

## Care of Students with Health Conditions Policy (Including Care of Residents who are Unwell)

<b>Policy:</b>	<b>Care of Students with Health Conditions (including Care of Residents who are Unwell) Policy</b>
<b>Version:</b>	1.0
<b>Synopsis:</b>	The purpose of this policy is to ensure that students with health conditions are cared for during their time at the college and provides a framework so that medications are safely administered, either by the student themselves or by staff with responsibility of homely remedies.
<b>Policy Owner:</b>	Director Safeguarding, UK&EU
<b>Relevant to:</b>	All Students (Bellerbys) Parents of students who are under 18 years old Homestays hosts Teaching and Support staff Residential/Security staff
<b>Date introduced:</b>	01 July 2014
<b>Next review date:</b>	1 <sup>st</sup> Sept 2022
<b>Related Study Group Documents:</b>	Safeguarding Policy Fitness to Study Policy SEND Policy First Aid at Work Procedure Equality and Diversity Policy Pre and Post Arrival Health Declarations
<b>Date(s) modified/reviewed:</b>	05.07.21 (Sandy Connors, Director of Safeguarding) Policy created to align with ISI PFE and the NMS FE requirements. 06.07.21 (Yvonne Silk-Jones, Director of Student services) Policy revised to fit new Bellerbys structures and to align to ISI PFE framework. 26.07.21 Approved by BCAB.

## Contents

The list of contents below can be used to navigate this document.

1. Purpose
2. Scope
3. Policy Aims
4. Identification of students with health conditions
5. Accessing the NHS
6. Individual Care Plan (ICP)
7. Health and Wellbeing Advice, Health Promotion and Counselling
8. Worsening of medical condition
9. Emergency Situations
9.1. Non-urgent injuries and illnesses
9.2. Hospital visits
10. Administration of Medications
10.1. Prescribed medications
10.2. Non-prescription medications (and homely remedies)
10.3. Medication Errors and Adverse Drug Reaction
10.4. Controlled drugs
11. Information Sharing, Information Storage and record keeping
12. Special Educational Needs

## 1. Purpose

The purpose of this policy is to ensure that students with medical, physical, mental or emotional ill health conditions can access relevant care and support during their time at the College including access to health care professionals and support with prescription and non-prescription medicines.

It is aligned to the requirements of the *Further Education Accommodation National Minimum Standards (NMS)*. This policy is also guided by the *Medicines Act 1968*, the *Misuse of Drugs Act 1971*, the *Misuse of Drugs Regulations 2001* and the *GDPR* requirements.

This policy should be read alongside the *Equality and Diversity Policy*, the *Procedure for Caring for Residents Who Are Unwell* and, where appropriate, the *First Aid at Work Procedure* and the *Homely Remedy Procedures*.

## 2. Scope

This policy applies to all staff members who are responsible for the care of students with health (medical, physical mental and emotional) conditions, including those who are responsible for administering non-prescription medications and homely remedies. This includes residential staff, homestay hosts as well as all other staff who have received the *OPUS* training (Medicines Awareness for Schools & Early Years, Foundation Level) and who are responsible for following the *Homely Remedy Procedures*.

## 3. Aims

Bellerbys College is committed to ensuring that the health and well-being of students are promoted and that all students with health conditions can access and enjoy the same opportunities at College as any other student. This policy aims to ensure students:

- With chronic health conditions can play a full and active role in College life;
- Have opportunities to disclose health conditions;
- Remain healthy and achieve their full potential;
- Can access health care and support when required;
- Can manage their conditions independently.

## 4. Identification of students with health conditions

Health conditions include medical, physical, mental and emotional ill health. These can be chronic or new presentations.

Prior to arrival, all students are given an opportunity to disclose any health conditions via a *health questionnaire*. This form also establishes permission to share information so that pertinent health information (including the requirement for medication) can be shared with the College.

On arrival, additional opportunities are available for students to disclose any chronic health conditions to the Welfare Team, and contact information is included in the student induction.

Newly presented health conditions can also be raised with a member of the Welfare Team.

## 5. Accessing the NHS.

All students who have paid the health surcharge as part of their visa application are entitled to access NHS care. This includes the ability to: register with a General Practitioner (GP); access dental

care; receive vaccinations; fill prescriptions; and be referred for specialist treatment. Please visit [www.nhs.uk](http://www.nhs.uk) for further information.

The NHS is not available for cosmetic procedures or orthodontics. In these cases, students may choose to access these privately.

All students are advised to register with their local GP practice during induction and information will be provided as to where this can be found. Assistance will be provided for:

- Students who are under 18 years old;
- Those that would like to see a doctor of the same gender;
- Making of appointments;
- The availability of a translator;
- The provision of a chaperon if requested.

Any student who has not paid the health surcharge can access emergency treatment; however, any subsequent treatment, including prescriptions, would have to be paid for privately. It is strongly recommended that students without full access to the NHS take out appropriate medical care insurance during their time at the College.

## **6. Individual Care Plans (ICP)**

All students who disclose a chronic health condition (pre and post arrival) and/or are taking long term medications will be encouraged to register with a GP as soon as possible.

