

Health and Medical Policy	
Person Responsible:	Senior Leadership Team
Date of Policy:	Summer 2025
Next review date:	Summer 2026

#### Rationale

Great Oaks College is committed to welcoming and supporting young people with medical and health conditions. We strive to ensure all individuals with medical conditions can participate fully in college activities, including off-site visits, with adjustments made, as needed to meet their individual needs and maintain safety. This Document should be read in conjunction with **Children and Families Act 2014** and **SEND Code of Practice** as well as college local policy's

#### Aims

- Explain how we support students with both long-term and short-term medical conditions, whether they are complex or basic in nature.
- Detail the procedures in place for managing health needs, including those that are long-term, short-term, and complex.
- Provide staff with the knowledge and confidence to competently support a wide variety of medical conditions.
- Clearly communicate our procedures for administering medical interventions to parents, caregivers, and external professionals.
- Establish clear expectations to ensure the safety and well-being of all students.
- Identify staff training requirements and outline how these are met at Great Oaks College.
- Ensure we work within legal requirements for safe management and administration of controlled and prescription medications

#### Objectives

##### Initial information

##### **Application stage**

When a student first applies to Great Oaks College, the senior leadership team will identify any students who may have additional medical needs. If there is adequate paperwork outlining a student's medical needs, and these can safely be met by a trained member of support staff, an offer will be made in line with the college Admissions and Transitions policy. Students who have more complex medical needs will need further investigation by our college Nurse and senior leadership team. This may include requesting more information from schools, parents and medical professionals involved. The decision to offer a place will then fall to the senior leadership team and consideration for a specialist 1:1 teaching assistant will be made. At this point, an offer will be sent to the local authority with costings including any equipment, training and/or staffing along with a standalone charge for a medical care plan to be written.

##### **Admissions Stage**

Once funding is approved, students who have been offered a place at Great Oaks College, will have a Health Care Information (HCI) form sent home. Parents/carers are responsible for filling in this form to identify any health conditions, medications, enteral feeding plans plus any medical plans prescribed by a professional including seizure plan, dysphagia plans or any other relevant document. Upon receipt of completed forms, our nurse will create a medical care plan (MCP) for the student. This will be shared and signed by parents/carers. Students cannot start at college unless the MCP has been completed and signed off by parents. In some circumstances, plans need to be checked by

medical consultants which may delay the plan being completed. The college does not take any responsibility for the contents of the care plan and once signed by a parent, the College staff will follow the agreed advice on the plan. MCPs will be shared and read by the class teams and anyone who works closely with the student.

### **Health Care Information forms and Medical Care Plans.**

Health care information forms and medical care plans are updated annually and throughout the year if there are changes to the student's needs. The Nurse will communicate with families and the relevant professionals, update the care plan accordingly and make sure that the class team is familiar with the changes. Medical care plans will be shared and read by the class teams and anyone who works closely with the student. It is the responsibility of the family/carer to ensure the college is provided with up-to-date information or changes.

### **Training**

Once all medical conditions have been identified, they will be collated to inform what training needs to be delivered. All training is delivered on the first week of the new academic year to ensure all staff are trained/refreshed, prepared and ready for our students to start with the least disruption to their education.

All staff receive annual training, delivered by the college nurse in managing epilepsy, allergies and anaphylaxis, asthma, relevant staff will be trained in delivering regular medications, enteral feeding, and the use of associated emergency medications.

For more specific medical needs, additional training is provided on a case-by-case basis by the college nurse. If specialised training is required, additional funding may need to be secured to train designated staff for these specific interventions.

The college nurse is responsible for assessing and maintaining staff competency following the delivery of training. Staff must demonstrate both competence and confidence in performing a procedure before being formally signed off. The Nurse will keep track of who is up to date with training and share this information with HR.

### **Situations Requiring Emergency Support**

#### **What Constitutes an Emergency Situation**

- A student experiencing a severe medical episode (e.g. a seizure requiring emergency medication, anaphylaxis, choking, or breathing difficulties).
- Presenting with seizure type activity without diagnosis
- Any incident involving significant injury or trauma (e.g. a fall resulting in suspected fractures or head injuries).
- A student who has had a head injury but does not have the communications skills or cognitive ability to understand and describe any symptoms
- An unresponsive student requiring immediate first aid or resuscitation.

#### **Emergency Services Protocol:**

##### **Immediate Response:**

- Ensure the environment is safe and reduce likelihood of further, more significant injury.
- Press the alarm for immediate support in an emergency.

- The most senior staff member present at the time of the accident/emergency starting should take charge of directing attending staff to ensure the response is organized and effective.
- After consideration and in line with this policy, one member of staff to call emergency services from closest phone to situation. To do this you dial 9, then 999
- Request a first aider to attend if not already in attendance.

