Supporting Students with Medical Conditions Policy

Date reviewed: September 2026
Next review by: September 2026

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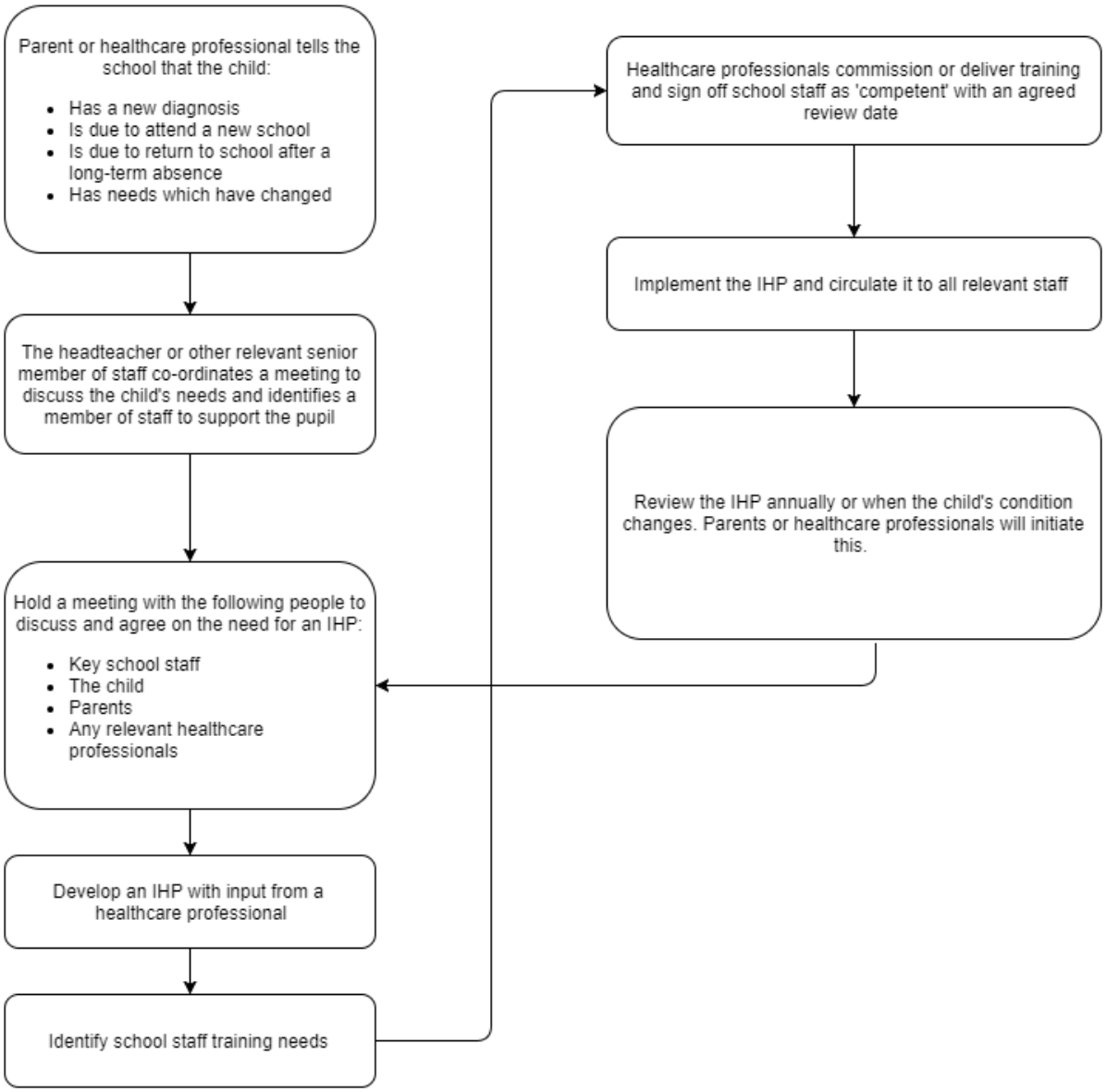

Parent or healthcare professional tells the school that the child:
Has a new diagnosis
Is due to attend a new school
Is due to return to school after a long-term absence
Has needs which have changed
The headteacher or other relevant senior member of staff co-ordinates a meeting to discuss the child's needs and identifies a member of staff to support the pupil
Hold a meeting with the following people to discuss and agree on the need for an IHP:
Key school staff
The child
Parents
Any relevant healthcare professionals
Develop an IHP with input from a healthcare professional
Identify school staff training needs
Healthcare professionals commission or deliver training and sign off school staff as 'competent' with an agreed review date
Implement the IHP and circulate it to all relevant staff
Review the IHP annually or when the child's condition changes. Parents or healthcare professionals will initiate this.

