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# Key College Health, Medication, and First Aid Policy

**Date policy ratified by governing body:**

**Board Approval Route: Lifelong Learning**

**Date of policy publication: 7<sup>th</sup> May 2026**

**Author of policy: Gary Lambert**

**Monitoring and Review:** This policy will be reviewed annually, unless there are updates required or new legislation, national or local guidance which suggests the needs for an earlier date of review.

## Policy review dates and changes

Review date	By whom	Reason for update	Date ratified by Trustees	Date implemented

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## 1. Purpose

The purpose of this Health, Medication, and First Aid Policy is to set out how YMCA Key College ensures the health, safety, and wellbeing of learners through appropriate arrangements for first aid, the management and supporting of medical conditions, and responding to medical emergencies.

YMCA Key College recognises that learners may present with a range of needs; however, the provision is **not a medical setting** and **does not routinely provide ongoing medical treatment, supervision, or the administration of medication**. This policy establishes a clear, proportionate and risk-based approach, ensuring that learners are supported appropriately while maintaining professional boundaries for staff.

The College delivers education to learners aged 16-19 including those with additional needs and those with an Education, Health and Care plan (EHCP). Additionally Key College provides alternative provision (AP) placements to learners younger than 16 years old. As such, this policy reflects the need to operate across both school-age and further education expectations.

This policy aligns with best practice from the Department for Education and relevant legislation to ensure a standard of care consistent with national expectations and inspection frameworks (Ofsted).

## 2. Scope

This policy applies to all learners studying with YMCA Key College, including those attending full-time, part-time or as part of alternative provision placements. This policy covers all activities taking place both on-site and off-site.

This policy should be read in conjunction with the Key College & YKidz Safeguarding and Child Protection Policy, YMCA Health and Safety Policy, Learner Support and Welfare Policy, External Visits and Speakers Policy and the YMCA Risk Management Policy.

## 3. Legal and Regulatory Framework

This policy is underpinned by the duties placed on YMCA Key College through key legislation and government guidance.

The *Equality Act 2010* places a duty on YMCA Key College to make reasonable adjustments where necessary for learners with disabilities or medical conditions, ensuring that they are not placed at a disadvantage.

Where learners have an Education, Health and Care Plan (EHCP), Key College will meet its duties under the *Children and Families Act 2014*, ensuring that identified health needs are appropriately supported in collaboration with the local authority.

This policy also encompasses the *Health and Safety at Work Act 1974*, which requires employers to ensure, so far as is reasonably practicable, the health, safety and welfare of learners and staff.

The expectations of the Ofsted and DfE guidance further reinforce the requirement that providers maintain effective systems to safeguard learners and manage health-related risks appropriately.

#### **4. Principles and Approach to Medical Needs**

YMCA Key College adopts a learner-centred and independence-focused approach to managing medical needs. For the majority of learners, particularly those aged 16-19 and above, individuals are expected to have the capacity to understand and manage their own health conditions.

The College does **not** routinely take on responsibility for the storage or administration of medication. Instead, learners are expected, wherever possible, to manage their own medication safely and appropriately.

The role of staff members in relation to supporting learners with medical needs are to:

- Provide a safe environment
- Respond effectively to illness or injury
- Enable access to emergency care where required
- Make reasonable adjustments to support participation in education

#### **5. Roles and Responsibilities**

The Head of Training and Education, Gary Lambert, alongside the YMCA Senior Leadership Team holds responsibility for ensuring that effective arrangements are in place to manage first aid, health and safety and the management of medical needs. This includes ensuring that policies are implemented, that staff are appropriately trained, and that risks are identified and managed.

First Aid trained staff will provide immediate care to learners who are injured or become unwell whilst on site or during college led activities. Staff are also responsible for maintaining first aid equipment and ensuring that records of incidents and near misses are accurate and complete.

All staff have a duty of care to learners and are expected to respond appropriately to medical concerns, follow emergency procedures, and escalate issues where necessary.