**Anyone can and should call 999 if they feel this is required**

#### **Alerting Senior Leadership:**

- If the Senior Leadership Team (SLT) is not already in attendance, notify them of the situation as soon as possible. This can be done by requesting reception to put a call out

#### **Further Steps:**

- Follow above protocols for contacting an ambulance, administering emergency medication, ask reception to alert site team if an ambulance will be arriving.
- Ensure actions align with any relevant care plans or medical guidance for the student.
- If an EpiPen is administered, it is mandatory to call an ambulance, stating anaphylaxis, as per college protocol, so the young person can be medically assessed.
- For epilepsy rescue medications, follow the medical care plan's instructions regarding whether and when to call an ambulance.
- If a student has never had an incident like this before, an ambulance should always be called, even if the student recovers quickly and appears well. If it is the first time having rescue medication, an ambulance must be called.
- Inform parents of situation and keep updated on ongoing situation.
- Copy MCP and give a copy to ambulance staff.

#### **Post-Incident Reflection and Support**

- At the end of the day, take time with your team to reflect on the incident and discuss whether the experience could influence or improve future practices.
- Check in with all staff members involved to ensure their well-being and offer emotional support.
- If any team members require additional support or wish to discuss the incident further, signpost them to HR or member of SLT.
- Ensure new Copy of MCP is printed and in the classroom.

#### **Emergency Medication**

EpiPens, Inhalers, and Rescue Medication for Epilepsy are some of the common emergency medical interventions however some students have others, which will be noted on the medical care plan. When preparing to administer emergency medication, the following protocol should be followed. Ideally, this process involves two members of staff, with a third member informing Senior Leadership Team (SLT) or healthcare staff, if required, to provide advisory support. If a staff member is out in the community 1:1, medication should be checked by a second member of staff prior to leaving the college building, they should get a by stander to call the emergency services and/or college and request for support to their location.

#### **Protocol for Administering Emergency Medication**

##### **Initial Response:**

- When emergency medication is likely needed, one staff member remains with the student to provide reassurance, time the episode and observe their condition, noting details to record later.

- The second staff member retrieves the medical care plan and emergency medication if not already on hand.

#### **Medical Care Plan Compliance:**

- Follow the medical care plan exactly as written. No adjustments should be made based on parents' wishes or anecdotal advice. If you have called 999, they may give you additional instructions which should be followed.

#### **Medication Administration:**

- One trained staff member administers the medication while the second staff member verifies the medication details and continues to reassure the student and follow advice on medical care plan.

#### **Storage and Management of Emergency Medications**

- **Storage in College:**

Emergency medications must be stored in a clearly labelled orange medipack bag with the student's name, DOB, and photo of student. There are different protocols for different medications. Midazolam must be kept in lockable medication cabinets within the classroom. The cabinets are secured with a coded lock, with the code updated annually or sooner if necessary. Inhalers and EpiPens must be kept with the student at all times. It is important staff support students to ensure the EpiPen/inhaler is always available and that the location of midazolam is always known.

- 2 EpiPens can be stored on site as both doses can be given in an emergency. It is important both EpiPens always travel with the student following protocols.
- 1 Buccal midazolam should be stored in college as only one can be administered in an emergency. A second spare may be locked in the medical office any extra must be sent home
- 2 inhalers may be stored in college one on student's person and second in the medical office

- **Emergency medication during outings or off-site activities:**

When students require medications during outings, outdoor activities, or in classrooms beyond college reception, the medipacks must be signed out and stored in bum bags, carried by staff for safe access. If Midazolam is being transitioned, this must be in a locked bum bag.

- **Student access to medication:**

Students must not have access to the emergency medication cabinets, even if they are independent medication carriers. Midazolam must always be under the supervision of a staff member even if student is considered an independent carrier

- **Medication checks and expiry monitoring:**

Staff are responsible for checking medications during administration or upon receipt to ensure they are in date and suitable for use. Parents will be informed in advance to replenish medications before they expire or run out however it is the parent's responsibility to ensure medications are replenished. All expiry dates for emergency medication's will be kept on the college calendar. This will be represented with the pill icon and in purple colour. If a student comes to college with expired medication, class teachers must call home immediately to request that the student is picked up or in date medication is dropped off. Should a student show any signs of medical emergency, 999 will be called following the above protocols. If parents refuse to drop medication in or collect student, this should be escalated to HOPs and SLT. This may become a safeguarding concern.

- **Handling Expired Medications:**

If a student's medication has expired, it should be sent home once the replacement arrives, allowing parents to arrange for its safe disposal.

Please note, Midazolam is a controlled substance, it is vital that all medications are accounted for, and it is secured safely.

