

## **Denefield School**

### **Supporting Students at School with Medical Conditions**

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Type of policy	Statutory
Policy owner	DSL
Location of policy	Website

## **Supporting Students at School with Medical Conditions**

### **Status**

Statutory

### **Purpose**

This policy is part of our overall strategy to safeguard and promote the welfare of all children. At Denefield we recognise that students with medical conditions, in terms of both physical and mental health, need to be properly supported so that they can have full access to education, including physical activities and out of school visits. We aim to provide appropriate care and support to all students with medical conditions to ensure they receive the best education possible and can play a full and active role in school life, remain healthy and achieve their academic potential.

### **Who/What was consulted**

Department for Education's statutory guidance "Supporting pupils at school with medical conditions" (updated 16 August 2017). Equality Act 2010.

### **Roles and Responsibilities**

The Headteacher will:

- ensure that arrangements to provide effective support for students with medical conditions are put in place, and that these are developed in partnership with healthcare professionals where necessary
- ensure that the school consults with, and is advised by, healthcare professionals, where necessary, when considering how to support students with medical conditions
- ensure that the school listens to and values the views of parents and students on how to support students with medical conditions
- assume overall responsibility for the implementation of this policy
- ensure that this policy is shared with all staff, including supply teachers, and that they understand their role in its implementation
- ensure that sufficient staff are properly trained to provide the support needed by students with medical conditions in normal, contingency and emergency situations
- ensure that all staff who need to know are aware of students' medical conditions
- ensure that Individual Healthcare Plans (IHCPs) are developed where required for students with medical conditions and regularly reviewed
- ensure that risk assessments will be undertaken for educational visits and off-site activities
- ensure that the school nursing service is contacted for any student who may require medical support at school

The trust board will:

- ensure that the arrangements put in place by the school to support students with medical conditions are sufficient to meet its statutory responsibilities in accordance with the statutory guidance provided by the Department for Education
- ensure that the arrangements put in place by the school to support students with medical conditions focus on the individual needs of each student and how their medical condition affects their participation in school life
- ensure that this policy is properly implemented and shared with staff and parents
- ensure that an appropriate level of insurance is in place and that it appropriately reflects the level of risk

Staff will:

- always put the welfare and wellbeing of students first
- ensure they are aware of the needs of any students with medical conditions
- take appropriate steps to support students with medical conditions, including making reasonable adjustments in lessons
- be aware of the policy for supporting students with medical conditions and understand their role in its implementation
- be aware of how a student's medical condition will impact on their participation in out of school and sporting activities
- undertake appropriate training before taking on responsibility to support students with medical conditions
- understand that they must not administer prescription medicines or undertake healthcare procedures without appropriate training
- make sure they know what to do and how to respond when they become aware that a student with a medical condition needs help

The Medical Lead will:

- conduct a medical condition questionnaire with parents/carers of students transitioning from primary to secondary and any students who join the school thereafter
- send all parents/carers and annual email to request information on any changes in information, medical or new conditions
- maintain the database of students with medical conditions
- develop and monitor IHCPs where necessary, in partnership with parents/carers, students, healthcare professionals and members of the relevant behaviour and welfare teams and ensure these are shared with appropriate staff
- oversee the storage of medicines, ensuring that they are in date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage
- ensure that the training of first aid team is up-to-date
- liaise with healthcare professionals as necessary
- oversee the creation of risk assessments for individual students as necessary

- share information about students with medical conditions with other staff as is appropriate - KSP

The first aid team will:

- respond to first aid emergencies and students with medical conditions using their professional judgement
- record details of any medicines administered, and first aid provided to students
- attend regular first aid training in order to keep their qualifications up-to-date

The welfare team will:

- ensure they are aware of the needs of any students with medical conditions
- work in partnership with parents/carers, students, any relevant healthcare professionals and the Medical Lead to identify and put in place any support required in school
- work in partnership with parents/carers, students, any relevant healthcare professionals and the Medical Lead to develop and monitor IHCPs where necessary
- make reintegration arrangements for any student returning from a period of hospital education or home tuition

School nurses will:

- be responsible for notifying the school when a student has been identified as having a medical condition that will require support in school
- assist in developing an IHCP if one is deemed necessary

Parents/carers will:

- provide the school with sufficient and up-to-date information about their child's medical condition and the support required from school
- work in partnership with the Medical Lead and any Healthcare professionals to develop an IHCP if one is deemed to be necessary
- provide any medicines or medical equipment required and ensure that these are in date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage
- complete a permission for school to administer medication form if necessary
- ensure that the school is kept informed of any changes to their child's condition or medication
- collect any medicine that is no longer required or that is out-of-date for safe disposal
- ensure they or another nominated adult are always contactable

