

MEDICINES GUIDANCE AND PROCEDURE

1. INTRODUCTION

1.1 The purpose of this document is to define how Blackburn College intends to support students to manage medical conditions in a manner that complies with both legislation and good practice.

1.2 The procedure provides guidance to support the College's Medicines Policy which outlines the College's legal requirements under the specific Acts.

1.3 Blackburn College is committed to taking all reasonable precautions to ensure the Health, Safety and Welfare of employees and students on the College campus.

2. THE PROCEDURE

2.1 The procedure has been prepared with reference to the Department for Education Supporting Pupils at School with Medical Conditions May 2014 and reflects the College's commitment to the SEND Code of Practice as specified in the Children and Family Act 2014.

2.2 The Head of Inclusion and the Health, Safety, Sustainability and Compliance Manager act for, and on behalf of, the Principal with specific responsibilities for ensuring the procedures of the guidance are carried out. The responsibility for organising the procedures can be delegated to the Inclusion Manager, Advisory Teachers and HE Disability Advisers, first aiders and College staff in line this procedure.

2.3 It is expected that students will administer prescribed medication themselves. Where students need support for them to be able to self-administer (i.e. reminders, prompts), this will be explored and best endeavours will be made to support this. If a student is unable to administer their own medication, the appropriateness of the provision will be considered including liaising with the Local Authority to update that needs are not able to be met and support in signposting. The exception to this will be rescue medication where this will be reviewed on a case by case basis.

2.4 Where a student needs rescue medication. This will be reviewed by the Health, Safety, Sustainability and Compliance Manager who will discuss with the Head of School for the area and Advisory Teacher. This will also be recorded on ProMonitor, and it is the responsibility of curriculum staff to complete the relevant training through Organisational Development booking.

2.5 If a student experiences a medical emergency i.e. Seizure, an Anaphylaxis shock, heart pains or is unable to breathe etc, 999 and a first Aider must be called immediately. Any information on the In Case of Emergency (ICE) Card must be communicated and instructions followed.

3. MONITORING AND REVIEWING

3.1. The Procedure will be monitored and reviewed by the Head of Inclusion, Inclusion Manager and Health, Safety, Sustainability and Compliance Manager.

3.2 The periodic review of this procedure will take place every 2 years, or sooner if relevant to ensure that it continues to support the mission, strategic objectives and legal requirements of the College.

4. RELATED POLICIES/PROCEDURES/CODES AND GUIDANCE

4.1 This procedure refers or impacts upon:

Associated policies and procedures	Manager responsible
Student Safeguarding Policy and Procedures	Executive Director of Student Support and Experience (DSL)
Confidentiality Statement & Framework	Executive Director of Student Support and Experience (DSL)
Health & Safety Policy Statement	Health, Safety, Sustainability and Compliance Manager
Requirements and Guidance for Off Site Visits and Adventurous Activities	Health, Safety, Sustainability and Compliance Manager
Disability Policy for Higher Education Students	Head of Inclusion
Medicines Policy	Head of Inclusion
Admissions Policy Students)	Head of MIS/IT
SEN and Disability Local Offer – Blackburn College	Head of Inclusion
Special Educational Needs and Disability Policy - Further Education	Head of Inclusion
Equity, Diversity and Inclusion Policy and Procedure	Executive Director of Student Support and Experience (DSL)

4.2 No other procedures require review at this point.

4.3 The procedure will respect the sensitive nature of the information received in the execution of this procedure and adhere to the College's Data Protection Policy.

5. EQUALITY IMPACT ASSESSMENT

5.1 The procedure has undergone an Equality Impact Assessment (EIA) to ensure that the College is not discriminating unlawfully in its practices or policies in relation to the protected characteristics under the Equality Act 2010.

5.2 Blackburn College is committed to the promotion of equality, diversity and providing a supportive environment for all members of our community. Our commitment means that this policy has been reviewed to ensure that it does not discriminate against (either intentionally or unintentionally) any of the protected characteristics of age, disability, gender (including gender identity), race, religion or sexual orientation and meets our obligations under the Equality Act 2010. Therefore, this policy has no adverse impact on any of the above protected groups.

6. DISSEMINATION OF AND ACCESS TO THE PROCEDURE

6.1. This Procedure will be disseminated to Heads of School for dissemination to their respective teams. It will be uploaded onto the College website for access by staff, students and potential

students as part of the Local Offer by Blackburn College for students with Special Educational Needs and Disabilities (SEND).

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Appendix A

Procedure for Dealing with Medical Disclosure

Student Discloses medical need

Student discloses medical need prior to entry eg. at review in school/Application Form/Admission stage or where this is disclosed at a later date to any member of college staff. QR Code must be used to complete initial disclosure form.



Collected by Microsoft Form titled 'Blackburn College Medical Form', accessible for completion from survey link and QR code. Initial collection began at enrolment. Imported using SSRS script into EBS. This information will be recorded on EBS with a link in pro monitor under the medical page.

Spreadsheet to be reviewed by Health, Safety, Sustainability and Compliance Manager who will support Curriculum teams to undertake risk assessments if required. Health, Safety, Sustainability and Compliance Manager supported by Head of inclusion and Advisory Teachers as appropriate.

IF ALS aware of students with medical conditions who require emergency medication via consultations Health, Safety, Sustainability and Compliance Manager to be made aware and QR Code to be used.

ALL STUDENTS who may need emergency Medication to be referred to the Health, Safety, Sustainability and Compliance Manager and Head of Inclusion for discussion.



Advisory Teacher/HE Disability Adviser

If student has been referred by Health, Safety, Sustainability and Compliance Manager or Head of inclusion

Meet with the student and where applicable parent/guardian/carer/emergency contact to discuss students need and arrange training for identified staff to manage medical condition for those who require emergency provision.



Paperwork completed

Where a student needs rescue medication. This will be reviewed by the Health, Safety, Sustainability and Compliance Manager who will discuss with the Head of School for the area and Advisory Teacher. This will also be recorded on ProMonitor, and it is the responsibility of curriculum staff to complete the relevant training through OD Booking.



Records kept up to date/Student to Display ICE card

All relevant information needs to be recorded on EBS/ ProMonitor and communicated to the student's tutors in line with the College's disclosure and confidentiality policy procedures.

Student to display sticker for rescue medication on the reverse of their ID card.

In case of emergency

If a student experiences a medical emergency i.e. Seizure, an Anaphylaxis shock, heart pains or is unable to breathe etc. 999 and a first Aider must be called immediately. Any information must be communicated and instructions followed.

