



KITE COLLEGE

Kent Inclusive Technical Education

Supporting Learners with Medical and Health Needs Policy

Version 1		Signature
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Approved Chair of Trustees:		
Learning & Inclusion Committee:		
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1. Purpose & Scope

This policy sets out how KITE College will support learners with medical and health needs to ensure that they can access education safely, effectively and without discrimination. We are committed to:

- promoting equality, inclusion and wellbeing.
- providing appropriate care and support.
- ensuring learners with medical or health conditions can participate fully in college life.

This policy applies to:

- all enrolled learners, including those on a transition plan or a Service Level Agreement.
- staff, volunteers and contractors.
- all college site and off-site activities, including trips and placements.

2. Framework

This policy is written in line with the requirements of:

- Equality Act 2010
- Children and Families Act 2014 – Section 100 (for learners under 25 with EHCPs).
- SEND Code of Practice 2015.
- Health and Safety at Work Act 1974
- Data Protection Act 2018 / UK GDPR.
- Supporting Pupils at School with Medical Conditions: Statutory Guidance for Governing Bodies of Maintained Schools and Proprietors of Academies in England, DfE December 2015 (**adapted for FE**).
- Health Care Guidance for Kent Schools, September 2015 (**adapted for FE**).

This policy should be read in conjunction with the following college policies:

- Child Protection & Safeguarding Policy.
- Adult Safeguarding Policy.
- Whistleblowing Policy.
- Equality, Diversity & Inclusion Policy.
- SEND Policy / Information Report.
- Mental Health Policy / Strategy.
- Admissions Statement.
- Health & Safety Policy.
- Accessibility Plan.
- Trips & Visits Policy & Procedures.
- Complaints Policy.

This policy was developed by the SEND and Safeguarding Team at KITE College in collaboration with staff, learners, parents / carers and healthcare professionals (where applicable) and will be reviewed annually.

3. Definitions of Medical and Health Needs

Learners' medical or health needs may be broadly summarised as being one of two types:

- **Short-term**, affecting their participation because they are injured, in or recovering from treatment or surgery, accessing an intervention and / or on a course of medication.
- **Long-term**, potentially limiting access to education and requiring on-going support, medication or care whilst at college to help them to manage their condition and keep them well, including monitoring and intervention in emergency circumstances.

4. Roles & Responsibilities

The Trustees remain legally responsible and accountable for fulfilling their statutory duty in supporting learners with medical or health conditions by:

- ensuring that this policy, developed by the SENCo, includes details on how it will be implemented effectively, including a named person who has overall responsibility for policy implementation.
- ensuring that the arrangements put in place are sufficient to meet statutory duties.
- ensuring that the policy sets out how complaints may be made and will be handled concerning the support for learners with medical and / or health conditions.

The overall responsibility for the implementation of this policy is conferred to **Sarah Miller - Principal**. She will be responsible for:

- ensuring that arrangements in place are sufficient to ensure that learners with medical and / or health conditions can access and enjoy the same opportunities at college as any other learner, including off-site and / or residential activities.
- ensuring that the arrangements give parents and learners confidence in the college's ability to provide effective support for medical and / or health conditions.
- ensuring that the policy clearly identifies the roles and responsibilities of all those involved in supporting learners' medical and / or health conditions.
- monitoring the needs for training and resources, ensuring that sufficient and suitably trained staff are consistently available on-site and to facilitate off-site activities.
- deciding how and by whom training will be commissioned and provided.
- considering the need for specific, strategically aligned actions, such as:
 - implementing additional measures around transporting learners.
 - purchasing specific equipment.
 - increasing the number of staff trained in using specific equipment.
 - raising learner and / or parent / carer awareness relating to specific medical and / or health conditions, through the Personal Development curriculum, communication or workshops.
- in line with the college's safeguarding duties, ensure that the health and wellbeing of learners and staff are not put at unnecessary risk. This includes managing situations where a learner has a suspected or confirmed infectious disease or where a specific activity requires medical or health needs to be considered in the risk assessment to determine appropriate support and reasonable adjustments and ensure safe participation.

