

**TRINITY ACADEMY NEWCASTLE TRUST**

**MANAGING MEDICINES**

**Approved by the Committee – March 2026  
On behalf of the Board**

**Next Review Date – March 2027**

## **LEARNERS WITH MEDICAL NEEDS**

Learners with medical needs have the same rights of admission to the Trust as other learners. Most learners will at some time have short-term medical needs, perhaps entailing finishing a course of medicine such as antibiotics. Some learners, however, have longer term medical needs and may require medicines on a long-term basis to keep them well, for example learners with well-controlled epilepsy or cystic fibrosis.

Others may require medicines in particular circumstances, such as learners diagnosed as having ADHD or ADD, severe allergies that may need an adrenaline injection. Learners with severe asthma may have a need for daily inhalers and additional doses during an attack.

Most learners with medical needs can attend the Trust and take part in normal activities, sometimes with some support. However, staff may need to take extra care in supervising some activities to make sure that these learners, and others, are not put at risk.

An individual health care plan can help staff identify the necessary safety measures to support learners with medical needs and ensure that they and others are not put at unnecessary risk.

## **POLICY STATEMENT**

This policy relates to requests made of the Trust from parents or carers to provide additional support, whether administering prescribed medication and/or medical techniques, to their learners during the Trust Day.

### **At the Trust:**

- We will accept that learners with medical needs have the same rights of admission as any other learner
- We will endeavour to welcome and accommodate all learners with health and/or medication needs providing it can do so safely within its resources and that such needs do not present an unreasonable risk for the learner
- We will endeavour to ensure that all learners regardless of medical need, either short or long-term, will be educated alongside their peers
- We will recognise the importance of prescription medication for some learners either to preserve or maintain health or improve social and behavioural functioning and ability to learn
- We firmly believe that parents and carers have primary responsibility for the administration of medication to the learner and therefore (circumstances permitting) require that all medicine/s where possible are taken outside the normal academy day
- The Trust does not advocate the use of medication to singularly control and regulate a learner's behaviour. We do recognise however, that for some learners the use of medication can, under close medical supervision, have beneficial effects in terms of them accessing and realising their right to an education.

The management and administration of prescribed medicines in the Trust must be executed in

strict accordance with this policy to ensure that the health and safety of all learners and staff is safeguarded at all times.

## **AIMS**

- To provide a safe and secure environment for learners and staff
- To establish a safe and reliable system for managing medicines in the Trust
- To ensure that prescribed medicines are administered safely and correctly to learners
- To clearly identify the protocols relating to the management of and administering of medicines in the Trust
- To provide clear information to all staff, parents/carers and learners relating to the management of medicines
- To ensure that all the Trust's practices conform to legislation, Government and local authority guidance

## **OBJECTIVES**

- To enhance communication between the Trust's staff
- To work in partnership with learners and parents/carers
- To establish effective links and regular liaison with other professionals and external agencies where appropriate
- To establish systems where learners with long-term health and/or medication needs can be best supported
- To ensure that all learners in the Trust have access to a Health Care Plan if needed
- To maximise the learners' access to the education curriculum and community
- To identify key roles and responsibilities within the Trust
- To identify clear conveyance, acceptance, storage, administration and disposal protocols with relevant recording procedures
- To clarify the Trust's response to particular scenarios e.g. learners refusing medication, the unavailability of medication to learners and medication missed at home
- To ensure that training is made available to relevant staff as and when required

## **POLICY ACCESS & DISSEMINATION OF INFORMATION**

- All staff will have direct access to this policy; a copy will be available in the Head of School's office and the Pastoral Manager/Lead's office. It is also available from the shared 'information drive' under policy documents
- Parents and carers making a request for the Trust to administer medication to their learners will be offered a copy at a health care planning meeting
- Trust staff will be made aware of any specific medical needs of learners they work with and what to do in an emergency by the Head of School, Pastoral Manager/Lead or member of the Pastoral staff with the consent of parents/carers strictly on a 'need to know basis'
- The Head of School, Pastoral Manager/Lead or Pastoral staff will make sure that supply staff are aware of the specific medical needs of learners they work with

## FURTHER GUIDANCE

This policy is informed by the following legislation and guidance:

