

exeter college



Supporting Learners with Health Needs Policy

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1. Purpose

- 1.1 Exeter College is committed to providing a safe and supportive environment for our learners; a place where all can develop their potential. We understand the importance of learner wellbeing and recognize the potential for health needs to adversely affect a learner's quality of life and ability to learn, if not appropriately managed.
- 1.2 Exeter College strives to maintain an inclusive community, and this includes a commitment to supporting learners with health needs. The College does, however, acknowledge there are some learners for whom it may not be the most appropriate training or education provider, as per our Admissions Policy.
- 1.3 This policy is in place to ensure that:
 - Learners with health needs are appropriately supported and have equal access to education
 - Staff understand their duty of care to learners with health needs
 - Learner's health is not put at unnecessary risk

2. Policy

2.1 Disclosure of health needs

To ensure that learners' health needs are recognised and understood, all learners on full time courses are asked to complete a Health Declaration Form. The content of this form will help the College to determine the level and type of support required.

It will remain the learner's/Next of Kin's responsibility to notify the College of any changes to their health or requirements for support, by updating their Health Declaration Form via their electronic record (eILP).

2.2 Health care planning

Learners are responsible for providing the College with their existing healthcare plans, where appropriate. These may include Individual Healthcare Plans (IHCP) and Education Health & Care Plans (EHCP), or others. The College will endeavour to meet the expectations set out within these plans, however, there may be instances in which we cannot. Such instances should be discussed at the earliest opportunity to ensure that learners have a clear understanding of the scope of support that the College can provide.

Following receipt of any existing healthcare plans, or disclosure via the Health Declaration Form, the College may seek to devise a College specific Health Support Plan (HSP), where complex or long-term health needs are identified. The HSP will be completed by the College Nurse in consultation with the learner, Next of Kin, and if required by prior consultation with relevant healthcare professionals. The HSP will provide concise information for staff that are working with the learner, making responsibilities clear, including what actions should be taken in an emergency situation.

2.3 Scope of support

The College does not have a comprehensive healthcare provision. Learners are expected to be largely independent throughout the day, mobilising freely around our sites. We are unlikely to be able to accommodate requests for a high level of supervision or health intervention. College staff will support to the greatest extent possible, however it is important to acknowledge that our support is likely to differ from that of a school environment.

2.4 Management of medicines

The College requests that medicine is only taken at College if it is essential, that is where it would be detrimental to the learner's health not to administer during the College day. If the need for 'over the counter' remedies such as analgesia is anticipated, the learner should carry their own supply, which should not exceed daily dosage, and should be kept safely on their person. This should remain in the original pharmaceutical packaging, enabling easy identification.

Prescribed medicines held in College must be recorded within a Health Declaration Form. We promote independence and expect learners to self-administer and be responsible for their medicine's safe storage, where it is safe to do so.

If the learner is required to administer prescribed medicine at College, it must conform to the requirements below:

- Be stored securely in the original pharmaceutical container, in small quantities; suitable for daily dosage*
- Be easily identifiable as the named drug, with a visible expiry date
- Have a valid prescription label attached instructing dosage and use

*We acknowledge insulin as an exception, which must be in date, but will generally be inside an insulin pen or a pump, rather than in its original container.

Emergency medication must conform to the same requirements and where relevant be accompanied by a copy of the relevant protocol to direct its administration, particularly for seizure rescue medication. Emergency medication must be kept with the learner at all times, and travel with them to and from College.

Controlled drugs

Some medicines, including controlled drugs, may need to be stored in a locked, non-portable cupboard, with the prior agreement of the Head of Faculty and College Nurse, in order to prevent misuse or harm to others. Learners may be wholly responsible for the safe storage of their controlled drug during the College day, if they are competent to do so, but must be aware that passing it to another learner for use is an offence. Where support is required, The Administration of Medication procedure will be followed to record the amount of the controlled drug held in College, any dose administered and any visible side effects.

2.5 Support with the administration and safe storage of prescribed medicines in College

Only in exceptional circumstances will College staff administer or store prescribed medication. Staff agreeing to undertake the responsibility of administering or supervising administration of prescribed medication for learners must have received appropriate training from the College Nurse or relevant healthcare professionals and adhere to the Administration of Medication Procedure. Necessary consents will be sought prior to the delivery of care.

2.6 Intimate and invasive care

The College will maintain a separate Intimate Care Policy.