Auto-injectors for anaphylaxis, such as EpiPens, must be stored correctly to ensure they function properly and available during an emergency. [Follow this link to learn more.](#)

### **Medication Administration Protocol**

#### **Regular Medication Management:**

The college Nurse and the Specialist Health and Therapy Facilitator are responsible for the oversight of administering regular medications to students. These medications, along with the students' Medication Administration Records (MAR charts), are securely stored in the medical office. Soon to be on DataBridge

#### **Off-Site Medication Administration:**

If a student requires medication while off-site, staff must sign out the necessary medications and MAR chart from the medical office. Medications should be stored in the designated "outings" bag, which must always remain with a staff member. Staff will follow the same administration process as detailed above while off-site.

Staff administering medications must have had relevant training delivered by our college Nurse and check medicine with second staff member before leaving college

#### **Procedure for Administering Medication:**

Staff administering medications must follow the student's care plan to ensure the medication is administered correctly. The following checks must be completed:

- Verify the student's name matches the name on the medication label.
- Ensure all specifics, including dosage amounts and administration times, are accurate on the label and match the MAR's chart.
- Confirm the medication is within its expiration date.
- Ensure the amount prepared matches the prescribed dosage as per the care plan, verified by another staff member.
- Record the administration of the medication on the MAR chart, noting the time and date and signing to confirm completion.

#### **Special Considerations:**

If the route of administration is unclear on the care plan or medication label, staff must verify this with parents or medical professionals before proceeding.

Staff are not permitted to tamper with medications (e.g., crushing, or breaking tablets) unless explicitly instructed on the pharmacy label.

Staff must ensure the medication is fully taken or ingested before completing the MAR chart.

#### **If Administration is compromised:**

If medication is not successfully administered (e.g., a student spits out some medication), no additional doses should be given. Staff must document the incident and notify the parent or guardian

as soon as possible. If student refuses to take medicine, staff must document the incident and inform parents.

### **Returning Medications:**

After administration, all medications and student files must be promptly returned to the medical office for secure storage.

All medication should be returned to students to take home at the end of term. We do not store any medications on site over the holidays

### **Non-prescription medications**

Most NHS trusts in the UK are no longer prescribing over the counter medications unless there is an exception such as a chronic condition. As such, college will store and administer some over the counter medicines which meet the following criteria -

- The medicines have been sold in the UK
- A medication form is filled out and signed before the medicine is brought into college
- All non- prescribed medicines must be sent in and given straight to a member of staff who will store them in a locked cupboard in the medical room. These medications cannot be left in student bags, in pockets etc.
- Parents clearly write the students name on the box

When giving the medication, college staff will make sure that -

- The student is happy to take the medication
- Parents should write in communication book or send an email with the last dose given and when medicine is next due or Parents are called before each administration to check if any dosage has been given earlier
- The dosage given is recorded on the MAR chart and parents/carers to be informed

### **Enteral feeding**

Some students at the college may require support with enteral feeding, which can be administered via various methods such as gastrostomy, nasogastric (NG) tube, or duodenoscopy. Staff working in the student's class will receive specialized training tailored to the individual feeding needs of the student. The college nurse will play a key role in providing and facilitating this training to ensure staff are confident and competent in supporting these processes. Once training has been complete, staff will take part in several competency sessions where the college nurse will observe feeding. Staff will refresh their knowledge based on [Enteral feeding and tube care](#) training.

All equipment must be within service dates and any equipment used must be done so within the manufacturer guidelines. If for any reason a feed cannot be given or is given late for any reason, staff must report this and inform parents/carers. Feed only to be given in accordance with individually prescribed feeding plan created by a consultant/dietician.

### **Sickness and Illness**

Following sickness and illness procedures in colleges is essential to ensure the health, safety, and well-being of all students and staff. It helps prevent the spread of illness, ensures that students receive appropriate care, and maintains a safe learning environment. This is notably important in Great Oaks College as we have students who are extremely vulnerable to getting sick.

If a student becomes unwell on-site, we will follow the procedure outlined below:

- Ensure the student's comfort and dignity – Support the student to be as comfortable as possible while taking necessary actions to maintain their dignity. This may include clearing a room if needed.