- The Medicines Act 1968
- The Misuse of Drugs Act 1971
- The Health and Safety at Work Act 1974
- The Children Act 1989
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- The Equality Act 2010
- Work Related Learning and the Law (2004) DfES
- Managing Medicines in Schools and Early Years Settings (2005) DfES
- Managing Medicines and Medical Needs in Schools and Early Years Settings (2007) Newcastle upon Tyne Local Authority Guidance
- **Supporting learners with medical conditions at school (DfE statutory guidance, updated September 2024)**
- **Keeping Children Safe in Education (statutory guidance, September 2024)**
- **SEND Code of Practice: 0 to 25 years (statutory guidance, 2015)**
- **Education Inspection Framework (Ofsted, November 2025)**

This policy should be read in conjunction with the following related Trust policies and guidance:

- Safeguarding learners Policy
- Health & Safety Policy
- First Aid Policy
- Risk Assessment Policy
- SEND Policy and Information Report
- Accessibility Plan
- Policy and Guidance for Safe Working Practice for the Protection of learners and Staff within Trust

## INSURANCE

The Trust has appropriate insurance cover in place for staff who administer medication to learners. This insurance covers staff acting within the scope of their employment and following the procedures set out in this policy.

The Head of School is responsible for:

- Ensuring this insurance remains current and fit for purpose
- Confirming that all staff who volunteer to administer medication are covered by the Trust's insurance
- Reviewing insurance arrangements annually as part of the policy review process

Staff can be reassured that they are covered by the Trust's insurance when administering medication in accordance with this policy and following appropriate training.

## **LINKS TO OFSTED'S EDUCATION INSPECTION FRAMEWORK (NOVEMBER 2025)**

Under Ofsted's Education Inspection Framework (November 2025), our approach to supporting learners with medical conditions contributes to several evaluation areas:

**Inclusion:** Our commitment to ensuring all learners, including those with medical needs, can access education alongside their peers demonstrates our inclusive approach. Individual health care plans help us identify and provide appropriate support.

**Personal Development and Wellbeing:** Supporting learners to manage their medical conditions safely, including encouraging self-management where appropriate, contributes to learners' personal development and prepares them for adult life.

**Safeguarding:** Our procedures for administering medication safely, maintaining accurate records, and ensuring staff are appropriately trained contribute to keeping learners safe. Safeguarding is evaluated separately as either 'met' or 'not met' under the new framework.

**Leadership and Governance:** The governing body's oversight of this policy, including ensuring appropriate insurance is in place and staff receive necessary training, demonstrates effective leadership and governance.

## **NON-PRESCRIBED MEDICATION**

Non-prescription medicines including those classified as over the counter (OTC) will only be administered within the academy:

- When it would be detrimental to the learner's health or attendance not to do so, and
- Where we have parent/carer's written consent

The one and only exception to this rule would apply in an emergency when a learner is off-site or away on a residential trip without access to medical assistance. Section 3(5) of the Children Act 1989 provides scope for Trust staff to do what is reasonable for safeguarding learners; it also provides a degree of protection to staff deemed to have acted reasonably.

Parents or carers will sign the academy's 'Managing learner Medication' document to authorise the issuing of medication within the academy. All medication will be stored for the learners in a locked cabinet and can only be administered to that learner.

Appropriately qualified staff giving a learner any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents/carers will always be informed.

## **PRESCRIBED MEDICATION**

Within the Trust, staff administer medication considered essential, those prescribed by a medical

professional. Essential medicines are considered those that if not permitted to be administered during the educational day would be detrimental to a learner's health and wellbeing or detrimental to their ability to best access teaching and learning.

Essential medicines will only be administered by the Trust if agreed by the Head of School, and upon receipt of a satisfactorily completed learner Health Care Plan (see Appendix 2).

## **ROLES AND RESPONSIBILITIES**

### **Parents and Carers:**

- Have primary responsibility for the learner's health
- Are responsible for ensuring that the learner is well enough to attend the Trust
- Should contact the Trust should the learner refuse/miss medication prior to attending the Trust so that appropriate action can be implemented
- Should whenever possible, arrange with their doctor or other prescriber for medication to be administered outside of educational settings hours
- Should provide the Trust with details of the learner's medical condition, medication and where the learner may need extra support or emergency attention
- Should meet and liaise with the Head of School, the Pastoral Manager/Lead or the Trust Lead for Health & Safety to agree the Trust's role in helping to meet their learner's medical needs, in accordance with this policy
- Are responsible for supplying written information about any medication the learner needs to take during the day they spend at the Trust and letting the Trust know in writing of any changes to the prescription, its administration or to the support required
- Are responsible for delivering supplies of medication to the Trust, collecting, and disposing of any unused medication at the end of each term
- Should, where possible, arrange for a sufficient supply of medication to be brought to the Trust to minimise the need for the Trust to continually request replenishment of medication supplies

