

BHASVIC

STUDENT MEDICAL CONDITIONS POLICY

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1. Policy Statement

BHASVIC is committed to ensuring that students with medical conditions receive the support they need to participate fully in college life.

We recognise that medical conditions can affect attendance, academic progress and wellbeing, and we provide reasonable adjustments where appropriate to ensure equal access to education and college services.

The college will work closely with students, parents/carers, healthcare professionals and external agencies to create effective support arrangements that promote safety, independence and educational success, while respecting confidentiality and dignity.

It should be read alongside the other BHASVIC policies listed in the 'Related Policies' section.

2. Policy Scope

This policy applies to:

- All enrolled students who have disclosed medical conditions, in terms of physical and mental health.
- College staff in their capacity as supporters of students with medical conditions.
- Parents, carers and nominated emergency contacts of students with medical conditions.
- External healthcare professionals and agencies working with the college to support students with medical conditions.
- Visitors and contractors who may need to be aware of specific student medical conditions for safety purposes.

The policy covers both physical and mental health conditions, including but not limited to, chronic illnesses, disabilities, temporary medical needs, and ongoing health management requirements.

This policy applies to students only; staff medical conditions are covered by separate employment policies

3. Policy Aims

This policy aims to ensure:

- All students with diagnosed medical conditions are supported so they can embrace BHASVIC life, maintain their health, and achieve their academic potential.
- Students feel confident and safe in the knowledge that effective support and care for their medical condition is available to them whilst they are in college.
- BHASVIC staff understand how medical conditions can impact students and can provide support and receive advice when necessary.
- Short term and frequent absences are effectively managed with appropriate support to limit the impact on the student's educational attainment and wellbeing.

- Students with medical conditions can access education on an equal basis with their peers through reasonable adjustments.
- Clear procedures are established for managing medical emergencies and supporting student independence.

4. Policy Principles

At BHASVIC, we are proud to be an inclusive and supportive community. We welcome students with a wide range of medical conditions and work in partnership with them, their families and medical professionals to help them thrive academically and personally. Our aim is to provide a safe, respectful and empowering environment where students feel confident that their health needs are understood and supported.

BHASVIC aims to give all students with a diagnosed medical condition the same opportunities as their peers. We will make reasonable adjustments to ensure the college environment – including physical spaces, social, sporting and educational activities – is accessible and inclusive.

We recognise that students with the same medical condition may have very different needs.

The college is committed to clear and honest communication with students, families, healthcare professionals and other agencies about the support we can provide. If we are unable to meet a student's needs, we will work collaboratively to identify suitable alternatives.

There may be occasions where a student's ill health requires support beyond our expertise, resources or remit. In rare cases, a student's condition may present an unmanageable health and safety risk within a mainstream setting.

We will always use professional judgment and collaborative discussion to consider each student's needs. In some instances, it may be determined that enrolling or continuing at BHASVIC is no longer viable or in the student's best interests.

5. Identification of Medical Conditions

Students should inform the college of any medical conditions as early as possible so we can assess what reasonable adjustments may be needed. Each case is considered individually, and we work with students to explore appropriate support options.

The college will be open and transparent if a condition requires support beyond our expertise, resources, facilities or remit. In such cases, we will work with the student and their family to consider alternative educational options that better meet their needs.

Late disclosure of a pre-existing condition may delay support, as the college needs time to assess needs and arrange appropriate measures. Early disclosure is therefore essential.

Students are given several opportunities during admission and enrolment to notify us of any medical conditions.

If a student receives a new diagnosis or their condition changes, they must inform the college by:

- Emailing medicalinfo@bhasvic.ac.uk with their full name, date of birth, student number and name of condition(s). They will then receive a Medical Conditions & Allergy form.
- Speaking with their Personal Tutor or Guidance Manager.
- Discussing changes with Additional Learning Support if they have an EHCP.

Students with an existing Individual Healthcare Plan from a previous setting are encouraged to send it to medicalinfo@bhasvic.ac.uk before starting college

6. Roles and Responsibilities

6.1 Senior Leadership Team

- Ensure policy implementation and resourcing
- Ensure staff receive necessary training and support
- Make decisions regarding complex cases, reasonable adjustments, Individual Healthcare Plans and sustainable study assessments.

6.2 Head of Student Support

- Lead policy implementation, oversight and review
- Provide strategic oversight of support for students with medical conditions, ensuring alignment with safeguarding, wellbeing, and sustainable study frameworks.
- Act as the key liaison between the Student Support team, Senior Leadership Team, and external agencies regarding complex cases and policy-related decisions.
- Oversee the coordination and quality assurance of Individual Healthcare Plans and ensure appropriate staff training is in place.
- Monitor and evaluate the effectiveness of support arrangements, including reasonable adjustments and emergency procedures.
- Ensure accurate and timely reporting to the Senior Leadership Team and Governors as requested.
- Support the Student Support team in managing sensitive disclosures, ensuring appropriate documentation and communication.
- Represent the college in external forums or networks related to student health and wellbeing, where appropriate.

