



Supporting Students with Medical Conditions Policy

John 10:10: 'I have come that they may have life and live it to the full'

I am known, I am valued, I will succeed.

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Statutory guidance for governing bodies of maintained schools and proprietors of academies in England December 2015

1. Key points

- Pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.
- Governing bodies must ensure that arrangements are in place in schools to support pupils at school with medical conditions.
- Governing bodies should ensure that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported.

2. Introduction

1. On 1 September 2014 a new duty came into force for governing bodies to make arrangements to support pupils at school with medical conditions. The statutory guidance in this document is intended to help governing bodies meet their legal responsibilities and sets out the arrangements they will be expected to make, based on good practice. The aim is to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

From 1st October 2014 the Human Medicines (Amendment) (No. 2) Regulations 2014 will allow schools to buy salbutamol inhalers, without a prescription, for use in emergencies. Department of Health guidance documents are to be adhered to and are included in the attached appendices.

From 1 October 2017 the Human Medicines (Amendment) Regulations 2017 will allow schools to obtain, without a prescription, adrenaline auto-injector (AAI) devices,

if they wish, for use in emergencies. Department of Health guidance documents are to be adhered to and are included in the attached appendices.

The school owns and maintains a Defibrillator.

2. Parents of children with medical conditions are often concerned that their child's health will deteriorate when they attend school. This is because pupils with long-term and complex medical conditions may require ongoing support, medicines or care while at school to help them manage their condition and keep them well. Others may require monitoring and interventions in emergency circumstances. It is also the case that children's health needs may change over time, in ways that cannot always be predicted, sometimes resulting in extended absences. It is therefore important that parents feel confident that schools will provide effective support for their child's medical condition and that pupils feel safe. In making decisions about the support they provide; schools should establish relationships with relevant local health services to help them. It is crucial that schools receive and fully consider advice from healthcare professionals and listen to and value the views of parents and pupils.

3. In addition to the educational impacts, there are social and emotional implications associated with medical conditions. Children may be self-conscious about their condition, and some may be bullied or develop emotional disorders such as anxiety or depression around their medical condition. In particular, long-term absences due to health problems affect children's educational attainment, impact on their ability to integrate with their peers and affect their general wellbeing and emotional health. Reintegration back into school should be properly supported so that children with medical conditions fully engage with learning and do not fall behind when they are unable to attend. Short-term and frequent absences, including those for appointments connected with a pupil's medical condition (which can often be lengthy), also need to be effectively managed and appropriate support put in place to limit the impact on the child's educational attainment and emotional and general wellbeing.

Some children with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Where this is the case governing bodies must comply with their duties under that Act. Some may also have special educational needs (SEN) and may have a statement, or Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision. For children with SEN, this guidance should be read in conjunction with the Special educational needs and disability (SEND) code of practice. The Special educational needs and disability code of practice explains the duties of local authorities, health bodies, schools and colleges to provide for those with special educational needs under part 3 of the Children and Families Act 2014. For pupils who have medical conditions that require EHC plans, compliance with the SEND code of practice will ensure compliance with this guidance with respect to those children.

3. Statement of intent

Altwood Church of England School wishes to ensure that students with medical conditions receive appropriate care and support at school. This policy has been developed in line with the Department for Education's guidance released in December 2015 – "Supporting pupils at school with medical conditions".

Ofsted places a clear emphasis on meeting the needs of students with SEN and Disabilities and this includes students with medical conditions.

4. Key roles and responsibilities

- **The Local Authority (LA) is responsible for:**
 - Promoting cooperation between relevant partners and stakeholders regarding supporting students with medical conditions.
 - Providing support, advice and guidance to schools and their staff.
 - Making alternative arrangements for the education of students who need to be out of school for fifteen days or more due to a medical condition.
 - Providing suitable training to school staff in supporting students with medical conditions to ensure that Individual Healthcare Plans can be delivered effectively.

- **The Governing Body is responsible for:**
 - The overall implementation of the Supporting Students with Medical Conditions Policy and procedures of Altwood Church of England School.
 - Ensuring that the Supporting Students with Medical Conditions Policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation. ○ Handling complaints regarding this policy as outlined in the school's Complaints Policy.
 - Ensuring that all students with medical conditions are able to participate fully in all aspects of school life.
 - Ensuring that relevant training provided by the LA is delivered to staff members who take on responsibility to support students with medical conditions.

- Guaranteeing that information and teaching support materials regarding supporting students with medical conditions are available to members of staff with responsibilities under this policy.
 - Keeping written records of any and all medicines administered to individual students and across the school population.
 - Ensuring the level of insurance in place reflects the level of risk.
- **The Headteacher is responsible for:**
 - The day-to-day implementation and management of the Supporting Students with Medical Conditions Policy and procedures of Altwood Church of England School.
 - Ensuring the policy is developed effectively with partner agencies.
 - Making staff aware of this policy.
 - Liaising with healthcare professionals regarding the training required for staff.
 - Making staff who need to know aware of a student's medical condition. ○
Developing Individual Healthcare Plans (IHCPs).
 - Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
 - If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.
 - Ensuring the correct level of insurance is in place for teachers who support students in line with this policy.
 - Contacting the school nursing service in the case of any student who has a medical condition.
 - **Staff members are responsible for:**
 - Taking appropriate steps to support students with medical conditions.
 - Where necessary, making reasonable adjustments to include students with medical conditions into lessons.
 - Administering medication, if they have agreed to undertake that responsibility.

