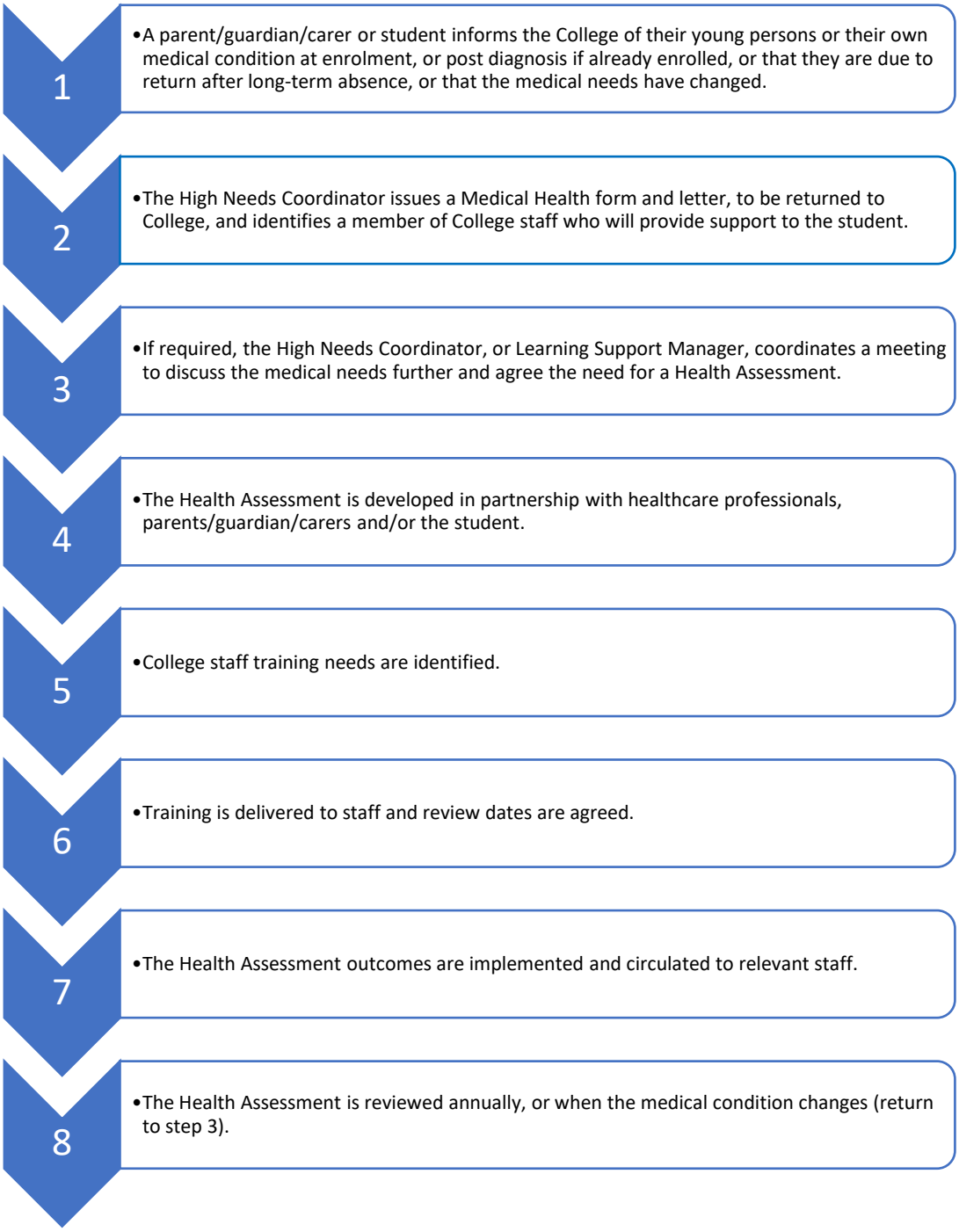
15.2 A DPIA, relating to any relevant areas within this Policy and Procedure, will therefore be undertaken to enable the systematic analysis, identification and minimisation of data protection risks and to demonstrate how the College complies with its data protect obligations.