Learners aged 16 and above are recognised as having increasing independence and, in most cases, the capacity to make decisions about their own health and treatment. YMCA Key College expects learners to take reasonable responsibility for managing their own medical

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needs, including the safe use and storage of their medication. For younger learners or those with additional needs, this responsibility will be supported appropriately.

## **6. First Aid**

YMCA Key College ensures that adequate and appropriate first aid arrangements are always in place. This includes the availability of trained first aiders during opening hours and the provision of suitable first aid equipment.

First aid kits are located in clearly identified areas and are checked regularly to ensure that contents are complete and within expiry dates.

In the event of an accident or sudden illness, staff will assess the situation and take appropriate action, which may include administering first aid, contacting emergency services, and remaining with the learner until appropriate care is in place.

Emergency contacts will be notified where appropriate, particularly for learners aged under 18 or where there are safeguarding considerations.

All incidents requiring first aid intervention will be recorded in an accident log. Where incidents meet reporting thresholds, they will be reported in accordance with relevant regulations.

## **7. Responding to Medical Emergencies**

In all cases of medical emergency, staff will act promptly and decisively to ensure that the learner receives appropriate care. This may include calling emergency services without delay where there is any doubt regarding the severity of the situation.

Staff will respond in line with their training and any known information about the learner's medical needs. Where a learner has a known condition, any available care plans or risk assessments will be used to inform the response.

## **8. Supporting Learners with Medical Needs**

Where a learner discloses a medical condition, YMCA Key College will consider what reasonable adjustments can be made to support their participation in education. This may include the development of a risk assessment, where appropriate.

The risk assessment will outline the learner's needs, any potential risks, and the actions required to manage those risks effectively. However, such arrangements will not normally extend to the routine administration or storage of medication by staff. The level of support

provided will be proportionate to the learner's needs and their ability to manage their own condition.

Where a learner has an EHCP, YMCA Key College will ensure that health provisions specified within the plan are delivered. This may include making reasonable adjustments. The College will work with the Local Authority, parents / carers and the learner to ensure that these needs are met safely and appropriately.

## **9. Position on Medication**

YMCA Key College does not routinely store, administer or prompt learners to take medication. This reflects the nature of the provision as an educational setting. This position may be adapted where necessary to meet statutory duties or identified needs.

Learners are expected to take responsibility for managing their own medication wherever possible. This includes carrying and administering medication such as inhalers or prescribed treatments.

This position helps to:

- Promote learner independence
- Maintain clear professional boundaries
- Reduce risk to staff and the organisation

The expectation for learners to take responsibility for management of their own medication may be overridden in very exceptional circumstances.

## **10. Exceptional Circumstances**

In exceptional cases, YMCA Key College may agree to store, prompt or administer medication for a learner. Such cases will be considered on an individual basis and only when it is clear that the learner's needs cannot reasonably be met through self-management or where specified as a duty within an EHCP.

Any such arrangement will be subject to a thorough risk assessment and will only be agreed where:

- There is a clearly identified and evidenced need.
- Key College is satisfied that it can safely meet that need.
- A suitably trained and willing member of staff is available during the time where medication administration is required.
- Evidence of prescribed medication from GP or Hospital.
- The medication is not a controlled substance.

The College reserves the right to decline requests where it is not able to safely or reasonably meet the requirements of storing or administering medication.

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Where exceptional arrangements for the storage or administration of medication are agreed, these will be formally documented using the **Exceptional Circumstances Medication Agreement Form** (See Appendix A). This ensures that all arrangements are clearly defined, agreed and subject to appropriate consent and review. Included in this form are Key Colleges statements regarding the storing and documentation of medication.

### **11. Off-Site Activities**

For off-site activities, appropriate arrangements will be made to ensure that a first aid provision is available and that any known medical needs are considered. Learners will remain responsible for managing their own medication unless alternative arrangements have been formally agreed. All off-site visits will follow the Key College External Visits and Speakers Policy.

