



ACHIEVE INSPIRE and MOTIVATE CIC (AIM CIC)

Medical Needs Policy

The policy is provided to all AIM CIC Members and Associates at induction alongside our Code of Conduct.

This policy will be reviewed in full by the Board of Directors on an annual basis. This policy was last reviewed and agreed by the Board on 24th July 2026 It is due for review on 24th July 2027.

A handwritten signature in black ink, appearing to read 'J. G. Smith', written over a horizontal line.

Signature

24th July 2026

(Operations Director/Safeguarding Officer)

The minutes of the AIM CIC Board decision made at a Virtual Board meeting on 24th July 2026 clearly demonstrate where this Policy has been developed with the staffing group using their expertise and knowledge.

Publication date: 24th July 2026

Renewal Date: 24th July 2026

Medical Needs Policy

Organisation: [Achieve Inspire & Motivate CIC](#)

Policy Title: Supporting Learners with Medical Needs Policy

Policy Version: 1.0

Date Approved: [24/07/2026](#)

Review Date: [24/07/2027](#)

Policy Owner: [Director / Designated Safeguarding Lead](#)

1. Policy Statement

[Achieve Inspire & Motivate CIC](#) is committed to ensuring that all learners with medical conditions receive appropriate support to enable them to participate fully in all learning activities.

We recognise that learners may have short-term or long-term medical conditions including, but not limited to:

- Asthma
- Diabetes (Type 1 and Type 2)
- Epilepsy
- Severe allergies (including anaphylaxis)
- Sickle Cell Disease
- Heart conditions
- Mental health conditions requiring medication
- ADHD requiring medication
- Autoimmune conditions
- Crohn's Disease
- Cystic Fibrosis
- Long COVID
- Physical disabilities requiring medication or treatment

No learner will be disadvantaged because of a medical condition.

2. Purpose

This policy aims to:

- safeguard learners with medical conditions
 - ensure medical needs are understood
 - provide appropriate support
 - reduce health risks
 - clarify staff responsibilities
 - establish procedures for emergencies
 - outline arrangements for Individual Healthcare Plans (Care Plans)
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3. Scope

This policy applies to:

- all learners
 - employees
 - volunteers
 - sessional staff
 - contractors working directly with learners
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4. Legal Framework

This policy has regard to:

- Equality Act 2010

- Health and Safety at Work etc. Act 1974
 - Children and Families Act 2014 (where applicable)
 - Data Protection Act 2018
 - UK GDPR
 - Human Rights Act 1998
 - Supporting Pupils at School with Medical Conditions (Department for Education guidance) (adapted where appropriate)
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5. Roles and Responsibilities

The Directors will:

- approve this policy
 - ensure appropriate insurance arrangements exist
 - provide resources where reasonably practicable
 - monitor implementation
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Designated Safeguarding Lead (DSL)

The DSL will:

- oversee implementation
 - ensure care plans are completed
 - maintain confidential medical records
 - liaise with healthcare professionals where appropriate
 - review care plans annually or following significant changes
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Tutors and Staff

Staff will:

- familiarise themselves with learner care plans
- recognise symptoms of medical emergencies
- administer emergency medication where trained and agreed
- contact emergency services when required
- record medical incidents

Staff are not expected to administer medication unless:

- trained to do so
 - the learner has consented (where appropriate)
 - parents/carers have provided written consent (if applicable)
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Learners

Learners should:

- inform the organisation of any medical condition
 - carry prescribed medication where appropriate
 - follow agreed healthcare plans
 - notify staff if symptoms worsen
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Parents/Carers (where applicable)

Parents/carers are responsible for:

- informing the organisation of medical conditions
- providing accurate medical information
- updating changes promptly
- supplying medication within expiry dates
- participating in care plan reviews

6. Medical Information

Medical information will only be shared on a need-to-know basis.

Records will include:

- diagnosis
- medication
- allergies
- emergency contacts
- emergency procedures
- healthcare professional recommendations

Information will be stored securely in accordance with UK GDPR.