16. Implementation, Monitoring and Review

16.1 This Policy will be reviewed every three years, or as otherwise required by law, regulation, organisational policies, good practice, or contractual obligations.

Appendix 1

Health Assessment Process



Appendix 2

Health Form Declaration 2025/2026

NAME .....

DOB.....

EBS NO .....

COURSE.....

TUTOR.....

YEAR OF
STUDY.....

EMERGENCY CONTACT*

NAME.....

CONTACT PHONE NUMBERS:

HOME.....

WORK .....

MOBILE.....

***Check that these are updated and match central student data held.**

If you have an impairment or disability which may require additional support during your course, or any reasonable adjustments, please give the details below:

.....
.....
.....
.....

Planned Evacuation Plan Required: Yes* [ ] No [ ]

*Staff to request a PEP with NWSLC Health and Safety Manager

The health and safety of all our students is taken very seriously whilst you are learning with us. If you have a health/medical condition or you are receiving medical treatment, please give the details below:

.....
.....
.....
.....

Appendix 3

Health Form Letter

NWSLC
NORTH WARWICKSHIRE & SOUTH LEICESTERSHIRE COLLEGE

Principal & Chief Executive – Marion Plant OBE, FCGI

Call **0330 058 3000** Email **enquiries@nwslc.ac.uk** Web **www.nwslc.ac.uk**

Dear Parent/Guardian of ……

Completion of Health Care Form for academic year 2025-2026

Please find attached a copy of the North Warwickshire and South Leicestershire College Health Care Declaration form.

We understand from your application/enrolment/College assessment that you have highlighted some medical issues. In order for us to keep you safe and support you throughout your college course we would appreciate the completion of the form.

Please return the form to the Campus Reception or post to the address provided.

Could you please let us know about any changes in circumstances/medication on 0330 058 3000. Ask for the Learning Support Department at either the Wigston or Nuneaton Campus (the Support team for the MTI, Harrowbrook and Hinckley are all based at our Nuneaton Campus)

Yours sincerely,

xxxx

Head of High Needs and Inclusion

Appendix 4

Health Assessment Form

Personal Assessment for Students at NWSLC			
Date of Assessment:		Student Name:	
Course Title:		Course Tutor:	
Health Conditions:			
Signs, symptoms & triggers:			
Frequency of attacks if applicable:			
Medication:			
Action to take in the event of an incident:			
Emergency Contact Names/Number: *Check on EBS*			
Any additional comments/information:			
(Eg: Evacuation procedures, additional requirements/support)			
Assessed by:		Date:	

Appendix 5

Permission to Administer Medication Form

The College will not give you/your young person medicine unless you complete and sign this form, and the College has a policy that the staff can administer medicine.

Date for review to be initiated by	
Name of College/campus	
Name of College student	
Date of birth	
College Programme/Course	
Medical condition or illness	

Medication (NB: Medicines must be in the original container as dispensed by the pharmacy)

Name/type of medicine *(as described on the container)*	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Any known side effects?	
Self-administration – Y/N	
Procedures to take in an emergency	

Emergency Contact Details (check with EBS)

Name	
Daytime telephone no.	
Relationship to child	
Address	
Staff member to deliver medication to:	[agreed member of staff]

The information provided is, to the best of my knowledge, accurate at the time of writing and I give consent to the College staff administering medicine in accordance with the College policy. I will inform the College immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s)_____ Date_____

Appendix 6

Record of Medicine Administered

Name of Student/ College / Campus	Name ..... Campus .....

Date	Time	Name of Medicine	Dose Given	Any Reactions	Staff Name 1	Staff Name 2

Appendix 7

Emergency Procedures

If there is time, notify the campus Duty Manager before calling for an ambulance to support you and the student with the emergency. If there is not time, notify the Duty Manager as soon as possible.