1. Aims

This policy aims to ensure that:

- Students, staff and parents understand how our individual schools within the 5 Dimensions Trust will support Students with medical conditions
- Students with medical conditions are properly supported to allow them to access the same education as other Students, including school trips and sporting activities

The Governing Board will implement this policy by:

- Making sure sufficient staff are suitably trained
- Making staff aware of Students' conditions, where appropriate
- Making sure there are cover arrangements to ensure someone is always available to support Students with medical conditions
- Providing supply teachers with appropriate information about the policy and relevant Students
- Developing and monitoring individual healthcare plans (IHPs)

The Headteacher/Principal is responsible for implementing this policy

2. Legislation and statutory responsibilities

This policy meets the requirements under Section 100 of the Children and Families Act 2014, which places a duty on governing boards to make arrangements for supporting Students at their school with medical conditions. It is also based on the Department for Education's statutory guidance on supporting Students with medical conditions at school.

3. Roles and responsibilities

3.1 The governing board

The governing board has ultimate responsibility to make arrangements to support students with medical conditions. The governing board will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

3.2 The Headteacher/Principal

The Headteacher/Principal will:

- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure that there are enough trained staff available to implement this policy and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations
- Ensure that all staff who need to know are aware of a student's condition
- Take overall responsibility for the development of IHPs

- Make sure that school staff are appropriately insured and aware that they are insured to support students in this way
- Contact the school nursing service in the case of any student who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse
- Ensure that systems are in place for obtaining information about a student's medical needs and that this information is kept up to date

3.3 Staff

Supporting students with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to students with medical conditions, although they will not be required to do so. This includes the administration of medicines.

Those staff who take on the responsibility to support students with medical conditions will receive sufficient and suitable training and will achieve the necessary level of competency before doing so. Teachers will take into account the needs of students with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a student with a medical condition needs help.

3.4 Parents/Carers

Parents/carers will:

- Provide the school with sufficient and up-to-date information about their child's medical needs
- Be involved in the development and review of their child's IHP and may be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the IHP, for example, provide medicines and equipment, and ensure they or another nominated adult are contactable at all times

3.5 Students

Students with medical conditions will often be best placed to provide information about how their condition affects them. Where possible, students should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs. They are also expected and will be supported to comply with their IHPs and will be supported.

3.6 School nurses and other healthcare professionals

Our school nursing service will notify the school when a student has been identified as having a medical condition that will require support in school. This will be before the student starts school, wherever possible. They may also support staff to develop and implement a student's IHP.

Healthcare professionals, such as GPs and paediatricians, will liaise with the school nurses and notify them of any Students identified as having a medical condition. They may also provide advice on developing IHPs.

4. Equal opportunities

Our Trust is clear about the need to actively support students with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

- The individual schools will consider what reasonable adjustments need to be made to enable these Students to participate fully and safely on school trips, visits and sporting activities.
- Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that Students with medical conditions are included. In doing so, students/carers, their parents and any relevant healthcare professionals will be consulted.

5. Being notified that a child has a medical condition

When the individual school is notified that a student has a medical condition, the process outlined below will be followed to decide whether the Student requires an IHP.

- The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for students who are new to our school.
  See Appendix 1.

6. Individual healthcare plans

The headteacher/principal has overall responsibility for the development of IHPs for Students with medical conditions but may delegate this as appropriate.

Plans will be reviewed at least annually, or earlier if there is evidence that the student's needs have changed. Plans will be developed with the student's best interests in mind and will set out:

- What needs to be done
- When
- By whom

Not all students with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents/carers when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the headteacher/principal will make the final decision.

Plans will be drawn up in partnership with the school, parents/carers and a relevant healthcare professional, such as a school nurse, specialist or paediatrician, who can best advice on the student's specific needs. The student will be involved wherever appropriate.