If required, the GP will advise the Welfare Team on a suitable and bespoke *Individual Care Plan (ICP)*. This ICP will enable the College staff to put appropriate measures in place to support the student throughout their studies however the responsibility for health care and support remains with the student and their GP and/or pharmacist.

As a result of a health disclosure, it may be deemed necessary for specialist training to be provided to key (and relevant) staff on specific health conditions e.g. Asthma, Epilepsy and Diabetes. This will be delivered by a delegated healthcare professional or external service.

## **7. Health and Wellbeing Advice, Health Promotion and Counselling**

Students are able to access Health and Wellbeing advice via the Welfare Team or personal tutorials. This includes healthy lifestyles, healthy eating, emotional wellbeing and physical health. Additional confidential advice is also available on a range of issues including substance misuse, relationship advice and sexual health.

The Welfare Team are able to refer to external support as required, including counselling.

## **8. Worsening of health condition**

In the event a student's condition worsens to the point that appropriate care cannot be provided safely then Study Group reserves the right to suspend their education until such time as the condition improves. On these occasions, the student will return home for their care and can return once a doctor has certified that it is safe to do so.

Please refer to the *Fitness to Study Policy* for further information.

## 9. Emergency Situations

In the event of an emergency, First Aiders are available during College hours and out of hours within the residence. All First Aiders are appropriately trained as per the *Health and Safety (First Aid) Regulations 1981*.

In the event of a first aid incident, the duty First Aider can be contacted via reception.

Please refer to *First Aid at Work Procedure* for further information as to how these can be contacted.

In the event of a first aid situation, a First Aid Room is available.

### 9.1. Non-urgent injuries or illnesses

In the event of a non-urgent injury or illness, students can rest in their residence rooms and support is available if required. Non-residents are able to rest in the First Aid Room if required.

### 9.2. Hospital visits

In the event a resident student needs to attend hospital in an emergency, a member of staff is available to accompany them. All students under the age of 18 will be accompanied, however those that are over 18 may choose to decline this in favour of a friend instead.

Information relating to hospital admission will not be relayed to parents unless the student has agreed to this beforehand, or where the situation is of a serious nature where parental involvement is required for medical decisions.

Where a student is under 18, a College Guardian is available to assist in the event of an extended stay in hospital.

## 10. Administration of Medications

### 10.1. Prescribed medicines

Students are advised to bring a four week supply of any of their prescribed medications with them. This allows time to register with a GP and for repeat prescriptions to be made available.

It is expected that all students on prescribed medications are competent to self-medicate. In the event that a student cannot self-medicate, consideration will be given to whether or not they are fit to live and study at the College.

Please refer to the *Fitness to Study Policy* for further information.

### 10.2. Non-prescription medications (and homely remedies)

A non-prescription medication (homely remedy) is any product that can be obtained 'over the counter' and without a prescription. They are usually used for the immediate relief of a minor and self-limiting ailment.

There are staff members available on-site and within the residence who are able to administer non-prescription medication if required. These staff members are OPUS trained.

For more information, please refer to the *Administration of non-prescription medicine (Homely Remedy) Procedure*.

### 10.3. Medication Errors and Adverse Drug Reaction

In the event of an error being made in the administration of any form of medication, advice must be sought immediately from the student's GP, another medical practitioner or the NHS help line (NHS 111). All instances of medication errors or adverse drug reactions must be reported to the *Director of Student Services* and to the student's GP.

If a reaction occurs out of hours then staff should contact NHS 111 or 999 in an emergency and advice should be sought on whether the medication should be stopped or continued.

### 10.4. Controlled drugs

Occasionally students will arrive with prescribed medications that are specified within the *Misuse of Drugs Act 1971* as being controlled. A full and current list of controlled drugs can be obtained from the local GP Practice as and when required.

Additional safeguards are required for any student who is prescribed controlled drugs including the provision of a secure locker for the storage of their medications. However the student must be able to self-medicate. Staff members cannot administer any controlled medication therefore, in the event that a student cannot self-medicate, consideration will be given as to whether or not they can live independently, and safely.

Please refer to the *Fitness to Study Policy* for further information.

## 11. Data Protection, information sharing and record keeping

All students, regardless of age, have a right to medical confidentiality (including details of prescription medications and the contents of an ICP). They may choose not to share this information with Study Group or their Welfare Team. They can also decide with whom or who not to share information and all staff members must respect this.

There are, however, instances where confidentiality cannot be maintained especially if there is a safeguarding risk to the student, or where sharing the information is in the student's best interests. Please refer to the *Safeguarding Policy* for more information.

The Welfare Officer is responsible for maintaining the on-line record (Progresso) and updating any information relating to existing medical conditions. For students who do not consent to share, then information will be retained by the Welfare Officer only and discussed with the student individually.

ICP's will be shared with the parents and/or host families if deemed appropriate but only with the permission of the student. It is the Welfare Officer's responsibility to ensure that the student is given information and support to make an informed decision about sharing their information.

## 12. Special Educational Needs

If a student is identified as having a special educational need by the Welfare Team, either within the pre-registration form or after they arrive, the student will be referred for support by the Learning Support Team as detailed within the *SEND Policy*.