The **College Business Manager** is responsible for:

- ensuring that the right level of insurance is in place and appropriate to the level of risk relating to supporting learners with medical and / or health needs.

The **Deputy Head of College / SENCo** is responsible for:

- developing a policy for supporting learners with medical and / or health conditions (this policy) that:
 - is reviewed annually.
 - is accessible to learners, parents / carers and college staff, volunteers or contractors.
 - sets out what should happen whenever the college is notified that a learner has a medical and / or health condition.
 - promotes the dignity and independence of all learners in managing their own medical and / or health needs, where practicable and possible.
 - takes into account the fact that many medical and / or health conditions will affect learners' quality of life and may even be life-threatening.
 - recognises that medical and / or health conditions may affect learners in different ways, focusing on individual needs.
 - sets out what should happen in an emergency.
 - identifies and ensures implementation of necessary staff training.
 - clearly defines the college procedures for managing medication, including storage and the completion of written records.
- ensuring that policies, plans, procedures and systems are properly and effectively implemented.
- briefing new or temporary staff about learner's medical and / or health needs as part of the induction process.
- monitoring and quality assuring support plans, including Individual Healthcare Plans, Medical Risk Assessments and Personal Emergency Evacuation Plans (PEEPs).
- monitoring the effectiveness of provision and quality assuring record keeping.

Learner Support / Safeguarding Team are responsible for:

- developing and reviewing support plans, including Individual Healthcare Plans, Medical Risk Assessments and Personal Emergency Evacuation Plans (PEEPs), in collaboration with learners and, where appropriate, their parents or carers.
- supervising the self-administration of medication onsite.
- maintaining accurate records of medical and / or health intervention.
- monitoring and following up any medical or health concerns.
- preparing the required documentation about learners' medical and / or health needs for trips, visits and placements.

All Staff are responsible for:

- being aware of learners' medical and / or health needs and related support plans.
- implementing reasonable adjustments in lessons.
- responding appropriately in emergency situations.
- communicating any medical or health concerns via My Concern.

Learners are responsible for:

- any health or medical equipment they require whilst in college or on trips, visits and placements that they normally carry themselves.
- contributing to the development of and following any agreed support plans.
- respecting the privacy of other learners in relation to their medical and / or health needs.

Parents / Carers are responsible for:

- providing up to date and accurate information about learners' medical or health conditions, prescribed medication and key contacts.
- working collaboratively with the college in developing support plans.
- promoting learner's accountability for any health or medical resources they require and normally carry themselves.

5. Staff Training & Support

All staff at KITE College, including contractors who work directly with learners, complete will receive induction training and regular awareness training on medical and health conditions, such as Asthma, Anaphylaxis and Diabetes. In addition, identified staff:

- are designated First Aiders.
- have completed specific training in EpiPen and Defibrillator use.
- have been trained in overseeing the self-administration of medication (Learner Support / Safeguarding Team / members of Senior Leadership Team).
- hold the Senior Mental Health Lead accreditation.
- A record of all medical and health related training is held by Human Resources and overseen by the Principal.

6. Confidentiality & Consent

All learners at KITE College are over the age of 16 and many are over the age of 18.

Whilst acknowledging that young people aged 16 or 17 are presumed to have full capacity to make their own decisions about their medical and health needs, KITE College is keen to work in collaboration with parents / carers and will involve them in discussions, having obtained the learner's consent prior to admission.

If a learner who is over the age of 18 does not wish for their parents / carers to be involved in discussions about their medical or health needs, the college will respect their right to privacy and maintain confidentiality. We will also, however, work with the learner to encourage open communication with parents / carers, particularly if it is in the learner's best interests, and support them to do so when needed.

7. Notification of Medical and / or Health Conditions

All learners at KITE College have an Education, Health and Care Plan (EHCP). The majority join the college with at least one medical or health condition already identified, most of which are considered a disability. Where this is the case, the Trustees and Principal **must** comply with their duties under the Equality Act 2010.

Medical and / or health needs should be reflected in the learners' EHCP but are

confirmed and documented prior to admission, usually through a review of the consultation paperwork, an informal interview with the learner and their parents / carers and / or contact with the learner's previous placement.

