



BIG CREATIVE
EDUCATION
APPRENTICESHIPS
TRAINING
ACADEMY

BIG CREATIVE TRAINING
UPLANDS HOUSE
UPLANDS BUSINESS PARK C
LONDON E17 5QJ
TELEPHONE: 020 3873 5800
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BCT Learner Medical Conditions Policy

1. Definition

- 1.1 Learners' medical needs may be broadly summarised as being of two types:
- (a) Short-term, affecting their participation in school activities which they are on a course of medication
 - (b) Long-term, potentially limiting their access to education and requiring extra care and support

2. Ethos

- 2.1 Schools have a responsibility for the health and safety of learners in their care. The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of learners with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all learners at BCT. This may mean making special arrangements for particular learners so that they can access their full and equal entitlement to all aspects of the curriculum. In this case, individual procedures may be required. Big Creative Training is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support that learners with medical conditions (long or short term) may need.
- 2.2 This policy should be read in conjunction with the Safeguarding and Child Protection Policy, Health and Safety Policy and First Aid Policy.
- 2.3 The Children and Families Act 2014 places a duty on schools to make arrangements for children with medical conditions. Learners with medical conditions have the same right of admission as other learners and cannot be refused admission or excluded on medical grounds alone. However, teachers and other BCT staff in charge of learners have a common law duty to act 'in loco parentis' and must ensure the safety of all learners in their care. To this end, we reserve the right to refuse admittance to a learner with an infectious disease, where there may be a risk posed to others or to the health of the learners involved. This duty also extends to teachers leading activities taking place off the BCT site.
- 2.4 The prime responsibility for a learner's health lies with the parent/guardian, should the learner be under 18, who is responsible for the learner's medication and must supply BCT with all relevant information needed in order for proficient care to be given to the learner. Big Creative Training takes advice and guidance from a range of sources, including appointed BCT first aiders, health professionals and the learner's GP in addition to the information provided by parents/guardians in the first instance. This enables us to ensure we assess and manage risk and minimise disruption to the learning of the student and others who may be affected.



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3. Our Aims

3.1 The aims of Big Creative Training in reference to this policy are as follows:

- a) To support learners with medical conditions, so that they have full access to education, including physical education and educational visits
- b) To ensure that Training staff involved in the care and first aid of learners with medical needs are fully informed and adequately trained by a professional in order to support learners to administer their own medication.
- c) To comply fully with the Equality Act 2010 for learners who may have disabilities or special educational needs.
- d) To write, in association with healthcare professionals, Individual Healthcare Plans where necessary
- e) To respond sensitively, discreetly and quickly to situations where a learner with a medical condition requires support
- f) To keep, monitor and review appropriate records

4. Unacceptable Practice

4.1 While Training staff will use their professional discretion in supporting individual learners, it is unacceptable to:

- a) Prevent learners from accessing their medication
- b) Assume every learner with the same condition requires the same treatment
- c) Ignore the views of the learner or their parents/carers; ignore medical advice
- d) Prevent learners with medical conditions accessing the full curriculum, unless specified in their Individual Healthcare plan
- e) Prevent learners from eating, drinking or taking toilet breaks where this is part of effective management of their condition
- f) Require parents to administer medicine where this interrupts their working day
- g) Require parents to accompany their learner with a medical condition on a educational trip as a condition of that learner taking part

5. Entitlement

5.1 Big Creative Training provides full access to the curriculum for every learner wherever possible. We believe that learners with medical needs have equal entitlement and must receive necessary care and support so that they can take advantage of this. However, we also recognise that employees have rights in relation to supporting learners with medical needs, as follows. Employees may:

- a) Choose whether or not they wish to be involved
- b) Receive appropriate training
- c) Work to clear guidelines
- d) Bring to the attention of the Senior Management Team any concern or matter relating to the support of learners with medical conditions