- Undertaking training to achieve the necessary competency for supporting students with medical conditions, if they have agreed to undertake that responsibility.
- Familiarising themselves with procedures detailing how to respond when they become aware that a student with a medical condition needs help.
- **School nurses are responsible for:**
 - Notifying the school when a student has been identified with requiring support in school due to a medical condition.
 - Liaising locally with lead clinicians on appropriate support.
- **Parents and carers are responsible for:**
 - Keeping the school informed about any changes to their child's health.
 - Completing a parental agreement for school to administer medicine form before bringing medication into school.
 - Providing the school with the medication their child requires and keeping it up to date.
 - Collecting any leftover medicine at the end of the course or year.
 - Discussing medications with their child prior to requesting that a staff member administers the medication.
 - Where necessary, developing an Individual Healthcare Plan (IHCP) for their student in collaboration with the Headteacher, other staff members and healthcare professionals.

5. Definitions

- "Medication" is defined as any prescribed or over the counter medicine.
- "Prescription medication" is defined as any drug or device prescribed by a doctor.
- A "staff member" is defined as any member of staff employed at Altwood Church of England School, including teachers.

6. Training of staff

- Teachers and support staff will receive training on the Supporting Students with Medical Conditions Policy as part of their new starter induction.
- Teachers and support staff will receive regular and ongoing training as part of their development.
- Teachers who undertake responsibilities under this policy will receive the following training externally:

- Medical Needs Training – Asthma, Epilepsy, Severe allergic reaction ○
- First aid at work (3-day course) or ○ Emergency first aid at work (1-day course)

- The clinical lead for this training is the School Nurse.
- No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering
- No staff member may administer drugs by injection unless they have received training in this responsibility
- The HR team/Office will keep a record of training undertaken and a list of teachers qualified to undertake responsibilities under this policy.

7. The role of the student

- Students who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- Students will be allowed to carry their own adrenaline auto-injector or asthma inhaler. All other medication must be stored in the locked Medical Cupboard in the Medical Room.
- If students refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- Students need to take their medication in the Medical Room under the supervision of a member of the Office Staff.

8. Individual Healthcare Plans (IHCPs)

- Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the student, parents/carers, Headteacher, Special Educational Needs Coordinator (SENCO) and medical professionals.
- IHCPs will be easily accessible whilst preserving confidentiality.
- IHCPs will be reviewed at least annually or when a student's medical circumstances change, whichever is sooner.
- Where a student has an Education, Health and Care plan or special needs statement, the IHCP will be linked to it or become part of it.
- Where a student is returning from a period of hospital education or alternative provision or home tuition, we will work with the LA and education provider to ensure that the IHCP identifies the support the student needs to reintegrate.

9. Medicines

- Where possible, it is preferable for medicines to be prescribed in frequencies that allow the student to take them outside of school hours.
- If this is not possible, prior to staff members administering any medication, the parents/carers of the student must complete and sign a parental agreement for a school to administer medicine form.
- No student will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- Where a student is prescribed medication without their parents/carers knowledge, every effort will be made to encourage the student to involve their parents while respecting their right to confidentiality.
- No student under 16 years of age will be given medication containing aspirin without permission from the parent/carer.
- Medicines MUST be in date, labelled and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be accepted.
- Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed and must be handed into Student Reception for safe keeping in the morning, along with a permission form from the parent/ carer. Passing such drugs to others is an offence which will be dealt with under our Drug and Alcohol Policy.
- Medications will be stored in the locked Medical Cupboard in the Medical Room.
- Any medications left over at the end of the course will be returned to the student's parents or disposed of via the School Nurse.
- Written records will be kept of any medication administered to student.
- Students will never be prevented from accessing their medication.
- Altwood Church of England School cannot be held responsible for side effects that occur when medication is taken correctly.

10. Emergencies

- Medical emergencies will be dealt with under the school's emergency procedures.
- Where an Individual Healthcare Plan (IHCP) is in place, it should detail:
 - What constitutes an emergency.
 - What to do in an emergency.
- Students will be informed in general terms of what to do in an emergency such as telling a teacher.

- If a student needs to be taken to hospital, a member of staff will remain with the student until their parents arrive.

11. Avoiding unacceptable practice

- Altwood Church of England School understands that the following behaviour is unacceptable:
 - Assuming that students with the same condition require the same treatment.
 - Ignoring the views of the student and/or their parents.
 - Ignoring medical evidence or opinion.
 - Sending students home frequently or preventing them from taking part in activities at school.
 - Sending the student to the medical room or school office alone if they become ill.
 - Penalising students with medical conditions for their attendance record where the absences relate to their condition.
 - Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues.
 - Creating barriers to students participating in school life, including school trips.
 - Refusing to allow students to eat, drink or use the toilet when they need to in order to manage their condition.

12. Insurance

- School Staff who undertake responsibilities within this policy are covered by the school's insurance.
- Details of the insurance arrangements which are in place at Altwood Church of England School which cover staff providing support to students with medical conditions, can be obtained from the Finance Office.
- Full written insurance policy documents are available to be viewed by members of staff who are providing support to students with medical conditions. Those who wish to see the documents should contact the Finance Office.

13. Complaints

- The details of how to make a complaint can be found in the Complaints Policy:

- Stage 1 - Complaint Heard by Staff Member ○ Stage 2 -
Complaint Heard by Headteacher
- Stage 3 – Complaint Heard by Governing Bodies'
Complaints Appeal Panel (CAP)