IHPs will be linked to, or become part of, any education, health and care (EHC) plan. If a student has SEN but does not have an EHC plan, the SEN will be mentioned in the IHP.

The level of detail in the plan will depend on the complexity of the student's condition and how much support is needed. The governing board and the individual with responsibility for developing IHPs, will consider the following when deciding what information to record on IHPs:

- The medical condition, its triggers, signs, symptoms and treatments
- The student's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons
- Specific support for the student's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete exams, use of rest periods, counselling sessions
- The level of support needed, including in emergencies. If a student is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the student's medical condition from a healthcare professional, and cover arrangements for when they are unavailable
- Who in the school needs to be aware of the student's condition and the support required
- Arrangements for written permission from parents/carers and the headteacher for medication to be administered by a member of staff, or self-administered by the student during school hours
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the student can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parent/carer or student, the designated individuals to be entrusted with information about the student's condition
- What to do in an emergency, including who to contact, and contingency arrangements

7. Managing medicines

Prescription and non-prescription medicines will only be administered at school:

- When it would be detrimental to the student's health or school attendance not to do so **and**

- Where parents/carers have given written consent

The only exception to this is where the medicine has been prescribed to the student without the knowledge of the parents.

Students under 16 will not be given medicine containing aspirin unless prescribed by a doctor. Anyone giving a student any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents/carers will always be informed.

The school will only accept prescribed medicines that are:

- In-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, include the name of the student to whom it is to be dispensed and include instructions for administration, dosage, and storage

The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely. Students will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to student and not locked away.

Medicines will be returned to parents to arrange for safe disposal when no longer required.

7.1 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.

All controlled drugs will be kept in a secure cupboard in the medical/school office and only named staff have access.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be recorded.

7.2 Students managing their own needs

Students who are competent will be encouraged to take responsibility for managing their own medical needs. This will be discussed with parents/carers and it will be reflected in their IHPs. However, students will not be allowed to carry their own medicines other than asthma inhalers and EpiPens. Staff will not force a pupil to take a medicine or carry out a necessary procedure if they refuse but will follow the

procedure agreed in the IHP and inform parents so that an alternative option can be considered, if necessary.

7.3 Unacceptable practice

School staff should use their discretion and judge each case individually with reference to the student's IHP, but it is generally not acceptable to:

- Prevent students from easily accessing their inhalers and medication, and administering their medication when and where necessary (administration of medication whilst in school will be supervised by a suitable First Aider)
- Assume that every student with the same condition requires the same treatment
- Ignore the views of the student or their parents/carers
- Ignore medical evidence or opinion (although this may be challenged)
- Send students with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHPs
- If the student becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- Penalise students for their attendance record if their absences are related to their medical condition, e.g. hospital appointments
- Prevent students from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively – students will be provided a medical pass so that they can manage their medical needs as independently as possible
- Require parents/carers, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs
- Prevent students from participating, or create unnecessary barriers to students participating in any aspect of school life, including school trips, e.g. by requiring parents/carers to accompany their child – a risk assessment will be completed
- Administer, or ask students to administer, medicine in school toilets.

8. Emergency procedures

Staff will follow the school's normal emergency procedures (for example, calling 999). All students' IHPs will clearly set out what constitutes an emergency and will explain what to do.

If a student needs to be taken to hospital, staff will stay with the student until the parent/carer arrives or accompany the student to hospital by ambulance.

9. Training

Staff who are responsible for supporting students with medical needs will receive suitable and sufficient training to do so. The training will be identified during the development or review of IHPs. Where possible, staff who provide support to students with medical conditions will be included in meetings where this is discussed. The relevant healthcare professionals will lead on identifying the type and level of training required. A record of all training received will be kept up to date.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the students
- Fulfil the requirements in the IHPs
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

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.

10. Record keeping

The governing board will ensure that written records are kept of all medicine administered to students for as long as these students are at the school. Parents/carers will be informed if their child has been unwell at school. IHPs are kept in a readily accessible place which all relevant staff are aware of.

11. Liability and indemnity

The governing board will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk. The Governing Body ensures that the appropriate level of insurance is in place and appropriately reflects the level of risk.

