

Supporting Students with Medical Conditions Policy

Our Mission

Raising Aspirations, Unlocking Potential, Advancing Futures

Our Values

Excellence, Passion, Teamwork, Integrity, Innovation,
Sustainability, Valuing Others and Supportiveness

Sparsholt College Group

The Sparsholt College Group (the College Group) includes Sparsholt College, Andover College, University Centre Sparsholt, Sparsholt College Services, Westley Enterprises and Andover Town Football Club. College Group policies apply to each part of the group unless specified otherwise.

The Supporting Students with Medical Conditions Policy was approved by the Board of Governors in July 2026.

Originator:	Director of Inclusion & Student Experience
Located:	College websites College Group intranet
Due for review:	July 2029

SUPPORTING STUDENTS WITH MEDICAL CONDITIONS POLICY

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SUPPORTING STUDENTS WITH MEDICAL CONDITIONS POLICY

1. Introduction

Sparsholt College Group (the College), which includes Sparsholt College, Andover College and University Centre Sparsholt is committed to supporting students with medical conditions to enable full access to education, college life and enrichment opportunities.

We recognise that some students may have long-term, short-term or complex medical conditions which may require ongoing management, medication, monitoring or emergency intervention during their time at College.

The College will ensure that students with medical conditions are supported in a safe, inclusive and non-discriminatory environment.

2. Purpose and Objective

The purpose of this policy is to:

- Ensure students with medical conditions are appropriately supported
- Set out a clear framework for the management of medication and healthcare needs
- Define responsibilities of students, staff and the College
- Ensure compliance with safeguarding, health and safety and equality legislation
- Promote consistent practice across all College sites and settings

3. Coverage and Scope

This policy applies to:

- All students enrolled at Sparsholt College, Andover College and University Centre Sparsholt
- All staff responsible for teaching, support, pastoral care and residential provision
- All College sites, including off-site activities and residential accommodation

4. Definition of Medical Conditions

Medical conditions may include (but are not limited to):

- Asthma
- Allergies (including anaphylaxis)
- Diabetes
- Epilepsy
- Heart conditions
- Long-term physical or mental health conditions
- Temporary medical conditions requiring medication or support

5. Key Principles

The College will:

- Promote equality of access to education for students with medical conditions
- Encourage self-management of conditions where appropriate
- Provide support where students are unable to manage independently
- Ensure staff are appropriately trained and confident in responding to medical needs
- Ensure emergency procedures are in place and understood
- Work in partnership with students, parents/carers (where appropriate) and external health professionals
- Ensure confidentiality while sharing information on a need-to-know basis

6. Roles and Responsibilities

6.1 Students

Students are responsible for:

- Informing the College of any medical condition or diagnosis
- Providing relevant medical information and prescribed medication information
- Carrying medication where appropriate
- Following agreed Individual Healthcare Plans
- Notifying staff if their condition changes

6.2 College Nurse

The College Nurse will:

- Maintain medical records and healthcare plans
- Coordinate support for students with medical conditions
- Provide advice and guidance to staff and students
- Support risk assessment and reasonable adjustments
- Liaise with external healthcare professionals where appropriate

6.3 Teaching and Support Staff

Staff will:

- Be aware of students with medical conditions in their groups
- Implement agreed support strategies and reasonable adjustments
- Respond appropriately to medical emergencies
- Refer concerns to the College Nurse or Health, Safety and Environmental Manager

6.4 Strategic Leadership Team and Governors

Senior Leaders and Governors (through the oversight of the Wellbeing Committee) will:

- Ensure appropriate systems are in place to support students with medical conditions
- Monitor the effectiveness of policies and procedures
- Ensure compliance with statutory guidance and best practice

7. Medication Management

Medication is managed in accordance with the **Medicines Management Policy**, which sets out:

- Safe storage arrangements
- Administration procedures
- Student responsibility for medication
- Emergency medication procedures
- Recording and monitoring requirements

The College may store medication where required for safety or support reasons.