6.3 Student Support Team

- Maintain oversight of all students with medical conditions.
- Coordinate the development and review of Individual Healthcare Plans.
- Liaise with healthcare professionals, parents/carers, and external agencies.
- Maintain confidential medical records in accordance with data protection requirements.
- Communicate emergency response procedures with the college's First Aid team.
- Maintain and monitor student records on CEDAR and CPOMS systems.

6.4 Teaching Staff, Personal Tutors, Guidance Managers & Support Staff

- Implement reasonable adjustments
- Monitor student wellbeing and academic progress, reporting concerns about a student's health or wellbeing to the Student Support team.
- Maintain confidentiality regarding student medical information.
- Participate in relevant training as required.
- Check CEDAR for identified medical conditions and be aware of potential triggers or symptoms that may affect student performance, progress, behaviour or wellbeing.
- Facilitate short-term flexibility for illness-related absences by liaising with students through Teams and email where appropriate.
- Understand that some students may need to leave class for medical reasons and facilitate this appropriately and discretely.
- Work collaboratively with the Student Support and Additional Learning Support teams to review and adapt support strategies as needed.

6.5 First Aiders

- Provide direct support to students as outlined in their CEDAR profile.
- Attend and assess the appropriate course of action in medical crises. Implement emergency first aid procedures when required and administer medication when appropriately trained and authorised
- Maintain accurate records of support provided.
- Attend specific training where appropriate

Note: All staff are informed of how and when to access the First Aid team for assistance.

6.6 Students

- Manage their medical condition independently where appropriate.
- Communicate openly and early about their support needs.
- Follow their Individual Healthcare Plan if relevant.
- Carry emergency medication where required.
- Ensure that any medication which they cannot carry with them is stored at Reception, as appropriate.
- Inform staff of any changes to their condition or medication via medicalinfo@bhasvic.ac.uk
- Notify a member of staff if they are feeling unwell so first aiders can be called if necessary.
- Take responsibility for any medication required for trips or activities.

6.7 Parents/Carers

- Provide accurate and up-to-date information about their young person's medical condition.
- Ensure emergency medication is provided and in date, where appropriate.
- Inform the college of any changes to their young person's condition or medication.
- Support their young person in developing independence and self-management skills.
- Provide consent for information sharing where appropriate.

7. Individual Healthcare Plans

Some students with significant medical conditions and specific support needs may require an Individual Healthcare Plan (IHP). An IHP outlines what support is needed, when it should happen, and who is responsible.

IHPs are especially important when emergency procedures or higher levels of medical oversight are required. Many students with existing medical needs will already have an IHP from previous educational settings.

If a student has a new or recent medical diagnosis, please email medicalinfo@bhasvic.ac.uk with the student's full name, date of birth and student reference number, then complete the form provided in the reply.

If an IHP is needed, the college will develop it with the student, their parent(s)/carer(s), and relevant healthcare professionals. The completed plan will be shared with appropriate staff and made available via CEDAR.

Any training required for first aiders will be arranged by the college or an external provider, within our expertise, resources and facilities.

IHPs are reviewed annually, or sooner if a student's needs change.

While most students will not need an IHP, those who do will be supported through a clear and collaborative process.

8. Responsibility of Care & Emergency Support

Students are encouraged to take responsibility for their own health needs. Staff may offer support in exceptional cases, following consultation and within the limits of our expertise, resources, facilities and remit.

The First Aid room is available for students who need to take medication, rest during a health episode, or receive first aid. If the space is not suitable – for example, due to sensory, privacy or accessibility needs – the college will work with the student to identify an appropriate alternative.

In a medical crisis, first aiders will assess the situation and decide on the most appropriate action, including whether to call emergency services.

For students with an Individual Healthcare Plan or specific emergency guidance, their plan will clearly define what constitutes an emergency and the required response.

BHASVIC staff will aim to contact the student's parent/carer/emergency contact(s) as promptly as possible in the event of an emergency.

9. Storage and Management of Prescribed Medication

BHASVIC recognises that some students may need to take medication during college hours to manage their medical conditions effectively. BHASVIC does not employ healthcare professionals to work on the college site, and therefore our approach to medication management reflects this limitation while ensuring student safety and wellbeing.