12. Complaints

Parents with a complaint about their child's medical condition should discuss these directly with the school nurse/ first aider/ matron in the in the first instance or contact the Deputy Head overseeing pastoral

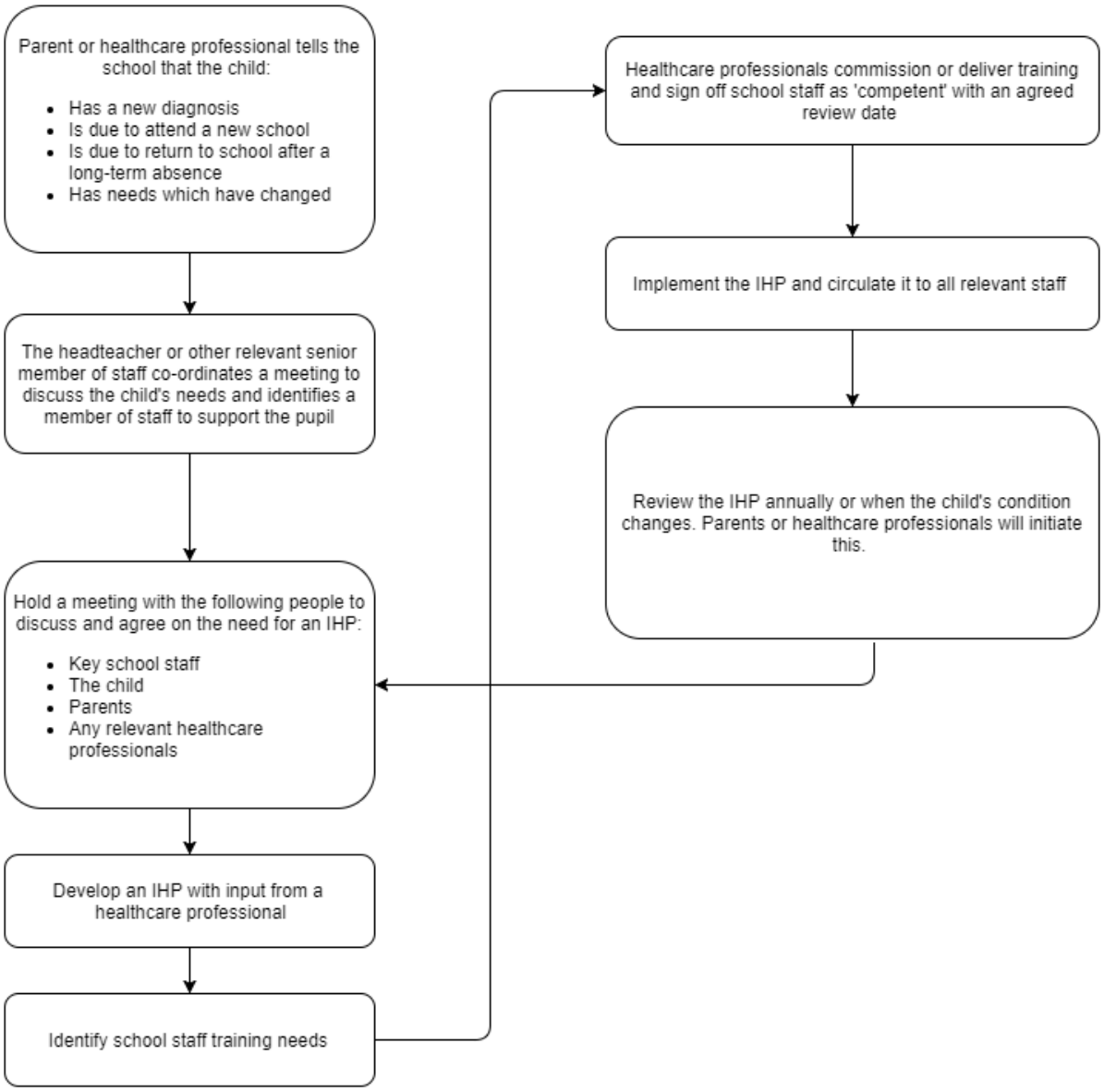
matters of the school, If the matter cannot be resolved, parents/carers will be directed to the school's complaints procedure.

13. Monitoring arrangements

This policy will be reviewed and approved by the governing board annually.

14. Links to other policies

This policy links to the following policies:

- Complaints
- Equality information and objectives
- First aid
- Health and safety
- Child Protection and Safeguarding
- Special educational needs information report and policy

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