### **Head of School and/or Pastoral Manager/Lead:**

- Are responsible for the implementation, monitoring and reviewing of this policy
- Will identify named staff to administer medication and medical techniques as the need arises and ensure that they receive proper support and training
- Will make day to day decisions about the administration of medication
- Will ensure that appropriate systems for information sharing are in place, followed, and that all relevant persons (e.g. catering staff in the case of food sensitivities/allergies) are suitably informed
- Will obtain agreement from parents or carers to share information about the learner's medical condition/health with other members of staff, on a 'need-to-know' basis and only when it is considered in the best interests of the learner to do so
- Will ensure that staff and parents/carers are aware of the Trust policy and procedures
- The Head of School alone can agree to a request for medication to be taken during the academy day and agree the content of Health Care Plans
- While the Head of School and Pastoral Manager/Lead are responsible for the administration of medication and completion of related records for all medication

- administered on site, this role may be delegated to a named member of the Pastoral team
- Will ensure that medication is locked safely away at all times
- Will ensure that medication left at the Trust at the end of each term is appropriately disposed of
- Will inform parents or carers of any concerns they may have about a learner's medical condition/health or medication regime
- Will agree with parents or carers what support the Trust is able to provide the learner
- Will liaise with the Trust's Advisor
- Will monitor the medical/health regime prescribed for individual learners, liaise and feedback to prescribing agents
- Will ensure the appropriate member of staff will liaise with the Consultant in Communicable Disease Control following the outbreak of an infectious disease
- Will carry out an internal audit each term to ensure that all procedures in relation to the administering of medication are followed
- Will carry out an internal audit each term to ensure that all records and quantities of medication held are up to date and accurate
- The Trust has appropriate insurance cover in place for staff who administer medication. The Head of School is responsible for ensuring this insurance remains current and fit for purpose

In cases where concerns are felt about meeting a learner's medical needs or where the expectations of parents/carers appear unreasonable, advice will be sought from the Trust Lead for Health, Safety and Premises.

#### **Trust Staff:**

- Have a duty of care to all learners
- Should ensure that they have read and fully understand the Trust policy on managing medicines
- Need to make sure that they receive sufficient information, support and training, where necessary, when working with learners with particular health conditions/needs
- Should be aware of any possible side effects of medication for learners, what to do if they occur and how to respond in an emergency
- Should fulfil a monitoring role with respect to learners' medical/health regime and report any signs of adverse impact upon their education and/or management to the Head of School or Pastoral Manager/Lead
- Should they agree to administer medication to learners on off-site events, then they are responsible for completing a learner's medication record

#### **The Trust Lead for Health & Safety:**

- Will assist the Head of School and/or Pastoral Manager in the drawing up of Health Care Plans for learners, when needed, with medical/medication needs when requested
- Can supplement the information provided by parents/carers, GPs and other prescribing agents
- Will advise on training for Trust staff who volunteer to administer medication or supervise medical techniques
- Will carry out internal audits as and when required

## **REQUEST FOR THE TRUST TO ADMINISTER PRESCRIBED MEDICATION (Initial Request)**

Parents or carers will meet with the Pastoral Manager/Lead or a member of senior leadership who will discuss the circumstances of the request. They will begin to establish the facts regarding both the necessity and appropriateness for the Trust to accommodate the request.

(It is very helpful to the Trust, where clinically appropriate, if medicines are prescribed in doses which enable them to be taken outside of the Trust's normal hours. The Pastoral Manager/Lead will encourage parents/carers to do this and ask for any subsequent discussions with the prescriber about this to try and accommodate this. For example, antibiotics may be prescribed three times daily as opposed to four times. Slow-release forms of Methylphenidate (Ritalin) are available which would likewise negate the necessity for medication to be taken during normal academy hours.)

If convinced that it is appropriate for the Trust to provide this service for a parent/carers, the Pastoral Manager/Lead will consult the Head of School for their approval.

### **Short-term Medication**

If the request is for a learner to be given medication over a short period of time (1-10 days) then a full Health Care Plan will need completing. The Pastoral Manager/Lead will meet with parents or carers to complete the Health Care Plan before the person making the request signs it.

The Health Care Plan (if needed) will then be passed to the Head of School for approval and authorisation via their signature.