Where there is no formal record of a reported medical or health condition, such as a diagnostic report or detail in the EHCP, learners and their parents / carers will be asked to provide evidence as soon as practicably possible. However, KITE College will not wait for a formal diagnosis before providing appropriate support to learners, many of whom join the college on the waiting list for further assessment.

In cases where a learner's medical and / or health conditions are unclear, or where there is a difference of opinion, judgements will be needed about what support to provide based on the available evidence. This would normally include the content of the learner's EHCP, some form of correspondence or report from a medical or health professional and consultation with the learner and their parents / carers.

Where evidence conflicts, some degree of challenge may be necessary to ensure that the right support can be put in place. These discussions will be led by a member of the Senior Leadership Team, and an Individual Healthcare Plan will be written as part of the meeting.

When a new medical or health condition is diagnosed, or there is a change to the treatment or level of support required, learners and their parents / carers **must** notify the college and provide documented evidence so that the learners' support plan can be updated. The changes will also be noted and the documentation submitted with the next Annual Review, so that the Local Authority can make the necessary amendments to the learner's EHCP.

8. Support Plans

KITE College uses the Databridge MIS to generate learner support plans. This ensures that all current information and records relating to a learner's support needs is quickly and easily accessible in a central system, whilst maintaining appropriate confidentiality. An audit facility tracks change as details are added, removed or amended.

The level of detail within the support plan will depend on the complexity of the learner's medical and health conditions and the degree of support they need. This is important as different learners with the same health condition may require very different support.

In addition to the content detailed below, the support plan will also include:

- a summary of need based on the learner's EHCP.
- a Behaviour Support Plan, if required.
- recommendations from other professionals, where applicable.
- planned provision to support the learner's needs.

Individual Healthcare Plans

The DfE Templates (May 2014) have been used, adapted for FE, to create digital Individual Healthcare Plans as part of the learner support plan on the Databridge MIS. Most learners attending KITE College have at least one medical or health condition which is classified as a disability and that has a significant and long-term impact on their daily life.

As a result, all learners have an Individual Healthcare Plan (Part 1), developed in

collaboration with them, and their parents / carers, prior to admission. This will include:

- each diagnosis, medical or health condition.
- whether medication is required, both in and outside of college.
- the name of the medication prescribed, with dose(s) and timing(s).
- other key information, such as presentation or side effects of medication.
- GP Surgery, name and contact details.
- Clinic or Hospital, medical professional and contact details.
- specific arrangements to be considered for trips, visits or placements.

Relevant medical or healthcare professionals may also be consulted if further guidance is required relating to a specific medical or health condition. In some instances, a support plan provided by a healthcare professional, such as a Diabetes Management Plan or Physiotherapy Plan for Cystic Fibrosis, will be attached as an appendix to the Individual Health Care Plan.

Learners who require medication during the college day will also have an Individual Healthcare Plan (Part 2) - Permission to Oversee Self-Administration of Medication.

16 and 17 year olds, **and** their parents / carers, will need to provide consent for appropriately trained college staff to supervise the self-administration of medication, witnessed by another member of staff. Learners will need to sign for their medication on receipt. Learners aged 18 and over will need to provide consent for appropriately trained college staff to supervise the self-administration of medication and sign for their medication on receipt.

This will be required for each medication to be held onsite and self-administered by the learner, and will include:

- name of medication provided to KITE College by learner, parent or carer (as described on the original container).
- date medication received.
- quantity of medication received.
- expiry date of medication received.
- dosage, medication and timing.
- special precautions to be taken / other instructions.
- possible side effects of the medication.
- specific arrangements to be considered for trips, visits or placements.

Medical Risk Assessments

All learners who have a medical or health condition with the potential to be life threatening, e.g. an allergy, Asthma, Epilepsy or Diabetes, will also have a Medical Risk Assessment. The medical risk assessment will include:

- the 'hazard', ie. the medical or health condition that has the potential to be life threatening.
- who provided the information included in the risk assessment, usually the learner and their parents / carers but may also include healthcare professionals.
- resulting medical / health needs, including triggers, signs and symptoms.
- risks identified, including what constitutes an emergency.

- measures taken to mitigate risks, including what to do in an emergency.
- specific arrangements for trips, visits or placements that will ensure, wherever possible, that the learner can participate.

Personal Emergency Evacuation Plans (PEEP)

Learners who have a medical or health condition that significantly affects their mobility, particularly those who use the lift because they have difficulty managing stairs, may also require a Personal Emergency Evacuation Plan (PEEP). This will include:

- who completed the initial assessment.
- confirmation that the learner, and their parents / carers, were consulted.
- what assistance is required.
- what equipment is required.
- whether specially trained staff are required – who the staff are.
- the procedure for evacuation.

Individual Health Care Plans, Medical Risk Assessments and Personal Emergency Evacuation Plans will be reviewed annually by the Learner Support / Safeguarding Team, or sooner if evidence is presented that the learner's diagnoses or support needs have changed.

9. Managing Medication on College Premises

It is important that any care relating to medical or health needs is provided in a non-stigmatising way wherever possible, such as agreed subtle communication cues between learners and staff and privacy when needs are being addressed.

KITE College can:

- supervise the self-administration of paracetamol and / or ibuprofen, providing learner and parent / carer consent has been obtained, usually prior to admission. Before midday, this can only happen following contact with parents / carers to check when any previous dose was taken as well as the maximum permitted dose. Parents / carers will be advised that medication has been taken and at what time, regardless of the time taken.
- supervise the self-administration of non-prescription medication, **except** aspirin or medication containing aspirin, providing an Individual Healthcare Plan (Part B) has been completed.
- supervise the self-administration of temporarily prescribed medication, such as antibiotics for a chest infection or antihistamine during the summer months, providing a temporary Individual Healthcare Plan (Part B) has been completed.
- supervise the self-administration of prescribed medication, included controlled drugs, for long-term medical or health conditions, providing an Individual Health Care Plan (Part B) has been completed.

Wherever possible, learners will be allowed to carry their own medication and healthcare devices, such as asthma inhalers, blood glucose testing meters and EpiPens, unless they prefer not to do so or there are specific requirements, such as being kept in a fridge or remaining on charge. Any such medication or equipment will be stored in the **locked medical cupboard or fridge** in the **medical room**, which has restricted access.

Whilst KITE College acknowledges that learners who have been prescribed controlled drugs

may legally have them in their possession, and that many of our learners are competent to do so, to ensure that the safeguarding of learners and staff is not compromised all controlled drugs will also be stored in the **locked medical cupboard** in the **medical room**, which has restricted access.

KITE College will only accept prescribed medications, with a completed Individual Healthcare Plan (Part B) from the learner, and their parents / carers if aged 16 or 17, that:

- are in-date.
- are clearly labelled.
- are provided in the original container as dispensed at a pharmacy.
- include instructions for administration, dosage and storage.

The exception to this is insulin, which must be in-date but will generally be available to colleges inside an insulin pen or a pump, rather than its original container. A record of medication provided by learners and their parents / carers to the college, and that is currently held in college, will be maintained by the Learner Support / Safeguarding Team.

Learners must know where their medication is at all times and know who to go to in order to be able to access it quickly and easily. Only staff trained and competent to do so will supervise learners self-administering medication and will only do so in accordance with the prescriber's instructions - this will predominately be the Learner Support / Safeguarding Team. The individual member of staff is responsible for logging each time they supervise a learner self-administering medication on the Databridge MIS, including:

- the name of the learner and their own name.
- the date, time and location.
- the name and dose of the medication taken.
- the name of a second member of staff (witness), if the learner is under 18.

If a learner refuses to take their medication or carry out a necessary procedure, staff should not force them to do so but should notify parents / carers at the earliest opportunity. The learner should be monitored to ensure that there are no adverse effects as a result of not taking their medication and any concerns about the learner's presentation should be reported to a First Aider and the Senior Leadership Team.

The learner may need to access alternative learning if, for example, they were scheduled to be operating machinery in a practical lesson and it is unsafe for them to continue with this without having taken their medication - this **must** be discussed with a member of the Senior Leadership Team **before** any changes are made to a learner's provision and will be dynamically risk assessed in line with staff knowledge of the individual learner.