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6. Expectations

6.1 It is expected that:

- a) Parents and learners will inform BCT of any medical condition which affects them.
- b) Parents and learners will supply BCT with appropriately prescribed medication, where the dosage information and regime is clearly printed by a pharmacy on the container.
- c) Parents and learners will ensure that medicines to be given to BCT are in date and clearly labelled.
- d) Parents will co-operate in supporting young people to self-administer medicine if this is appropriate, and that staff members will only be involved if this is not possible.
- e) Medical professionals involved in the care of learners with medical needs will fully inform staff beforehand of the learner's condition, its management and implications for the wellbeing of the learner at BCT.
- f) Big Creative Training will ensure that learners are responsible for the management and administration of their medicines and are able to access and administer their medicine if this is part of their Individual Healthcare plan (for example, an inhaler)
- g) BCT staff will liaise as necessary with healthcare professionals and services in order to access the most up-to-date advice about a learner's medical needs and will seek support and training in the interests of the learner
- h) Individual Healthcare Plans will be written, monitored and reviewed regularly and will include the views and wishes of the learner and parent in addition to the advice of relevant medical professionals
- i) Details of learner's medical records will be entered onto the MIS system of the college to enable staff to identify medical needs of the learner should they become unwell. This includes the nature of the illness and any first responder information that should be followed.

7. Procedure

- 7.1 The MD of Big Creative Training ensures that an appropriate level of insurance is in place and reflects the level of risk presented by learners with medical conditions.
- 7.2 Building Management are responsible for storing medicines in a secure fridge found in the First Aid room and providing access to first aiders and those responsible for administering medicines.

8. Information

- 8.1 Disclosure of serious medical conditions will be encouraged at enrolment.



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8.2 Learners with serious medical conditions will be on a list with a brief description of the condition, along with any other necessary information, in the first aid room. Learners with medical conditions which may require emergency attention, e.g. epilepsy, diabetes, will have their names and an Individual Healthcare Plan clearly accessible in their live file on the college electronic systems, and all adults dealing with the learner will have their attention drawn to this information.

8.3 All other medical conditions will be noted from learners' records and this information will be provided to tutors annually.

9. In an emergency

9.1 In a medical emergency, trained staff must be called to administer emergency first aid.

9.2 If an ambulance needs to be called, staff will:

- Outline the full condition and how it occurred
- Give details regarding the learner's date of birth and any known medical conditions.
- Learners will be accompanied to hospital by a member of staff if this is deemed appropriate. Staff cars should not be used for this purpose.
- Parents/carers will always be called in a medical emergency, but do not need to be present for a learner to be taken to hospital.

10. Administration of medicines

10.1 Only essential medicines will be administered during the day. These will be only those prescribed by a doctor. Controlled drugs can also be administered, subject to all other conditions as described in the policy.

10.2 Essential medicines will be administered on educational visits, subject to the conditions above. A risk assessment must be completed before the visit takes place.

10.3 Any member of staff can administer an epi-pen in an emergency. The pen (cap off) should be pushed against the learner's thigh, through clothing if necessary. The pen should be held for a count of 10 seconds before being withdrawn. Ambulances must be called for a learner who may require an epi-pen. Cetirizine may be given if slight tingling of the lips occurs following ingestion of possible irritants for nut allergy sufferers. This is a liquid medicine stored with the epi-pen. If symptoms are more severe, the epi-pen should be given immediately. An ambulance must be called immediately. Parents/Carers should be contacted after this call has been made.

11. Complaints

11.1 Should learners or parent/carers be unhappy with any aspect of the learner's care at Big Creative Training, they must discuss their concerns with BCT and follow the process outlined in the Complaints Procedure.

12. First Aiders



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12.1 A list of trained First Aiders (full certificate) is available at the reception area of each site, and are subject to change as new staff are trained up.

Uplands House:

- Aiyesha Simmonds
- Nour Kassem
- Carel Tiofack
- Paul Allimadi
- Frankie Jessener
- Rachel Chitolie
- Gabby Mair-Joseph
- Reuben Bell
- Koorri McGovern
- Shantelle Brown
- Luke Pearson
- Will Alexander
- Methma Gamage
- Zakiyy Cedenio
- Nia Sinclair

Digital Futures:

- Aiyesha Simmonds
- Eleonora Spaziani
- Carel Tiofack
- Paul Allimadi
- Frankie Jessener
- Rachel Chitolie
- Gabby Mair-Joseph
- Reuben Bell
- Koorri McGovern
- Shantelle Brown
- Luke Pearson
- Will Alexander
- Methma Gamage
- Zakiyy Cedenio
- Nia Sinclair

Date Updated	To Review	Responsibility
Jul 2025	Jul 2027	AM