### **Long-term Medication**

Parents or carers will be required to meet with the Pastoral Manager/Lead to fully complete a Health Care Plan (Appendix 2). Parents or carers will sign the academy's 'Managing learner Medication' document to authorise the issuing of medication within the academy.

The documented request will be passed to the Head of School for approval and authorisation.

### **Agreement to Administer**

Once the Head of School is satisfied that the necessary forms are fully completed and has agreed to a request, the Pastoral Manager/Lead will notify parents or carers of the decision. They will set up a Medication Record for the learner (see Appendix 1) and arrange for medication to be brought to the Trust.

## **ACCEPTING MEDICATION**

Prescribed medication must be brought directly to the Trust by parents or carers. Parents or carers may however arrange for another responsible adult to deliver medication to the Trust on their behalf. In such cases, parents/carers are required to let the Trust know in advance and identify

the person to the Trust staff.

For learners with asthma we request that parents or carers provide the Trust with an additional/spare inhaler. learners' inhalers, unless otherwise agreed, will be available to them in the pastoral/medical office. An additional inhaler ensures that a learner's immediate access to their inhaler is safeguarded in the event of the other becoming spent or being misplaced.

Essential medication to be taken orally should be supplied with an individual measure spoon or cup. Eye-drops and ear-drops similarly should be supplied with the appropriate dropper.

**Learners are never to carry/deliver prescribed medication to site under any circumstances (the only exception being relief inhalers).**

The Head of School, Pastoral Manager/Lead, or named Pastoral staff member are responsible for the receipt of medication into the site.

The Head of School, Pastoral Manager/Lead, or named Pastoral staff member is responsible for ensuring that all medicines received are provided in the original container and/or packaging as dispensed by a pharmacist and include the prescriber's instructions. In all cases they will check that the written details include:

- Name of learner
- Name of medication
- Dose
- Method of administration
- Time/frequency of administration
- Any side effects
- Expiry date

If all the above conditions are satisfied then medication will be accepted onto the site. The Head of School, Pastoral Manager/Lead or named Pastoral staff member will verify the amount of medication supplied on the learner's medication record and sign for receipt of this. This process will be witnessed by the parent/carer or responsible named adult, after which they will be asked to countersign the record to verify the amount recorded as being received. In the event that the parent, carer or responsible named adult is not available to verify medication, a second member of Trust staff will verify and sign the appropriate record.

## **STORAGE OF MEDICATION**

Once the receipt of medication is documented and signed for, it is immediately transferred to an individually named zipped carry-bag by the Head of School or Pastoral Manager/Lead. The zipped carry-bag is then locked away and held in a lockable, safe storage area on respective sites.

Safe storage facilities are kept locked at all times other than when medication is being taken from or transferred to it. The named member of Pastoral staff responsible for dispensing medication holds the keys to any safe storage facility (a second key is held securely on site by an appropriate

member of staff). It is only the dispensing member of Pastoral staff (or a senior member of staff) that are permitted to open the safe storage and administer medication directly from it. Safe storage cabinet keys must always remain on site.

Inhalers issued on prescription and used routinely for the prevention and treatment of asthma are usually held centrally at places agreed upon by learners and staff. Learners, upon request, can immediately access inhalers unless of course they have Head of School consent to carry their own inhalers about their person.

A refrigerator is available on each site for the storage of essential medicines requiring refrigeration.

### **ADMINISTERING PRESCRIBED MEDICATION (Administering Process)**

At the designated time a learner is required to take their medication, they are required to make their way to the Pastoral Manager/Lead's office/medical office. Either the Pastoral Manager/Lead/named pastoral person or the Head of School will dispense medication from here, directly from safe and lockable storage, the exception being when a learner is engaged in activities off-site (see Educational Visits & Residential Trips).

Medication for learners is dispensed from the storage, directly from the individual learner's zipped carry-bag. The Head of School, Pastoral Manager/Lead or named Pastoral member of staff will then check the following information prior to administering the medication:

- The learner's name
- The prescribed dose
- The expiry date
- The prescriber's instructions

To safeguard hygiene and infection control all medicines will be administered directly from the original packaging e.g. either straight from a 'blister pack' into the learner's hand or alternatively by giving the 'blister pack' to the learner so that they themselves remove the medicine.

Due care and attention will be taken to safeguard the privacy and dignity of all learners in receipt of medication. Every effort should be made to ensure that medication is administered out of sight of staff and peers and the concept of privacy promoted to learners.

