

Care, Support and Medicines Policy

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Care, Support and Medicines Policy

1. Introduction

- 1.1 The Chichester College Group (hereafter referred to as the Group) seeks to enable students with a range of disabilities and needs to undertake courses of study. The Group recognises that it should carefully assess a potential student's needs, the support required and whether the Group can reasonably provide for those needs. This policy clarifies and places limits on the care and support the Group can provide for students and identifies the parameters relating to the administration and storage of medicines needed by students when at the Group.

2. Scope of this policy

- 2.1. This policy applies to all Group students to ensure they are looked after safely throughout their Group journey and any care procedures are carried out correctly.

3. Policy statements

3.1. Admission and identification of needs

The Group endeavours to identify if a student has learning support and/or medical needs, prior to, or at the start of the course.

Every applicant who discloses a disability and/or medical condition will be invited to attend an Assessment of Need meeting with the Group support team to ensure a smooth transition into the Group.

The Admissions process is intended to capture relevant information at a number of stages - on the application form, letters acknowledging an application, setting up an interview and at enrolment.

The curriculum area who is considering admitting a student with complex needs must involve Learning Support in all cases, the College nurse and external agencies as appropriate, i.e. YOS, Social Care, CAMHS

Complex needs which are disclosed after admission to the Group, or become evident, will be reviewed to see if the student concerned is able to be supported by the Group. Where, in the Group's judgement, it cannot support the student, their continued attendance may be suspended unless appropriate support can be provided by a third party. If reasonable adjustment cannot be made to provide access for students, a case conference will be held to establish the most appropriate way forward.

Where a disclosure has been made, any student aged 16 or above, where possible, should be asked to provide information about their needs/medical condition. If the information provided by the student is not precise, or if it suggests that the Group needs further information, the student's written consent should be sought to allow the Group to approach other parties for further information. For young people below 16 years of age the school/parent should be asked for information (Additional Support will be the channel through which this will be sought).

Where, exceptionally, the student is considered incapable of providing such information, the Group will ask the parent/carer/advocate for this.

3.2. Medicines

All students may bring their own prescribed medicines onto campus. Students must carry their medication with them, unless in exceptional circumstances, the Group has agreed alternative arrangements. Only the relevant members of Staff, in consultation with the College Nurse, can agree to any arrangements for the Group to store medicines. If the medicine cannot be taken without special storage, the student may not be admitted to the Group.

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No staff may give any kind of medicine to any student under any circumstances, with the exception of the medicines listed below and where the staff have received relevant training. The student must have an individual care plan completed by a Specialist Nurse:

- Epinephine Auto Injector (EpiPen) - for the treatment of anaphylactic shock
- Buccal Midazolam - for the treatment of status epilepticus in epilepsy
- Hydrocortisone sodium phosphate injection - for the treatment of Adrenal crisis

The Group's insurance only covers the administering of these medicines by appropriately trained staff. Any member of staff undertaking one of the above procedures must be trained through a training session arranged by the Group or must have appropriate current external accreditation to do so.

Consent must be obtained in advance from the individual concerned if 16 or over and if they are competent under the Mental Capacity Act, or if under the age of 16, from the parent or guardian. Students are expected to manage their own medication unless they are accompanied by carers who are able to do this. Designated rooms will be available for this if needed. In the case of students under 16, the school must provide a copy of a parental consent form and details of any prescribed or non-prescribed medication to the Head of Learning Foundation Programmes/14-16 provision, who will inform the appropriate named member of staff who will supervise this.

All students, including those who are still attending school, can carry painkillers for their own use and to self-administer.

3.3 Support for personal needs

The Group supplies support for personal care.

The student may themselves (or a sponsoring body/authority on their behalf) provide support staff and the means for intimate care and support using existing Group facilities. The Group will admit students who require to be assisted to use a toilet by an accompanying carer who is formally appointed and trained for the task.

Where a student with complex needs attends any residential learning opportunities, at least the same level of support the student requires within the Group's premises, will have to be provided. Where appropriate, when the Group is not the provider of support within the Group-based activity, this will be supplied by the residential organisation or the student at their own or sponsoring body's expenses.

3.4 Involvement of carers

In the case of an emergency or a support query and to assist the Group with its obligations in respect of safeguarding, people accompanying students with complex needs, who may be their carers, advocates or supporters, must give their personal details including enhanced DBS, name, contact address and telephone number(s) in advance to the Group Safeguarding team. The maximum number of such carers linked to or supporting a student is to be three.

Non Group staff who come onto campus to act as a carer or supporter must hold a current enhanced DBS check, relevant to who they are caring for. The Group should ask for proof or confirmation of this where it has not been obtained through the Group; details must be noted by the course leader. The relevant Additional Support Team Leader and Head of Learning Foundation Programmes/14-16 Provision must be informed about, and keep a record of,

all such details. This is to ensure the protection of children and adults at risk.

3.5 Medical and confidential records

Whilst the student is studying in the Group, medical and confidential records must be kept in a locked filing cabinet in an office which is accessible only by designated staff.

Staff who work with the student concerned must be made aware of their medical condition and consent and where they can access the records. Medical and confidential records must not be taken off site by Group staff or left on office desks etc. They must be locked away.

3.6 Communication of information

Staff must treat medical information confidentially. Information on a student's health care needs must be protected in accordance with current data protection legislation. The student must give consent to staff members needing to know the student's condition. This is done by written declaration upon enrolment.

The common law rules of confidentiality apply when information is to be passed another party, i.e. once consent has been obtained, sensitive information about a student should only be shared with those who need to know. However, Safeguarding and Health and Safety laws overrides the law duty of confidentiality.

3.7 Work experience

If work experience for a student has been arranged, the placement provider must, with the student's consent, be provided with information about the medical condition in advance of accepting the student.

3.8 Wellbeing plan

In some instances, there may be a need for a wellbeing plan, to identify the level of support that is needed whilst at the Group. This can be provided by external agencies, i.e. a health professional, CAMHS, the College Nurse and Additional Support team. If a wellbeing plan is needed it will be beneficial to the student if the Group is consulted by the appropriate health care service or care home that may draw up the plan.

3.9 Emergency procedures

In the case of an apparent medical emergency, staff should call a first aider by calling the emergency phone: Chichester and Brinsbury Campuses ext 5555; Crawley College ext 2275. However, some cases highlighted by Safeguarding Plans require a 999 call immediately.

A student, under 18 years of age (or adult at risk) must be taken to hospital should be accompanied by a member of staff or appropriate adult until the student's parent/guardian/carer arrives. The member of staff should have a copy of any documentation held by the Group detailing health needs and medication if possible. If a parent/guardian/carer has not arrived within one hour of the student arriving at hospital, the member of staff should phone their line manager for guidance.

3.10 Change to medical circumstances

If, during the academic year, a non-disabled student becomes disabled or a disabled student becomes less able than before, a risk assessment must be carried out by the Group. A decision must then be made to ascertain whether the Group can continue to support the student on their programme of study.

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- 4. Status of this policy**
- 4.1 This Policy has been approved by the Group Leadership Team.
- 4.2 This Policy has been impact assessed to ensure that it does not adversely affect staff or students on the grounds of their disability, gender or race.
- 4.3 The operation of this Policy will be kept under review by the Executive Principal. It may be reviewed and varied from time to time by the Group Director of SEND, Additional Support and Welfare and approved by the Group Leadership Team

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| Date Approved: | November 2018 |
| Approved by: | Group Leadership Team |
| Implementation Date: | November 2018 |
| Date for Review: | November 2019 |