### **12. Safeguarding and Risk Management**

YMCA Key College recognises that there may be risks associated with medication, including misuse, sharing, or non-compliance.

Such risks will be managed through appropriate supervision, risk assessment, and adherence to safeguarding procedures. **Any safeguarding concerns will be addressed promptly in line with the Key College Safeguarding and Child Protection Policy.**

### **13. Training**

YMCA Key College will ensure that staff receive appropriate training to fulfil their roles. This includes first aid training for designated staff and, where necessary, additional training for those involved in exceptional medication arrangements when required.

No member of staff will be expected to administer medication unless they are confident, trained, and willing to do so.

### **14. Alternative Provision Statement**

For learners attending Key College through our AP programmes a more structured and supported approach may be required. In these cases, the provision will, with the support of the school, ensure that appropriate arrangements are in place to meet the identified needs and to enable safe access to education. Key College will not take responsibility for storing or administering medication for any learner. Key College will always seek the support of the school to ensure that the learners needs are met.

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**SEE APPENDIX BELOW**

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**Appendix A**

**YMCA KEY COLLEGE**

**EXCEPTIONAL CIRCUMSTANCES MEDICATION AGREEMENT FORM**

**1. Learner Details**

Full name:

Date of Birth:

Age:

Programme/ Course:

Emergency Contact Name 1:

Emergency Contact Number:

Emergency Contact Name 2:

Emergency Contact Number:

Does the learner have an EHCP? Yes / No

If Yes, does the EHCP specify medication support? Yes / No

**2. Medical Condition**

Please provide a detailed description of the learner's medical condition or health need requiring support:

Supporting medical evidence provided (e.g. GP/ Consultant letter): Yes / No  
(If Yes, attach documentation)

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### **3. Rationale for Exceptional Arrangement**

YMCA Key College **does not routinely store or administer medication.**

Has self-management been considered and ruled out? Yes / No

This section must clearly explain why an exceptional arrangement is required and why the learner is unable to self-manage:

#### ***Storage and Handling of Medication in an exceptional arrangement:***

Where medication is stored on site, it will be kept securely to prevent unauthorised access while remaining accessible when required. Where medication is refrigerated, regular temperature checks will be completed.

All medication must be provided in its original packaging, clearly labelled with the learner's details and dosage instructions. If a sharps box is required, this must be provided with the medication and be disposed of by the learner/parent/carer when it is full.

#### ***Recording and Documentation:***

A clear and accurate record of medication administration will be maintained. This will include the date, time, dosage and the name of the staff member administering the medication.

Records will also be kept of any refusals, errors, or incidents relating to medication. These will be reviewed as part of ongoing monitoring.

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**4. Medication**

Name of medication:

Type of medication: Prescribed / Non-prescribed

Is the medication a controlled substance? Y / N

Dosage:

Frequency:

Method of administration (e.g. oral, inhaled):

Storage Requirements (e.g. room temperature, refrigerated):

Expiry date:

Location of stored medication:

Medication accessible by:

Access controlled by:

**5. Administration**

This arrangement will involve (please highlight):

Staff administration

Supervised self-administration

Name of designated staff 1:

Confirmation that this staff member is trained, competent and willing:

Name of designated staff 2:

Confirmation that this staff member is trained, competent and willing:

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## 6. Consent and Agreement

### **Learner Consent**

I confirm that I understand the nature of the exceptional arrangement and agree to the support outlined above.

Name:

Signature:

Date:

### **Parent / Carer Consent (only applicable to under 18's and learners who do not have capacity)**

Name:

Relationship to learner:

Signature:

Date:

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### **Staff Agreement**

I confirm that I have received appropriate training, and I understand the procedure involved. I agree to support this arrangement in line with YMCA Key College policy.

1) Name:

Role:

Signature:

Date:

2) Name:

Role:

Signature:

Date:

### **Senior Leadership Authorisation**

This arrangement has been reviewed and approved as an exceptional, non-routine case.

Name:

Role:

Signature:

Date: