



CCG Care, Support and Medicines Policy

Introduction

The Chichester College Group (hereafter referred to as the Group) seeks to enable students with a range of medical conditions 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.

It also supports students with medical conditions in line with Section 100 of the Children and Families Act 2014, which places a duty on education providers to make arrangements for supporting students with medical needs to ensure they can access education fully and safely.

Scope

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.

This document should be read in conjunction with:

CCG Personal and Intimate Care Guidelines

Admission and identification of needs

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

Disclosure of a medical condition will be sent through to the College Nurse/Health Practitioner who will assess need and, if required, work with the student and/or parent carer to produce a Care Plan, this will then be shared with relevant staff.

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 which is considering admitting a student with complex medical needs must involve the college Nurse/Health Practitioner and external agencies as appropriate.

Complex medical 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.

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

Medicines

Students may bring their prescribed medicines onto campus and are encouraged to take responsibility for their own health needs. Wherever possible, students should carry their medication with them. However, in exceptional circumstances, alternative arrangements for storage may be agreed. These must be authorised by the Nurse, Health Practitioner or the Director of Safeguarding, in line with statutory guidance and the organisation's duty to make reasonable adjustments under the Children and Families Act (2014).

Staff administering medication must be trained and assessed for competency, with records maintained in accordance with best practice.

All stored medication must be:

- Held securely in a locked cabinet or designated medical storage area.
- Accessible only to authorised personnel.
- Clearly labelled with the student's name, dosage, and expiry date.
- Stored in accordance with any temperature or safety requirements.

Emergency medication (e.g. EpiPens, Buccal Midazolam, Hydrocortisone sodium phosphate injection) must remain readily accessible to the student and staff trained in its use, and must not be locked away if doing so would delay administration in a crisis.



In certain cases, and after consultation and consent with parents/carers and relevant health professionals it may be appropriate for staff who have been trained to administer prescribed medicine or treatment. This decision will be made by the safeguarding nurse.

Apart from the above cases no staff may give any kind of medicine to any student with the exception of the medicines listed below and where the staff have received relevant training. The student, if under 18, must have an individual care plan completed by a Health Practitioner:

- Buccal Midazolam - for the prevention of status epilepticus in epilepsy
- Hydrocortisone sodium phosphate injection - for the treatment of Adrenal crisis
- Adrenalin auto injections, an AAI should be administered by the person to whom it has been prescribed. In the event of anaphylactic shock, it may be administered by a member of staff who has received training and feels confident to use the device

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 to administer emergency medication should 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. 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 Teaching and Learning Manager for the 14- 16 provision, who will inform the appropriate named member of staff who will supervise this.

Support for personal needs

The Group supplies support for personal and intimate care.

The student may themselves (or a sponsoring body/authority on their behalf) provide support staff for intimate care 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, should 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.

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 carer, advocates or supporters, must give their personal details including enhanced DBS, name, contact address and telephone number(s) in advance to the relevant Teaching and Learning Manager for the area. 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 Learning Support Manager and Teaching and Learning Manager must be informed about, and keep a record of, all such details. This is to ensure the protection of children and adults at risk.

Medical and confidential records

Whilst the student is studying in the Group, medical and confidential records will be kept in a confidential Teams folder and managed in accordance with UK GDPR and the Data Protection Act 2018. Any hardcopies of documents must be kept in a locked filing cabinet in an office which is accessible only by designated staff.

Retention periods for medical records are managed in accordance with the organisation's Record Retention Policy, which outlines specific timeframes and procedures for secure storage and disposal.

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.



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 for this information to be shared with relevant members of staff. This is done by written declaration upon enrolment.

Medical information must be protected when being appropriately communicated. Medical and other sensitive information should not be emailed in plain text. Attachments must be password protected and emails marked as confidential and encrypted.

The common law rules of confidentiality apply when information is to be passed to 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 law overrides the law relating duty of confidentiality.

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.

Apprentices

To provide adjustments in the workplace, the Employer must, with the student's consent, be provided with information about the medical condition in advance of accepting the student.

Emergency procedures

In the case of a life threatening medical emergency phone 999.

If a first aider is required, staff should contact them in the usual way on each site.

A student, under 18 years of age (or a vulnerable adult) must be taken to hospital accompanied by a member of staff or appropriate adult, either by ambulance or taxi until the student's parent/guardian/carer arrives. The taxi should be arranged and paid for through the curriculum area or the accommodation team if the student lives in college managed accommodation. The member of staff should have a copy of any documentation held by the Group detailing health needs and medication if possible.



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Change to medical circumstances

If, during the academic year there are significant changes to a student's medical circumstances then the care plan will be reviewed. If there are significant changes that could impact on the learner's ability to complete the course of study, a decision must then be made to ascertain whether the Group can continue to support the student on their programme of study. This could also be in the case of environmental or personal circumstances and will go through the relevant college process.

Policy review area	HR, Students, Teaching, Learning & Quality, HE, Governance, Finance, H&S, Commercial and International, Information & Funding, IT, Information Management, Sales, Marketing & Comms, Estates & Facilities
Lead Manager/Owner	Eileen Darby
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