

# Supporting Young people with medical conditions policy

Sweet Futures Limited



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### 1. Aims

This policy aims to ensure that:

- › Young people, staff and parents/carers understand how our company will support young people with medical conditions
- › Young people with medical conditions are properly supported to allow them to access the same facilities as other young people, including visits

The company board will implement this policy by:

- › Making sure sufficient staff are suitably trained
- › Making staff aware of young people's condition, where appropriate
- › Making sure there are cover arrangements to ensure someone is always available to support young people with medical conditions
- › Providing supply staff with appropriate information about the policy and relevant young people
- › Developing and monitoring individual healthcare measures

**The named person with responsibility for implementing this policy is Claire Scott**

### 2. Legislation and statutory responsibilities

This policy complies with our articles of association.

## **3. Roles and responsibilities**

### **3.1 The company board**

Schools/Colleges, Parent/Carer or personal assistants have ultimate responsibility to make arrangements to support any young people that attend our services with medical conditions.

### **3.2 The CEO**

The CEO will:

- Make sure all staff are aware of this policy and understand their role in its implementation.
- Take overall responsibility for the policy.
- Make sure that the supporting staff are aware that they hold this responsibility.
- Contact the host school or parent/carers in the case of any young person who has a medical condition that may require support, but who has not yet been brought to the attention of the company via the registration process.
- Ensure that systems are in place for obtaining information about a young person's medical needs and that this information is kept up to date

### **3.3 Staff**

Supporting young people with medical conditions during working hours is not the responsibility of the company. Any member of staff may be asked to provide support to young people with medical conditions, although they will not be required to do so. This includes the administration of medicines.

Any individual that has a requirement for prescribed emergency medication is required to ensure that adequate staffing is provided to the company for the duration of their placement.

Tutors will take into account the needs of young people with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a young person with a medical condition needs help.

### **3.4 Parents/carers and visiting schools/colleges**

Parents/carers and visiting schools/colleges will:

- Provide the company with sufficient and up-to-date information about their young person's medical needs
- Provide any required support to the young persons in their care whilst in The Shop.

## **4. Equal opportunities**

Our company is clear about the need to actively support young people with medical conditions to participate in visits and not prevent them from doing so.

The company will consider what reasonable adjustments need to be made to enable these young people to participate fully and safely on visits.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that young people with medical conditions are included. In doing so, young people, their visiting school/colleges, parents/carers will be consulted.

## **5. Being notified that a young person has a medical condition**

When the company is notified that a young person has a medical condition, the process outlined below will be followed to decide whether the young person requires additional support or staffing provided by the visiting school/college or if a service user, a personal assistant is required.

The company will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the service level agreement for young people who are new to our services.

## 5.1 Notification

It is the responsibility of the parent/carer or visiting school/college to inform staff of any new medical conditions, or changes to existing medical conditions.

The company's client registration documentation should be updated to reflect these changes.

## 6. Managing medicines

Prescription and non-prescription medicines will not be administered by the company's employees:

- The company will provide locked storage for medicines that are required for our service users.
- Any medication must be administered to by fully trained staff.
- The company accepts no responsibility for the storage or administration of medicines.
- The company will advise parents/carers or visiting school/college management if any concerns are observed.

### 6.1 Controlled drugs

[Controlled drugs](#) are prescription medicines that are controlled under the [Misuse of Drugs Regulations 2001](#) and subsequent amendments, such as morphine or methadone.

A young person who has been prescribed a controlled drug may not have it in their possession, even if they are competent to do so.

Controlled drugs must be clearly labelled with the young person's name and placed in the locked storage facility provided by the company during their time on the company's premises.

Controlled drugs will be easily accessible in an emergency and a record of any doses used must be recorded by fully trained personnel that are responsible for the named medication.

## 7. Emergency procedures

Staff will follow the company's normal emergency procedures (for example, calling 999). All young people's healthcare protocol will clearly set out what constitutes an emergency and will explain what to do.

If a young person needs to be taken to hospital, staff will stay with the young person until the parent/carer arrives. In the case of the young person being a member of a visiting school / college, the school / college will be informed of the incident and staff must be provided ensuring sufficient cover is present at all times.

At all times, the safety and care of the young person will take precedent.

## 8. Training

All staff will be trained in at least basic first aid.

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

## **9. Record keeping**

It is the responsibility of the visiting school / college to complete any medical documentation. For service users, the personal assistant is wholly responsible for record keeping.

## **10. Liability and indemnity**

The company will ensure that public liability insurance is in place.

## **11. Complaints**

Parents/Carers or supporting staff with a complaint about a young person's medical condition should discuss these directly with the visiting school/college in the first instance. If the visiting school cannot resolve the matter, they will direct parents to the school's/college's complaints procedure.

## **12. Monitoring arrangements**

This policy will be reviewed and approved by the board every 3 years.

## **13. Links to other policies**

This policy links to the following policies:

- Accessibility plan
- Complaints
- First aid
- Health and safety
- Safeguarding