Students are expected to take responsibility for their own medication wherever possible, as this promotes independence and prepares them for adult life. The college will provide reasonable support and adjustments to facilitate safe medication management while working within our expertise, resources, facilities and remit.

All medication management arrangements must be agreed in advance via the Student Support team and documented appropriately.

Students may carry and self-administer the following types of medication only:

- Over-the-counter medications (e.g., paracetamol, ibuprofen, antihistamines)
- Emergency life-saving medication (e.g., inhalers, EpiPens) as prescribed
- Antibiotics prescribed for short-term conditions
- Prescribed medications which are not classified as controlled drugs

Students who are prescribed controlled drugs (such as opioid or amphetamine-based medications) must inform the college via medicalinfo@bhasvic.ac.uk so we can ensure adequate controls are put in place.

10. Spare Emergency Medication

This is strongly recommended for life threatening conditions and will be stored, with prior written agreement, at Reception.

Medication must be provided in the original pharmacy packaging with clear labelling showing the student's name, dosage instructions and expiry date. Students are responsible for monitoring expiry dates and replacing medication as needed.

For further information please review our Medical Conditions Procedures

11. Consent, GDPR and Information Sharing

BHASVIC is committed to protecting students' personal information and only sharing medical details when necessary to support wellbeing and safety. We will always seek a student's consent before sharing medical information. For students under 16 at enrolment, consent is required from both the student and their parent/carer/emergency contact(s).

If a student does not give consent, this may limit the support and reasonable adjustments the college can provide. While we respect students' wishes, there may be rare cases where not sharing essential information could affect their safety or the safety of others. In these situations, the college may share limited information in the best interests of the student and the wider community.

If information must be shared without consent, we will aim to discuss this decision with the student and their parent/carer/emergency contact(s) beforehand.

When consent is given, relevant medical details will be recorded in CEDAR and displayed on the student's profile via a medical conditions flag. Students cannot restrict which staff see the flag, ensuring anyone involved in supporting them has the necessary information.

BHASVIC teaching and support staff are responsible for checking CEDAR for identified medical conditions if they are in regular contact with a student.

All medical information is stored securely, handled in line with data protection legislation, and accessed only by staff who need it to provide appropriate support.

12. College Trips and Activities

We aim to support all students with medical conditions – whether physical or mental health-related – so they can fully embrace college life. This includes enabling participation in college trips and activities wherever possible. We are committed to making reasonable adjustments to ensure students can take part safely and confidently.

Students are responsible for bringing and managing any medication they may require during a trip or activity.

Trip leaders are responsible for reviewing student medical information recorded on CEDAR prior to the trip or activity. This enables them to consider and implement any reasonable adjustments that may be needed – such as access to medication, rest periods, or alternative travel arrangements – to support safe participation.

Students with specific medical needs are encouraged to speak to trip leaders ahead of the trip or activity to ensure that appropriate arrangements can be made in advance.

13. Limits of Support

At BHASVIC, we are committed to supporting students with medical conditions so they can fully engage in college life. However, the support we can offer has reasonable limits, based on our expertise, resources, facilities and remit.

Whether a student discloses a medical condition before joining or after enrolment, there must be an understanding – without prejudice – of what support the college can reasonably provide.

This includes any flexibility we may apply to academic expectations (such as attendance or assessments) and to the type, location and frequency of support needed to help a student succeed.

We recognise that medical conditions can be temporary or long term, stable or fluctuating, and we will consider each student's individual circumstances when determining the support required.

14. Operational Limits of Academic and Pastoral Support

It is reasonable for teaching staff to liaise with a student via Microsoft Teams and email on a short-term, temporary basis. However, this arrangement cannot be sustained long-term. BHASVIC is not a distance learning college and does not have the expertise, resources, facilities, or remit to operate as one.

In terms of non-academic support, the student's Personal Tutor, Guidance Manager, Student Support team, and a Designated Safeguarding Lead (if appropriate) can provide support within defined parameters.

Staff can refer or signpost students to external services and maintain liaison with them where appropriate. All non-academic support offered by the college will usually take place on-site.

BHASVIC cannot, however, provide complex medical or psychiatric support, including seeking neurodivergent assessments such as for autism and ADHD. This type of support should be accessed through a student's GP or other external services.

15. Academic Progress & Sustainable Study

BHASVIC is committed to helping students with medical conditions succeed academically and as a college, we want all students to complete their studies and achieve their potential. There are occasions, however, where physical or mental health conditions are so complex or significant that it is not possible to maintain study, despite the support provided by the college and the efforts of the student.

A minimum level of attendance must be maintained overall to enable a student to progress and achieve. Academic success depends on engagement, so excessive lengthy periods of absence or poor attendance may make a student's study untenable.