To request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

1. Your telephone number.
2. Your name.
3. Your location.
4. State what the postcode is - please note that postcodes for satellite navigation systems may differ from the postal code.
5. Provide the exact location of the patient within the College setting.
6. Provide the name of the child and a brief description of their symptoms.
7. Inform ambulance control of the best entrance to use and state that the crew will be met and taken to the patient.
8. Put a completed copy of this form by the phone.

Appendix 8

Anaphylactic Shock Guidance

Recognition and management of an allergic reaction/anaphylaxis

Signs and symptoms include:

Mild-moderate allergic reaction:

- Swollen lips, face or eyes
- Itchy/tingling mouth
- Hives or itchy skin rash
- Abdominal pain or vomiting
- Sudden change in behaviour

ACTION:

- Stay with the child, call for help if necessary
- Locate adrenaline autoinjector(s)
- Give antihistamine according to the child's allergy treatment plan
- Phone parent/emergency contact

Watch for signs of ANAPHYLAXIS (life-threatening allergic reaction):

AIRWAY:	Persistent cough Hoarse voice Difficulty swallowing, swollen tongue
BREATHING:	Difficult or noisy breathing Wheeze or persistent cough
CONSCIOUSNESS:	Persistent dizziness Becoming pale or floppy Suddenly sleepy, collapse, unconscious

IF ANY ONE (or more) of these signs are present:

1. Lie child flat with legs raised: (if breathing is difficult, allow child to sit)



2. **Use Adrenaline autoinjector* without delay**
3. **Dial 999** to request ambulance and say ANAPHYLAXIS

***** IF IN DOUBT, GIVE ADRENALINE *****

After giving Adrenaline:

1. Stay with child until ambulance arrives, do NOT stand child up
2. Commence CPR if there are no signs of life
3. Phone parent/emergency contact
4. If no improvement **after 5 minutes, give a further dose** of adrenaline using another autoinjector device, if available.

Anaphylaxis may occur without initial mild signs: **ALWAYS use adrenaline autoinjector FIRST in someone with known food allergy who has SUDDEN BREATHING DIFFICULTY** (persistent cough, hoarse voice, wheeze) – even if no skin symptoms are present.

Appendix 9

Asthma Attack Suggested Guidance

Please note the term child refers to students of all ages under our duty of care and note we only carry spare inhalers if supplied one by the student.

HOW TO RECOGNISE AN ASTHMA ATTACK

The signs of an asthma attack are

- Persistent cough (when at rest)
- A wheezing sound coming from the chest (when at rest)
- Difficulty breathing (the child could be breathing fast and with effort, using all accessory muscles in the upper body)
- Nasal flaring
- Unable to talk or complete sentences. Some children will go very quiet.
- May try to tell you that their chest 'feels tight' (younger children may express this as tummy ache)

CALL AN AMBULANCE IMMEDIATELY AND COMMENCE THE ASTHMA ATTACK PROCEDURE WITHOUT DELAY IF THE CHILD

- Appears exhausted
- Has a blue/white tinge around lips
- Is going blue
- Has collapsed

WHAT TO DO IN THE EVENT OF AN ASTHMA ATTACK

- Keep calm and reassure the child
- Encourage the child to sit up and slightly forward
- Use the child's own inhaler – if not available, use the emergency inhaler
- Remain with the child while the inhaler and spacer are brought to them
- Immediately help the child to take two separate puffs of salbutamol via the spacer
- If there is no immediate improvement, continue to give two puffs at a time every two minutes, up to a maximum of 10 puffs
- Stay calm and reassure the child. Stay with the child until they feel better. The child can return to school activities when they feel better
- If the child does not feel better or you are worried at ANYTIME before you have reached 10 puffs, CALL 999 FOR AN AMBULANCE
- If an ambulance does not arrive in 10 minutes give another 10 puffs in the same way