When no longer required onsite, such as when a learner moves on from the College or when a prescribed medication is altered, medication should be returned to the learner, notifying their parents / carers where appropriate, to arrange safe disposal. If this is not possible, the medication should be delivered to a local pharmacy by a senior member of staff.

Sharps boxes should always be used for the disposal of needles and other sharps.

10. Trips & Visits

An appropriately trained member of staff will carry all medical devices and medication that would normally be stored in the locked medical cupboard in the medical room in a locked container during trips and visits that take place within the college day. They must ensure that they have access to each learner's individual support plans and follow the same procedures for supervising and logging learners' self-administration of medication as they would if they were onsite.

In the case of residentials, additional learners, ie. those who normally take medication outside of college hours, will need a temporary Individual Healthcare Plan (Part B) to be completed prior to taking part, either on the Databridge MIS or on paper and uploaded to the Databridge MIS.

Appropriately trained members of staff will carry and be responsible for all medical devices and medication that would normally be stored in the locked medical cupboard in the medical room in a locked container during the residential. They must ensure that they have access to each learner's individual support plan and follow the same procedures for supervising and logging learners' self-administration of medication as they would if they were onsite, or record on paper if they are unable to access technology.

11. Emergencies

Sarah Miller, Principal, is responsible for ensuring that arrangements are in place for dealing with emergencies as part of the college's general health, safety and risk management processes, whether the emergency results from an accident, a known or unknown medical or health condition or any other circumstances. This applies to all KITE College activities, wherever they take place, including trips, visits and placements within and outside of the UK.

Where a learner has a medical or health condition with the potential to be life threatening, eg. an allergy, Asthma, Epilepsy or Diabetes, they will have a Medical Risk Assessment which clearly defines what constitutes an emergency and explains what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures.

If a learner needs to be taken to hospital, an appropriate member of staff should stay with them until their parent / carer arrives, accompanying them in an ambulance if necessary. They must ensure they have access to the learner's support plan so that they can provide medical professionals with any information they may require.

12. Unacceptable Practice

Although staff at KITE College should use their discretion and judge each case on its merit, with reference to the learner's Individual Healthcare Plan, it is not acceptable practice to:

- involve themselves in health care procedures unless they are designated and have the appropriate training to do so.
- assume that every learner with the same condition requires the same support or treatment.
- ignore the views of the learner or their parents / carers.
- ignore medical evidence or opinion (although this may be challenged).

- send learners with medical conditions home frequently or prevent them from staying for normal college activities, including lunch, unless this is specified in their Individual Healthcare Plans.
- penalise learners for their attendance record if their absences are related to their medical or health condition(s), e.g. hospital appointments.
- prevent learners from drinking, eating or taking toilet breaks when needed, in order to manage their medical or health condition(s) effectively.
- prevent learners from participating in any aspect of college life, including college trips, visits or placements, by creating unnecessary barriers relating to their medical and / or health condition(s).
- prevent learners from easily accessing or self-administering their medication, when and where necessary.
- require parents / carers, or otherwise make them feel obliged, to attend college to administer medication or provide medical support.

13. Other Issues for Consideration

KITE College is a nut free college.

KITE College has one anaphylaxis station onsite.

KITE College has one defibrillator onsite.

KITE College holds inhalers on site for emergency use by learners. Expiry dates are checked on a regular basis.

Where a learner uses home-to-college transport and they also have a medical or health condition which is life threatening, consent will be obtained to share essential information with the allocated driver or taxi company.

14. Liability and Indemnity

KITE College is insured under PIB Insurance Brokers.

15. Concerns or Complaints

Should a learner, or their parents / carers, be unhappy with any aspect of their care at KITE College, they should initially discuss their concerns with the **Learner Support / Safeguarding Team**. If this does not resolve the problem or allay the concern, it should be brought to attention of the **Deputy Head of College / SENCo**, who will, where necessary, bring the concern to the attention of **Sarah Miller - Principal**. In the unlikely event that the issue cannot be resolved, the learner, or their parents / carers must make a formal complaint using the KITE College Complaints Procedure.

Annex 1 Complaints Policy

[Complaints-Policy.pdf](#)