If a student falls significantly behind with deadlines, despite extensions being offered, there may come a point at which catching up is not viable. The specific expectations regarding attendance and assessment will be set out in each case depending on circumstances.

Ideally, a decision not to continue with studies will be agreed jointly by the student, their parent(s)/carer(s), and the college. However, this is not always possible. In some cases, the college may determine that all available support options have been exhausted, and all reasonable adjustments made, yet the student is still unable to maintain sustainable study.

The college will also consider the student's emotional wellbeing when assessing their ability to continue with studies. Students who have fallen behind, despite reasonable adjustments and a strong determination to catch up, may reach a point where this negatively impacts their emotional wellbeing. The college has a duty of care to consider holistic factors when making this decision.

This policy works in conjunction with the Sustainable Study Position Statement outlined in our Student Behaviour Policy, which acknowledges that, despite our best efforts to accommodate need, continuing at college may not always be the best option for some students.

16. Monitoring & Review

16.1 Implementation Monitoring

- The Student Support team will maintain a register of students with medical conditions and their agreed support arrangements.
- Individual Healthcare Plans will be reviewed at least annually, or sooner if there are significant changes to a student's condition.
- Staff training records will be maintained and updated regularly.
- Incident reports will be reviewed to identify any patterns or areas for improvement.
- The CEDAR system will be checked to ensure accurate and up-to-date recording of medical conditions.

16.2 Policy Review

- This policy will be formally reviewed every three years, or earlier if required by changes to legislation or statutory guidance.
- Annual monitoring reports will be presented to the Senior Leadership Team.
- Feedback from students, parents/carers, and staff will be sought to inform policy development.
- The policy will be updated following any serious incidents or near-misses.

16.3 Quality Assurance

- Regular audits will be conducted to ensure compliance with policy requirements.
- External reviews may be commissioned to evaluate the effectiveness of support arrangements.
- Outcomes for students with medical conditions will be monitored and compared with college-wide performance data.
- Requests for reasonable adjustments and their outcomes will be monitored and analysed.
- Sustainable study decisions will be reviewed to ensure appropriate processes are followed.

16.4 Reporting

- Annual reports on the implementation of this policy will be presented to the governing body.
- Data on student outcomes, incident rates, and support effectiveness will be collected and analysed.
- Regular updates will be provided to students, parents/carers, and staff on policy implementation and any changes.
- The college is committed to continuous improvement in supporting students with medical conditions and will use monitoring and review processes to ensure this policy remains effective and responsive to student needs.

17. Related Policies

- Safeguarding and Child Protection Policy and Procedures
- Health and Safety Policy
- Equality, Diversity and Inclusivity Policy
- SEND Policy
- Student Behaviour Policy (includes our Sustainable Study Position Statement)
- Educational Visits Policy
- Data Protection Policy
- Assessment and Reporting Policy
- Student Code of Conduct - College Contract

New Policy: Spring 2026

Appendix 1 – Relevant Definitions

Medical Condition: Any **diagnosed** physical or mental health condition that may impact a student's ability to participate fully in college activities, including chronic conditions, temporary illnesses, disabilities, and conditions requiring ongoing medical management.

Reasonable Adjustments: Modifications to policies, practices, or procedures that help remove barriers faced by students with medical conditions, as required under the Equality Act 2010.

Individual Healthcare Plan (IHP): A document that specifies the support a student needs, including medical information, triggers, symptoms, medications, and emergency procedures.

Emergency Medication: Life-saving medication that may need to be administered during a medical emergency (e.g., inhalers, EpiPens, insulin).

Controlled Medication: Prescription drugs that are classified as *controlled drugs* under the Misuse of Drugs Act 1971 and the Misuse of Drugs Regulations 2001 due to their potential for misuse, dependence, or harm. These include substances such as opioid-based painkillers (e.g., morphine), stimulant medications (e.g., methylphenidate/Ritalin), and certain anti-anxiety or sleep medications (e.g., diazepam). Controlled medications are subject to legal restrictions around their storage, administration, and record-keeping.

Sustainable Study: The ability of a student to maintain regular attendance and engagement with their studies and participate in other college-based activities in a way that supports their wellbeing and academic progress.

Education, Health & Care Plan: A statutory legal document for young people aged up to 25 who need more support than is available through special educational needs support. EHCPs identify educational, health and social needs and set out the additional support to meet those needs. They are issued by local authorities following a statutory assessment process.

CEDAR: The college's student records system. Medical conditions are indicated through a medical icon, which is visible to staff who access the student's profile.

CPOMS: A secure system used by the college to record, monitor, and manage safeguarding, wellbeing, and pastoral concerns for individual students.