8. Individual Healthcare Plans

Where appropriate, an Individual Healthcare Plan (IHCP) will be developed for students with medical conditions.

The plan will include:

- Medical condition details
- Symptoms and triggers
- Medication and dosage requirements
- Daily management arrangements
- Emergency procedures
- Contact information
- Agreed reasonable adjustments

Plans will be reviewed regularly and updated as required.

See Appendix 1 for an example IHCP.

9. Emergency Procedures

In the event of a medical emergency, staff will:

- Follow the student's Individual Healthcare Plan where available
- Administer emergency medication only where trained and authorised
- Contact emergency services (999) where required
- Follow College first aid and safeguarding procedures

All incidents will be recorded in line with College reporting procedures.

10. Staff Training

The College will ensure that relevant staff receive appropriate training, which may include:

- Awareness of common medical conditions
- Emergency response procedures
- Use of emergency medication (e.g. inhalers, auto-injectors)
- An understanding of Individual Healthcare Plans

Training will be refreshed in line with College training schedules.

11. Confidentiality and Information Sharing

Information relating to a student's medical condition will be treated as confidential and shared only with relevant staff on a need-to-know basis.

Information may be shared where necessary to:

- Ensure the safety of the student or others
- Provide appropriate support
- Comply with safeguarding responsibilities

12. Equality and Inclusion

The College is committed to ensuring that students with medical conditions are not disadvantaged and are able to access the same educational and enrichment opportunities as their peers.

Reasonable adjustments will be made where appropriate to support participation and achievement.

13. Monitoring and Review

The effectiveness of this policy will be monitored through:

- Review of Individual Healthcare Plans
- Incident reporting and analysis
- Feedback from students and staff
- Quality assurance processes

This policy will be reviewed annually or sooner if required due to changes in legislation or College practice.

14. Related Policies and Procedures

This policy should be read in conjunction with:

- Medicines Management Policy
- Asthma Code of Practice
- Allergy Code of Practice
- Seizure Code of Practice
- Safeguarding Learners Policy and Procedures
- Health and Safety Policy (Learners – Andover and Sparsholt)
- Equality, Diversity and Inclusion Policy
- Risk Management Policy
- Student Accommodation Policy (where applicable)

Appendix 1 - Individual Healthcare Plan

Example information for an individual healthcare plan:

Student name: A N Other

Medical condition: **Allergy requiring AAI (adrenaline auto-injector)

Medication: **Adrenaline (Epi-pen) autoinjector 0.3MG IM injection.

Individual healthcare plan: **Severe allergies to shellfish. This causes immediate rash and swelling of the mouth & airways with difficulty breathing. This is a life-threatening emergency. Student to carry 2 AAI pens on her person at all times. These can be found in her backpack and clearly labelled with her name, NOK details. and a copy of her allergy emergency care plan. In addition, the student's emergency care plan is available on ProMonitor, under student Healthcare profile.

Shows on ProMonitor as:

STUDENT HEALTH CARE PROFILE

NAME:-	[REDACTED]	RESIDENT:-	Yes
KNOWN AS:-	[REDACTED]		
DOB:-	[REDACTED]	AGE:-	17
MOBILE NO:-	[REDACTED]		
HOME ADDRESS:-			
[REDACTED]			
EMERGENCY CONTACT:-			
RELATIONSHIP:-	Mother		
CONTACT TEL NUMBER:-			
CONTACT MOBILE NUMBER:-	[REDACTED]		
CONTACT EMAIL:-	[REDACTED]		

PLEASE BE AWARE THIS STUDENT HAS ANAPHYLAXIS - PLEASE CLICK TO SEE DIAGRAM

Medical Condition	Medical Notes	Medication	Medication Notes
Allergy (Auto-Injector)	Triggers are (severe allergy) to cashew, pistachio and walnut. Also (mildly) allergic to dust and grass. She carries 2 x AAI on her person at all times. Also 1 x spare in medical room locked cupboard and 1 x spare in her room		