2.7 Staff training and development

Staff will endeavour to support learner's health needs and would do so in a voluntary capacity. Staff are permitted to undertake basic medical procedures, providing they have been adequately trained in consultation with the College Nurse or relevant healthcare professionals. All staff undertaking medical procedures must feel suitably competent and confident to respond appropriately to safeguard the learner. Assessments of staff proficiency to undertake medical procedures will not be made.

2.8 Educational trips and visits

The College will always endeavour to make reasonable adjustments to trips, visits and activities to enable a learner with health needs to take part. The College does, however, acknowledge there are some occasions where it may not be possible to make adjustments. Learners are asked to ensure they have appropriately disclosed health needs prior to travel.

Members of staff who lead educational trips and visits will consider all learner's needs and associated risks. For learners with health needs, this may require consultation with the learner's Next of Kin, College nurse and other associated healthcare professionals, to ensure sufficient controls can be implemented to minimise risk. Procedures will be followed as set out in the Educational Visits Policy.

2.9 Boarding and host family accommodation

All learners residing in boarding and host family accommodation will be required to complete a Health Declaration Form, detailing any associated health needs which may affect them. There will need to be greater consideration of safety within the context of their accommodation and clear communication of the level of support that is to be implemented. Discussions should take place in advance of the learner's arrival, with relevant information relating to health likely to be discussed with College staff and host families, to facilitate appropriate consideration of needs.

2.10 Emergencies

The College's Health and Safety Policy and First Aid procedures would apply to any illness, accident and medical emergency.

If a learner with a health need becomes unwell during the day, they should be cared for in line with the guidance contained within their care/support plan (where available).

If a learner needs to return home or to access medical intervention, the College will seek to contact the Next of Kin to request collection or permission for the learner to travel independently (for those under 18). In exceptional circumstances, if unable to arrange collection by the Next of Kin and not requiring an ambulance, the College may arrange for a learner to be transported to A&E by taxi. The College may subsequently request reimbursement of associated costs and cannot guarantee the availability of staff to accompany the learner.

If emergency medical assistance is required, the College will contact emergency services, with care transferred to the attending paramedics, with Next of Kin informed as soon as it is safe to do so.

3 Implementation

3.1 The Board of Corporation

The Board is responsible for assuring that this policy is implemented.

3.2 The Principal

The Principal will ensure that an effective policy is developed and implemented in consultation with partners (Health Professionals etc.). The Principal must also ensure that all staff are aware of the policy and have received sufficient training to be able to implement it effectively.

3.3 Staff

Staff will endeavour to support health needs, as part of their commitment to safeguard learners. Staff are permitted to undertake basic medical procedures, providing they have been adequately trained in

consultation with the College Nurse or relevant healthcare professionals. All staff undertaking medical procedures must feel suitably competent and confident to respond appropriately to safeguard the learner.

3.4 Learners

Learners should provide accurate information about their health needs and take a leading role in the discussions regarding their support. Whenever possible, learners should take a lead in managing their own health needs.

3.5 Next of Kin

Learner's Next of Kin may be required to provide sufficient and up-to-date knowledge regarding health needs, particularly when a learner is unable to do so.

3.6 External agencies

Where appropriate external agencies should provide notification of learner's health needs if the learner requires intervention and support whilst at College. External agencies should provide support and advice to the College and take an active role in formulating and reviewing IHCPs/HSPs.

4 Associated Documentation

4.1 Child Protection and Safeguarding Policy

4.2 Equality and Diversity Policy

4.3 Data Protection Policy

4.4 Health and Safety Policy

4.5 Educational Visits Policy

4.6 Positive Intervention and Misconduct procedures

4.7 Keeping Children Safe in Education, 2016

4.8 Ofsted Common Inspection Framework, 2015

4.9 Intimate Care Policy

4.10 Managing Medicines in Schools and Early Years Settings: Department of Health (March 2005)

4.11 Supporting pupils with medical needs at school: Department for Education (September 2014)

4.12 Education (School Premises) Regulations 1996

5 Monitoring, Review and Evaluation

5.1 The Senior Leadership team is responsible for the approving of the Data Protection Policy.

5.2 The Board (Quality and Standards Committee) is responsible for adopting the Data Protection Policy.

5.3 This policy will be reviewed biannually.

5.4 Quality assurance of practices and procedures for supporting learner's health needs will take place annually.

5.5 The definitive version of the policy is stored in the [College Leadership SharePoint Site](#)