7. Individual Healthcare Plans (Care Plans)

An Individual Healthcare Plan will be developed where a learner:

- has a long-term medical condition
- requires medication during sessions
- may require emergency treatment
- has complex medical needs

Care plans will be agreed with:

- the learner
- parents/carers (where appropriate)
- healthcare professionals (where appropriate)
- relevant staff

Plans will be reviewed:

- annually
 - after hospital admission
 - after medication changes
 - following a medical incident
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8. Managing Medicines

Medication should:

- remain in original packaging
- clearly display the learner's name
- include dosage instructions
- remain within expiry date

Where learners are capable of self-administering medication, they will normally retain responsibility.

Emergency medication such as:

- inhalers
- insulin
- adrenaline auto-injectors (EpiPens)

should remain quickly accessible.

9. Emergency Procedures

Staff will:

1. Stay with the learner.
2. Assess the situation.
3. Follow the learner's Care Plan.
4. Administer emergency medication if trained.
5. Call 999 where necessary.
6. Inform emergency contacts.

7. Complete an incident report.

10. Specific Medical Conditions

Asthma

Staff should recognise:

- wheezing
- coughing
- breathlessness
- difficulty speaking

Emergency action:

- assist learner with inhaler
 - encourage calm breathing
 - call 999 if symptoms do not improve or worsen
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Diabetes

Staff should recognise:

Low Blood Sugar (Hypoglycaemia)

Signs include:

- sweating
- confusion
- shaking
- irritability
- dizziness

Treatment:

- provide fast-acting sugar (if appropriate)
- follow Care Plan
- call 999 if unconscious

High Blood Sugar (Hyperglycaemia)

Signs include:

- excessive thirst
- frequent urination
- fatigue
- blurred vision

Follow the learner's Care Plan and seek medical assistance if symptoms worsen.

Severe Allergies (Anaphylaxis)

Symptoms may include:

- swelling
- difficulty breathing
- collapse

Emergency Action:

- administer adrenaline auto-injector if trained
 - call 999 immediately
 - monitor until ambulance arrives
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Epilepsy

Staff should:

- protect learner from injury
- never restrain movements
- time the seizure
- call 999 if seizure exceeds five minutes or follows the learner's Care Plan

11. Off-site Activities

Before visits staff will consider:

- medication requirements
- access to emergency services
- travel arrangements
- risk assessments
- trained staff availability

12. Staff Training

Relevant staff will receive training covering:

- recognising medical emergencies
- asthma awareness
- diabetes awareness
- anaphylaxis
- epilepsy
- emergency procedures
- record keeping

Training records will be maintained.

13. Confidentiality

Medical information will only be shared with staff who require it to support the learner safely.

14. Record Keeping

The organisation will maintain:

- Care Plans
- Incident Reports
- Medication Records
- Consent Forms
- Training Records

15. Monitoring

This policy will be reviewed annually or sooner following:

- legislative changes
- serious incidents
- organisational changes

16. Policy Ownership and Approval

- Owner: Dean Goodwin – Director
- Approved by: AIM Board of Directors

• Signature: 

Date: 24/07/2026

Appendix A – Individual Healthcare Plan (Care Plan)

Learner Details

Name:

Date of Birth:

Programme/Course:

Emergency Contact:

Relationship:

Telephone:

Medical Condition

Diagnosis:

Date diagnosed:

Healthcare professional:

Medication

Medication Dosage When Required Self-Administer

Yes / No

Symptoms to Watch For

Describe early warning signs.

Daily Management

Include:

- monitoring requirements
 - dietary needs
 - exercise considerations
 - medication timings
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Emergency Procedures

What should staff do?

Who should be contacted?

When should 999 be called?

Reasonable Adjustments

Examples:

- additional breaks
 - access to snacks
 - flexible attendance during treatment
 - seating arrangements
 - toilet access
 - additional time where appropriate
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Consent

I consent to relevant staff being informed of this medical condition and following this Care Plan.

Learner Signature: _____

Parent/Carer (if applicable): _____

Date: _____

Review

Review Date:

Reviewed By:

Changes Made: