



## **Swift Learning- Medical Policy**

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## 1. Purpose

The purpose of this policy is to ensure that learners with medical conditions receive appropriate care, support, and guidance to participate safely and fully in all educational activities at Swift Learning. This policy aligns with statutory guidance on supporting pupils with medical conditions in schools (Department for Education, 2015) and promotes the health, safety, and welfare of all learners.

## 2. Scope

This policy applies to:

- All learners registered at Swift Learning with diagnosed medical conditions.
- All staff, including teaching staff, support staff, and temporary staff.
- All on-site and off-site educational activities.

## 3. Definitions

**Medical Condition:** A physical or mental health condition requiring ongoing support, medicines, or care. Examples include asthma, diabetes, epilepsy, severe allergies, and heart conditions.

**Healthcare Plan (HCP):** A written plan detailing a learner's medical condition, management, and emergency procedures.

**Designated Staff:** Staff members trained to manage medical needs and emergencies.

## 4. Responsibilities

### 4.1 Management

- Ensure staff are aware of this policy.
- Ensure adequate training and resources are provided.
- Review and update Healthcare Plans annually or as required.

### 4.2 Designated Staff (First Aid Officers, DSL)

- Maintain records of learners with medical conditions.
- Administer medication safely in accordance with parental consent.
- Ensure staff are trained to respond to medical emergencies.

### 4.3 Parents/Carers

Parents and carers must inform Swift Learning of any medical conditions when enrolling their child or when a new condition arises. They should provide all relevant information, including symptoms, medication, and care instructions, along with written consent for staff to administer medication. Any changes to the learner's condition should be communicated promptly to ensure their Healthcare Plan remains accurate.

#### **4.4 Learners**

Learners at Swift Learning are encouraged to take responsibility for managing their own health where appropriate, in line with their age and ability. This includes understanding their condition, recognising symptoms, and, when safe and feasible, administering their own medication. Learners are expected to follow the procedures outlined in their Healthcare Plan and to seek support from staff when needed. Encouraging learners to be proactive about their own health fosters independence, confidence, and a greater understanding of their medical needs, while ensuring that staff can provide appropriate supervision and support to keep them safe.

#### **5. Healthcare Plans**

Every learner with a medical condition will have a Healthcare Plan (HCP), created in consultation with parents/carers, medical professionals, and staff.

The HCP will include:

- Details of the medical condition
- Medication and administration instructions
- Emergency contact details
- Emergency procedures and symptoms to watch for
- HCPs will be reviewed at least annually or sooner if the learner's needs change.

#### **6. Medication Management**

- Medication will only be administered with written parental consent.
- Medication should be clearly labelled with the learner's name, dosage, and administration instructions.
- Staff will keep accurate records of all medication administered.
- Emergency medication (e.g., epi-pens, inhalers) will be readily accessible.

#### **7. Emergency Procedures**

- Staff will be trained to recognise symptoms of medical emergencies.
- Emergency contacts will be kept up to date for all learners.
- In the event of a medical emergency:
  - Administer first aid according to training and HCP.
  - Call emergency services if required.
  - Contact parents/carers immediately.

#### **8. Staff Training**

- All staff will receive general awareness training regarding common medical conditions.
- Designated staff will receive specific training to administer medication and respond to emergencies.
- Training will be updated annually or as needed.

### **9. Confidentiality**

Swift Learning will keep all learners' medical information confidential. Details of a learner's condition, medication, and Healthcare Plan will only be shared with staff who need to know to ensure the learner's safety. Records will be stored securely, and parents or carers can access information about their child. Staff must always handle medical information sensitively and respect learners' privacy.

### **10. Off-site Activities**

Learners with medical conditions will be supported during off-site activities. Staff will take relevant medication and follow the learner's Healthcare Plan. Supervising staff will be briefed on medical needs and emergency procedures. Risk assessments will consider medical requirements to ensure learners can participate safely.

### **11. Monitoring and Review**

- The policy will be reviewed annually by Swift Learning management.
- Incidents and administration of medication will be logged and reviewed to improve practice.

**Policy Review Date:** 01.09.2025

**Next Review Date:** 01.09.2026