- Refer to medical records – Immediately check the student's Medical Care Plan (MCP) or Health Care Information (HCI) form for guidance and any relevant medical history.
- Assess the severity of the situation – If the MCP/HCI states, or if we have any serious concerns (e.g., a seizure occurring for the first time), an ambulance should be called following the above protocol
- Monitor symptoms – Take the student's temperature if appropriate to assess their condition.
- Notify parents/carers – Contact the student's parents or carers to inform them of the situation, seek their advice, and provide updates as needed. Ensure that the Senior Leadership Team (SLT) is also informed.
- Decision on student's presence on-site – In consultation with SLT, or the Head of Pathway (HOP) in their absence, a decision will be made on whether the student needs to be collected.
- Ongoing monitoring – If the student remains on-site, staff will closely monitor their condition to ensure their safety and well-being.
- If a student is presenting with vomiting and/or diarrhoea with no known cause a student must not return to college for 48 hours post last episode.

### **College Medical Equipment/Interventions**

Great Oaks College has access to basic equipment to enable us to check levels of, oxygen, heart rate, blood sugars, blood pressure. However, these are not methods of diagnosis and information should be noted down and either used to gauge if further medical assistance is required or to inform other medical professionals. This equipment should only be used by college Nurse unless trained to use them.

The college also has a defib available in the Nurse's office and in reception. This should be gathered under instruction from 999 professionals or trained first aiders. Always ensure it is safe to use a defib on a person - we assume safe unless otherwise stated on MCP. If unsafe to use it will be stated clearly in red bold writing on MCP and on a poster where the defib is stored.

The college have an EpiPen to use in emergency situations, under the guidance of 999 professionals. This is stored clearly labelled in the medical office.

The college nurse is responsible to ensuring all equipment is in a usable condition and available with ease.

### **Risk assessments**

If a student has medical or health-related risks, these will be documented in an individualized risk assessment prepared and maintained by their class teacher, with support from the Nurse as needed. Medical care plans are a procedure to follow; they must be accompanied by a risk assessment for legal reasons. Risk assessments will also play a part in assessing if a student is safe to be on site, go on outings or participate in certain activities.

### **Day to day responsibilities of managing medical and health needs**

#### **College Nurse**

Medical Care Plans (MCPs) include creating, maintaining, and regularly updating active plans to ensure students receive appropriate medical support. Liaising with medical professionals and parents is essential to safeguarding students' health and well-being. Staff training is delivered as outlined in the relevant documentation, ensuring all personnel are equipped to manage medical

conditions and emergencies. Medication management involves overseeing the administration of both regular and emergency medications while ensuring compliance with regulations. In the event of a medical emergency, assistance is provided, particularly for identified students requiring escalated care. The role also includes maintaining stock levels and ensuring the proper upkeep of all medical supplies. Additionally, support is provided to teachers in delivering PSHEC topics related to health and sexual health.

### **Specialist Health and Therapy Facilitator**

Follow guidance from the college Nurse, Therapists and Moving and handling coordinator.

Administer medication and ensure all on-site medication meets regulatory standards. Assist with keeping Medical Care Plans (MCPs) up to date and support staff training on medical procedures. Maintain and manage medical supplies, ensuring all first aid and emergency equipment is readily available. Cover the college nurse on Fridays, ensuring continuity of care. Deliver moving and handling training, write moving and handling plans, and support personal care and feeding needs. Assist therapists with physiotherapy and hydrotherapy sessions while also serving as a pool responder. Support the proper use and maintenance of slings and hoists to ensure student safety and accessibility.

### **First aiders**

Provide immediate medical assistance in case of injury or illness until professional medical help arrives. Their duties include assessing the situation, administering appropriate first aid treatment, and ensuring the safety and well-being of the injured person. Maintain accurate records of any first aid administered using first aid recording sheets, log/update incidents on My Concern, and inform parents as needed.

### **Specialist Medical 1:1s**

Develop a trusting relationship with the student and know their needs. Ensure competence and confidence in meeting all medical needs of the allocated student. Provide daily support to ensure all medical requirements are consistently met. Take responsibility for administering any emergency and regular medication as required. Follow all feeding, medical, and therapy plans to support the student's health and well-being effectively.

### **All Staff**


Ensure Medical Care Plans (MCPs) are current and easily accessible. Read all relevant paperwork for students including MCP, Feeding plans and Risk assessments. Be familiar with the location of first aid boxes and know where emergency medications are stored, including the access codes if required. Know who the designated first aiders are and how to contact them in an emergency. Be aware of students' medication schedules to ensure they receive their medication on time. Call 999 if medical support is required

### **Useful Websites**

- **NHS Guidance on Managing Medical Conditions in Schools & Colleges:** <https://www.nhs.uk>
- **Epilepsy Action (Emergency Medication Protocols):** <https://www.epilepsy.org.uk>
- **Anaphylaxis UK (EpiPen guidance):** <https://www.anaphylaxis.org.uk>
- **Asthma UK (Managing Asthma in Educational Settings):** <https://www.asthma.org.uk>



- **Gov.uk Guidance on Supporting Pupils with Medical Conditions:**  
<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions-3>

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