Once administered, the Head of School, Pastoral Manager/Lead or named Pastoral member of staff will then make an entry in the learner's Medication Record (Appendix 1). They will note the following:

- Date
- Dosage
- Amount given
- Time
- Amount left
- Name of person administering
- Any issues/comments

Should a mistake be made during an entry on the Medication Record, it will neither be crossed out nor erased with correction fluids. The following procedure will be followed:

- Asterisk the line with the mistake on it and proceed to
- Asterisk the line below and enter 'this should read.....!'

If the correction cannot be entered immediately on the line below then the record of correction should be entered at the bottom of the page.

Ensuring that Medication Records are completed in this way will minimise the chances of discrepancies, avoid accusations of theft that could lead to allegations of unlawful possession.

### **MONITORING SUPPLIES AND EXPIRY DATES**

The Head of School or Pastoral Manager/Lead or named Pastoral member of staff will endeavour to monitor individual supplies of essential medicines and inhalers and request replenishment from parents or carers when necessary.

However, they are unable to fully accept responsibility for reminding parents/carers when supplies of such are falling low. This is particularly the case for learners whose medication requirements are longer term and form part of a daily regime.

### **SELF-MANAGEMENT/ADMINISTRATION**

The Trust recognises the importance of encouraging self-responsibility in its learners. However, we feel that quality care often requires the balancing of apparently contradictory positions. The needs, desires and rights of individuals to carry or hold essential medicines about their person conflicts with expectations of safety. The Trust has therefore adopted the position that consideration for the safety of all will take precedence over the individual's rights considering the dangers inherent in the misuse of prescribed medication.

No learners will be permitted to carry or hold essential medicines about the person, with the exception of relief (blue) inhalers. The need or desire to self-administer essential medicine under adult supervision would however be considered by the Trust as part of the health care planning process. Similarly, requests for a learner to carry their own inhaler would be considered at this time.

With respect to the above, the Trust recognises the importance of working in partnership with the learner, parents or carers.

### **MEDICATION - END OF TERM ARRANGEMENTS**

At the end of each academic year the medication safe will be emptied of medicines, with the exception of additional inhalers. Parents or carers will be contacted by telephone and reminded of their responsibility to visit the site to collect any unused medication. When medication is returned to parents, this will be recorded on the learner's medication record.

## **DISPOSING OF UNUSED MEDICATION**

Any medicines not collected by parents/carers will be taken to the local chemist for disposal by a member of the Pastoral team. A signature will be obtained from the chemist to verify that all medication has been handed over for safe disposal (Appendix 4).

## **DIFFICULTIES ADMINISTERING MEDICINES**

Some medicines e.g. Methylphenidate Hydrochloride (commonly referred to as Ritalin) are prescribed to support learners in the management and modification of their behaviour and to enhance their access to teaching and learning. The medicines are often as essential as are other medicines prescribed to promote or maintain good physical health.

If such essential medicines are not readily available for learners it can lead to an exacerbation of behavioural and emotional difficulties, can cause them distress and potentially lead to more serious consequences for them and others should negative behaviours escalate.

Should a learner not have access to his/her essential medicine through no fault of the Trust, or have missed an important dosage prior to attending the academy, then the Head of School reserves the right to initiate the appropriate action to ensure that a learner's best interests are safeguarded. Specific responses to the above scenarios will be discussed on an individualised basis and feature as part of the learner's Health Care Plan.

## **REFUSAL TO TAKE MEDICATION**

Should a learner refuse to take essential medication while attending the academy, the learner will not be forced to do so. The Trust will promptly inform their parents or carers as a matter of urgency.

Appropriate recording of any refusal will be made, identifying the action taken, by whom, and at what time.

## **EDUCATIONAL VISITS & SPORTING ACTIVITIES**

At the Trust, we recognise that learners with medical conditions and/or medication needs should be encouraged and supported to participate in safely managed visits off-site, physical activities and extra-curricular sport.

Staff supervising any such excursions off-site should always make sure they are aware of any medical needs a learner may have and any relevant emergency procedures.

Should additional safety measures be required to facilitate a particular individual's participation in an off-site visit then these should be recorded in the learner's Care, Education and Management Plan (M-Plan) and/or Health Care Plan.

Any particular restrictions on a learner's ability to participate in physical activity will be recorded in the learner's Health Care Plan. Similarly, staff should be aware of issues of privacy and dignity for learners with particular needs.

