

BHASVIC

STUDENT MEDICAL CONDITIONS PROCEDURES

Last Updated: February 2026

Review Date: February 2027

PROCEDURES FOR SUPPORTING STUDENTS WITH MEDICAL CONDITIONS

1. Disclosure & Identification Procedures

1. Students disclose medical needs via:
 - a) Interview/ Enrolment
 - b) Tutor/Guidance Manager/Teacher
 - c) ALS (EHCP holders)
 - d) Email: medicalinfo@bhasvic.ac.uk
2. Student Support reviews information, including checking contact details for the students GP and emergency contacts. Further documentation may be requested if needed.
3. Risk/viability assessment completed for complex needs.
4. Decision communicated to student and where appropriate parent/carers.

2. Individual Healthcare Plan (IHP) Procedures

1. Medical information reviewed to identify required reasonable adjustments.
2. Adjustments agreed with students and communicated to staff
3. Staff implement adjustments and raise concerns via Student Support
4. Adjustments reviewed regularly

3. Medication Procedures

3.1 Self-Administration

1. Students may carry and self-administer over the counter medications (e.g. paracetamol) emergency medication (e.g. EpiPens, inhalers), short-term antibiotics, prescribed medication that are not classified as controlled drugs.
2. Students must: keep medication labelled, manage timing and dosage, not share medication and inform staff if feeling unwell.
3. 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.

3.2 Medication Storage

1. Students/Parents/Carers must request medication storage through medicalinfo@bhasvic.ac.uk
2. Clear documentation must be provided regarding the medication, dosage, circumstance for use and emergency procedures
3. 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.
4. Reception will maintain secure storage of medication and access records.

4. Emergency Response Procedures

Staff to call First Aider when a medical emergency is suspected

1. First Aider to assess and to administer emergency life-saving medication only in the following circumstances:
 - a) The medication is prescribed for emergency use, is immediately available and in date
 - b) The student is unable to self-administer
 - c) The first aider has been trained in the administration of the type of medication

- d) The condition is known by the College and emergency intervention is authorised
 - e) The situation is a genuine medical emergency
2. Emergency services contacted if required
 3. Parent/carer/emergency contact(s) informed where possible
 4. Incident recorded on appropriate system

5. Information Sharing Procedures

1. Obtain consent from student (and parent if under 16)
2. Record condition on Cedar
3. Share only essential information with relevant staff
4. If consent is refused but safety is at risk, limited information may be shared in lines with safeguarding responsibilities

6. Trips & Activities Procedures

1. Trip leader to check flags on CEDAR
2. Students to talk to Trip Leaders to ensure appropriate arrangements can be made
3. Students to be responsible for own medical management and have adequate supplies of required medication
4. Staff to ensure emergency medication and procedures are understood

7. Review & Monitoring Procedures

1. Student Support team to maintain a register of students with medical conditions and their agreed support arrangements
2. Student Support team to check CEDAR to ensure accurate and up to date records.
3. Individual Healthcare Plans reviewed as least annually, or sooner if there are significant changes to a student's condition.
4. Medication management reviewed following any changes to a student's medical condition or medication, and after any medication-related incidents or concerns
5. Incident reports reviewed to identify patterns or areas of improvement

New Policy: Spring 2026