

# Hampshire Outdoors

## Supporting Children and Young People with Medical Conditions Policy

### Policy Statement

Hampshire Outdoors is committed to ensuring that all children and young people, including those with medical conditions, are supported to safely and fully participate in outdoor learning programmes.

This policy ensures:

- Inclusion in all activities wherever reasonably practicable
- Safe and effective management of medical needs in outdoor, off-site and adventurous environments
- Compliance with statutory duties and national guidance

Planning for provision will be flexible and responsive, ensuring participation unless clear clinical advice states otherwise.

### Scope

This policy applies to:

- All Access Adventure programmes (on-site, off-site, residential, remote delivery)
- All staff and volunteers
- All participants engaged in provision
- PE and Bikeability training courses

### Legal and Guidance Framework

This policy is aligned with:

- Children and Families Act 2014 (Section 100)
- DfE: Supporting Pupils with Medical Conditions
- Equality Act 2010
- OEAP National Guidance (Outdoor Education Advisers' Panel)

### Key Principles

#### Inclusion

All participants will be supported to access activities:

- Adjustments made proactively
- Barriers removed in advance

## **Individual Approach**

Each medical condition will be treated:

- As unique
- Based on individual need

## **Risk Management**

- Risk is managed, not eliminated
- Proportionate risk-benefit decisions will support participation

## **Staff Competence**

Staff must:

- Be trained appropriately
- Be confident and competent before administering medication

A first aid certificate alone is not sufficient.

## **Professional Judgement (OEAP Principle)**

Where policies cannot cover all scenarios:

- Staff will use informed judgement
- Participants welfare will remain the priority

## **Roles and Responsibilities**

### **Service Leadership**

- Ensure policy implementation
- Ensure adequate training and staffing
- Maintain oversight of compliance

### **Outdoor Learning Specialists**

- Implement Pastoral Risk Assessments
- Maintain medication records
- Manage on-site risks and respond to emergencies
- Work within competence
- Follow procedures and risk assessments
- Raise concerns where training is insufficient

## **Parents / Referrers**

- Provide accurate medical information
- Supply medication and consent

## **Identification of Medical Needs**

The service will:

- Issue participant medical and consent forms
- Record both declared needs and confirmations of no needs
- Review prior to activity participation

## **Individual Pastoral Risk Assessments**

will:

- Be developed collaboratively with parent/carer and commissioner
- Reflect the nature of outdoor activity
- Include emergency protocols

All participants enrolled onto a programme will have a pastoral risk assessment that will include:

- Condition details
- Medication requirements
- Triggers and risks
- Emergency response actions

Pastoral risk assessments must be:

- Reviewed annually or sooner if required

## **Managing Medicines**

### **General Principles**

- Medication administered only with written consent
- Secure but accessible storage (especially during activities)
- Clear record-keeping required

### **OEAP Considerations**

Where activities include:

- Remote environments

- Residential or expedition settings

Additional planning must consider:

- Limited access to medical services
- Transport of medication
- Environmental factors (temperature, water, etc.)

## Recording

A written record must be kept for:

- All medication administered
- Any incidents involving medical conditions

## Staff Training

The service will ensure:

- Condition-specific training where required
- Training for medication administration
- Awareness training for wider team including training on allergies where appropriate

Staff must:

- Confirm competence before undertaking duties
- Escalate lack of confidence or training

## Emergency Procedures

Hampshire Outdoors Emergency Procedures to be always followed by staff and participants

## Record Keeping

The service will maintain:

- Medical forms for staff and participants
- Pastoral Risk Assessments
- Incident/Accident logs
- Training records

These records:

- Support safe delivery
- Provide legal protection
- Ensure accountability

## Unacceptable Practice

The following are not acceptable:

- Preventing participation without justification
- Failure to follow risk assessments or procedures
- Administering medication without consent
- Ignoring training requirements

## Monitoring and Review

This policy will be:

- Reviewed annually
- Updated following incidents or changes in guidance
- Informed by feedback

## Linked Policies

- HCC Children Services Safeguarding
- HCC Corporate Health & Safety
- HO Directly Delivered Adventurous Activity
- HO Securing Success

## Operational Process Overview

Access Adventure will implement:

1. Medical consent forms issued
2. Needs identified
3. Pastoral risk assessment developed
4. Parent/commissioner engagement
5. Medication systems set up
6. Staff trained
7. Ongoing review

## Commitment Statement

Hampshire Outdoors is committed to providing inclusive, safe, and high-quality outdoor learning experiences where all children and young people are supported to participate, develop, and thrive.