The requirement for additional support for learners with medical and/or medication needs should not singularly exclude them from educational, social and sporting visits and activities off-site.

### **Accompanying learners Off-site**

It is the responsibility of staff organising off-site visits and activities to be familiar with each learner's M-Plan and the Health Care Plan (if in place) for learners with medical conditions and/or medication needs.

The Group Leader is required to see either the Head of School or Pastoral Manager/Lead to arrange for accessing any necessary aids and/or medication required for learners going off-site.

Medication, as required, will be given in a sealed envelope or zipped carry-bag, upon which the Pastoral Manager/Lead or the Head of School will write the learner's name, medication type, dosage & times to be administered.

Upon return from off-site visits/activities, organising staff are required to complete the learner medication record.

### **RESIDENTIAL TRIPS**

The Trust endeavours to ensure that learners are not precluded from consideration for participation on any planned residential trips based on having particular health and/or care needs provided any risk could be safely managed. Any restrictions should be included in a learner's health care plan at the time of admission. Any subsequent decision to prohibit a learner from attending a residential trip based on health and/or care needs should be discussed with all relevant parties and recorded as appropriate.

**Staff are required to take a copy of the Health Care Plan (if in place) for each of the learners they plan to accompany on a residential visit – and to safeguard the confidential information therein for the time away.**

It is the responsibility of staff organising residential trips to be familiar with the Health Care Plans for those learners with particular needs whether medical, medication or intimate care related

invited to attend a residential visit. Similarly, they should be familiar with any relevant emergency procedures and contacts.

Group leaders are then required to see the Head of School or Pastoral Manager/Lead to request arrangements for accessing the additional aids and/or medication required for learners invited on the planned trip. A request to the Pastoral Manager/Lead for medication should be made at least two weeks in advance of any planned residential trip. (Prior notice will enable sufficient time for the Pastoral Manager/Lead to request additional resources/medication from parents/carers if necessary.)

The Pastoral Manager/Lead will request the exact amount of aids and/or medication to cover the time of the residential trip. On the day of the trip, the Pastoral Manager/Lead will provide the Group leader with the necessary supplies and where appropriate the relevant recording proformas. During the time of the residential trip, the group leader is responsible for the safe storage of supplies, and the administering and recording of any medication.

Upon return to site the group leader will report any observations, issues or concerns regarding the health and care regime of any individuals concerned. Relevant records will be filed as appropriate.

**Trust staff have been made aware that they have neither a legal nor contractual duty to administer medicine/s, nor to supervise learners taking this. Any involvement with the administration of medicine/s is undertaken on a voluntary basis.**

## **OFF-SITE EDUCATION OR WORK EXPERIENCE**

The Trust recognises its responsibility for ensuring that under an employer's overall policy, that work experience placements are suitable for learners with a particular medical condition. They are also responsible for learners with medical needs who are educated off-site through another provider or further education college. The Trust will need to consider whether it is necessary to carry out a risk assessment before a learner is educated off-site or has work experience.

The Trust retains the primary duty of care for learners whether they are receiving off-site education within college or workplace environments. The Trust is responsible for assessing the general suitability of all off-site provision; this includes responsibility for an overall risk assessment of the activity, including issues such as travel to and from the placement and supervision during non-teaching time, breaks and/or lunch hours. This does not conflict with the responsibility of the college or employer to undertake a risk assessment to identify significant risks and necessary control measures.

The Trust will refer to DfE guidance 'Work Related Learning and the Law', the Health and Safety Executive and the Education and Skills Funding Agency for programmes that they are funding. Generally, the Trust will undertake an overall risk assessment of the whole activity or placement. Organisers will visit the workplace to assess its general suitability. Responsibility for risk

assessments remains with the employer or the college. Where learners have special medical needs, the Trust will need to ensure that such risk assessments take into account these needs. Parents and learners must give their permission before relevant medical information is shared on a confidential basis with employers and colleges.

## **EMERGENCY PROCEDURES**

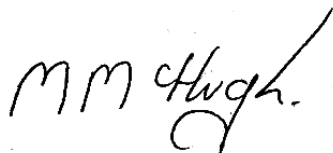
All Trust staff will be made aware of what they are required to do in an emergency and who is responsible for carrying out emergency procedures. Staff responsible for the care of learners particularly vulnerable to health concerns will receive additional support and training where necessary.

All staff will know how to call the emergency services. All learners will be made aware of their responsibility to each other in an emergency. As a minimum, learners will be expected to inform a member of staff if an issue or concern arises.

Local authority advice to staff would be not to take learners to hospital in their own car in an emergency. This can hinder emergency treatment. An ambulance should be called and all advice/guidance followed (call 999 or 111 as appropriate).

A member of staff should always accompany a learner taken to hospital by ambulance, and should stay with them until the parents or carers arrive

**Signed on behalf of the Board:**

A handwritten signature in black ink, appearing to read 'M M Hugh', written over a light grey rectangular background.

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**Michael McHugh (Chairperson of the Board)**

**Date: March 2026**



**APPENDIX 2**

**HEALTH CARE PLAN**

<b>Learner name:</b>		<b>D.O.B</b>	
<b>Medical diagnosis/ Condition:</b>			
<b>Symptoms:</b>			
<b>Medication (mg):</b>			
<b>Medication taken at home:</b>	<b>Dose:</b>	<b>Time:</b>	<b>Dose:</b>
<b>Medication to be taken at the Trust:</b>	<b>Dose:</b>	<b>Time:</b>	<b>Dose:</b>
<b>Any side effects:</b>			

**CONTACT DETAILS-1**

<b>Name:</b>		<b>Relationship:</b>	
<b>Address:</b>			
<b>Home tel:</b>		<b>Work tel:</b>	<b>Mobile:</b>

**CONTACT DETAILS-2**

<b>Name:</b>		<b>Relationship:</b>	
<b>Address:</b>			
<b>Home tel:</b>		<b>Work tel:</b>	<b>Mobile:</b>

**G.P. CONTACT**

<b>Name:</b>		<b>Tel:</b>	
<b>Practice:</b>			

**CLINIC/HOSPITAL CONTACT**

<b>Name:</b>		<b>Tel:</b>	
<b>Clinic/hospital:</b>			

**SPECIFIC HEALTH CARE PLAN DETAILS**

<b>Additional care requirements: e.g. (before sport/lunchtime)</b>
<b>What would constitute a medical emergency for the learner?</b>

<b>Action to be taken should an emergency occur?</b>
<b>Follow-up care?</b>
<b>Who else needs to know?</b>

**SELF-MANAGEMENT/ADMINISTRATION**

<b>Learners carrying/administering their own medication e.g. (inhalers)</b>

**HEALTH QUESTIONNAIRE**

Does your learner currently experience any particular health difficulties? If yes, then could you please give details and identify any medical professionals currently involved below.

<b>EYESIGHT:</b>		<b>YES</b>		<b>NO</b>	
<b>HEARING:</b>		<b>YES</b>		<b>NO</b>	
<b>SPEECH:</b>		<b>YES</b>		<b>NO</b>	
<b>WEIGHT/DIET:</b>		<b>YES</b>		<b>NO</b>	
<b>BEDWETTING/SOILING:</b>		<b>YES</b>		<b>NO</b>	
<b>RECURRENT INFECTIONS:</b>		<b>YES</b>		<b>NO</b>	
<b>FITS OR CONVULSIONS:</b>		<b>YES</b>		<b>NO</b>	
<b>ALLERGIES:</b>		<b>YES</b>		<b>NO</b>	

FOOD SENSITIVITIES:		YES		NO
HEADACHES/MIGRAINE:		YES		NO
SLEEP DIFFICULTIES:		YES		NO
SKIN/HAIR:		YES		NO
DENTAL ISSUES:		YES		NO

If there is anything in particular concerning you about your learner's health would you like to discuss this with the Trust Lead for Health, safety and premises?				
		YES		NO
Please give some details of your concerns below:				
<b>Additional Information:</b>				

### APPENDIX 3

#### PARENTAL/CARER AGREEMENT

I (parent / carer) understand that I must deliver any medication personally to the Head of School / Pastoral Manager / Lead in the original packaging as produced by the pharmacy, which clearly states correct name, dosage etc.

I (parent / carer) accept this is a service the Trust is not obliged to undertake.

It has been explained to me (parent / carer) should the Trust experience any difficulties administering essential medicines to (insert name of young person), then it may be necessary for me (parent / carer) to attend site to discuss this and I (parent / carer) may be required to take (insert name of young person).

I (parent / carer) understand that I (parent / carer) must notify the Trust of any changes to (insert name of young person), health, medication regime or support needs in writing.

I (parent / carer) give my consent to the Trust to discuss any confidential matters regarding my learner's health needs with other professionals-should it be considered in the best interests of (insert name of young person)

I (parent / carer) give my permission for (insert name of young person) height, weight, vision and hearing to be monitored and tested by health care staff whilst at the Trust.

#### EXCEPTIONAL CIRCUMSTANCES

I (parent / carer) request that (insert name of young person) be responsible for carrying and/or administering their own medication in the Trust. (Request applies to inhalers only)

Delete if not applicable to this plan.

<b>Signature:</b>		<b>Date:</b>	
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#### HEAD OF SCHOOL AGREEMENT TO PLAN:

I agree to (insert name of young person) receiving the named medication and/or the additional support identified. This arrangement will continue until either the course of medication ends, the parent/carer or prescriber instructs me to end it or the learners support needs change.

<b>Signature:</b>		<b>Date:</b>	
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## **USEFUL CONTACTS:**

### **Allergy UK**

Allergy Help Line: (01322) 619864

Website: [www.allergyfoundation.com](http://www.allergyfoundation.com)

### **The Anaphylaxis Campaign**

Helpline: (01252) 542029

Website: [www.anaphylaxis.org.uk](http://www.anaphylaxis.org.uk) and [www.allergyinAcademys.co.uk](http://www.allergyinAcademys.co.uk)

### **Association for Spina Bifida and Hydrocephalus**

Tel: (01733) 555988 (9am to 5pm) Website:

[www.asbah.org](http://www.asbah.org)

### **Asthma UK** (formerly the National Asthma Campaign) Adviceline:

08457 01 02 03 (Mon-Fri 9am to 5pm) Website:

[www.asthma.org.uk](http://www.asthma.org.uk)

### **Council for Disabled Learners**

Tel: (020) 7843 1900

Website: [www.ncb.org.uk/cdc/](http://www.ncb.org.uk/cdc/)

### **Contact a Family**

Helpline: 0808 808 3555

Website: [www.cafamily.org.uk](http://www.cafamily.org.uk)

### **Cystic Fibrosis Trust**

Tel: (020) 8464 7211 (Out of hours: (020) 8464 0623) Website:

[www.cftrust.org.uk](http://www.cftrust.org.uk)

### **Diabetes UK**

Careline: 0845 1202960 (Weekdays 9am to 5pm) Website:

[www.diabetes.org.uk](http://www.diabetes.org.uk)

### **Department for Education and Skills**

Tel: 0870 000 2288

Website: [www.dfes.gov.uk](http://www.dfes.gov.uk)

### **Department of Health**

Tel: (020) 7210 4850

Website: [www.dh.gov.uk](http://www.dh.gov.uk)

**Disability Rights Commission (DRC)**

DRC helpline: 08457 622633

Textphone: 08457 622 644

Fax: 08457 778878

Website: [www.drc-gb.org](http://www.drc-gb.org)

**Epilepsy Action**

Freephone Helpline: 0808 800 5050 (Monday – Thursday 9am to 4.30pm, Friday 9am to 4pm)

Website: [www.epilepsy.org.uk](http://www.epilepsy.org.uk)

**Health and Safety Executive (HSE)**

HSE Infoline: 08701 545500 (Mon-Fri 8am-6pm)

Website: [www.hse.gov.uk](http://www.hse.gov.uk)

**Health Education Trust**

Tel: (01789) 773915

Website: [www.healthedtrust.com](http://www.healthedtrust.com)

**Hyperactive Learners's Support Group**

Tel: (01243) 551313

Website: [www.hacsg.org.uk](http://www.hacsg.org.uk)

**MENCAP**

Telephone: (020) 7454 0454

Website: [www.mencap.org.uk](http://www.mencap.org.uk)

**National Eczema Society**

Helpline: 0870 241 3604 (Mon-Fri 8am to 8pm)

Website: [www.eczema.org](http://www.eczema.org)

**National Society for Epilepsy**

Helpline: (01494) 601400 (Mon-Fri 10am to 4pm)

Website: [www.epilepsynse.org.uk](http://www.epilepsynse.org.uk)

**Psoriasis Association**

Tel: 0845 676 0076 (Mon-Thurs 9.15am to 4.45pm Fri 9.15am to 16.15pm) Website:

[www.psoriasis-association.org.uk/](http://www.psoriasis-association.org.uk/)

**Sure Start**

Tel: 0870 000 2288

Website: [www.surestart.gov.uk](http://www.surestart.gov.uk)