Students will:

- work in partnership with their parents/carers, any relevant healthcare professionals, the Lead Medical and Welfare Officer and members of the welfare team to provide up-to-date information about their medical condition and to identify any support required in school

- work in partnership with their parents/carers, any relevant healthcare professionals, the Lead Medical and Welfare Officer and members of the welfare team to develop an IHCP if one is deemed to be necessary
- where possible, carry their own medicines and relevant devices in order to manage their medical condition

### **Identification**

We will work with parents/carers and healthcare professionals to ensure that arrangements are put in place to support students with a medical condition. Parents will be asked to complete a medical condition questionnaire when their child joins the school and will be asked to update information annually thereafter to enable us to identify which of our students have a recognised medical condition that requires support in school.

### **Individual Healthcare Plans (IHCPs)**

Individual Healthcare Plans can help to ensure that students with medical conditions are properly supported. The main purpose of an IHCP is to identify the level of support that is needed at school for an individual student with a recognised medical condition. The IHCP clarifies for staff, parents/carers and the student the help the school can provide. An IHCP will be deemed to be necessary if a student requires additional support in school. It will include:

- Details of the student's medical condition
- Details of the student's needs (including medication and side effects, other treatments, equipment, dietary requirements etc.)
- Specific support for educational, social and emotional needs
- Level of support required and who will provide this
- Who in school needs to be aware of the student's condition and the support required
- Arrangements for the administration of medicines during school hours
- Details of what to do in an emergency, including who to contact and any contingency arrangements.

An IHCP will be developed in partnership with the student and their parents/carers, the student's relevant healthcare professional (if appropriate), the Medical Lead and the welfare team (if appropriate). A copy of the IHCP will be held by parents/carers and at school where it is securely stored electronically and with any medication. A copy will be retained by the Lead Medical and Welfare Officer.

An IHCP will be reviewed by parents/carers at least annually or whenever there is a change to the medical condition or medication.

Students with a severe allergy will have an Allergy Action Plan as well as an IHCP.

### **Prescribed Medicines**

Prescribed medicines will only be administered at school when it would be detrimental to a child's health not to do so. Parental consent (given through the signing of the permission to administer medication form) is required before prescribed medicines will be administered at school. They will only be administered by a member of the First Aid team.

Prescribed medicines will be stored in a locked cupboard in the medical area. All members of staff have access to this cupboard and the first aid room via their standard key.

Prescribed medicines will only be accepted by the school if they are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage (the only exception being insulin which must be in date but will generally be inside an insulin pen or pump rather than its original container).

Unless by arrangement with the Lead Medical and Welfare Officer, students should not carry any medication in school except for inhalers, insulin pumps, Epipens or auto-injectors where appropriate and this will be detailed on a student's IHCP.

The school maintains written records of any medicines administered on SIMS.

### **Non-Prescription Medicines**

Non-prescription medicines will only be administered by a member of the first aid team once parental consent has been given. Medicine containing aspirin will not be given to any students under 16 unless prescribed by a doctor.

### **Training**

Staff who undertake responsibilities under this policy will receive appropriate training. The training provided will reflect the needs of the student population and it will be reviewed annually.

The local authority nurse will provide training for staff on Epipens and auto-injectors. Staff sign the training record and agree to administer Epipens or auto-injectors should the need arise.

All members of the first aid team attend a 3, or 1 day first aid course. Training certificates are retained and logged by the school and are displayed in the first aid room.

### **Educational visits and off-site activities**

At Denefield we will make every effort to ensure that students with medical conditions can access all aspects of the curriculum including day trips, residential visits and sporting activities. When preparing a risk assessment, we will consider any reasonable adjustments required in order to enable a student with a medical condition to participate fully and safely. We will consult with parents/carers and relevant healthcare professionals as appropriate. Additional safety measures may need to be taken for trips and visits. This assessment will be documented on Evolve (our risk assessment database for educational visits and off-site activities).

The Medical Lead will be responsible for checking medical records and reviewing the details provided by parents on the visit consent form for each student. This information will be fed back to the trip visit co-ordinator. A meeting will be held for overnight visits between the Medical Lead and Trip Leader to review all medical needs.

Arrangements for carrying and administering any medication will need to be planned as part of the risk assessment and visit planning process. A copy of a student's IHCP will be taken on any educational visits or off-site activities.

### **Emergency Procedures**

In an emergency, the details specified in an individual student's IHCP will be followed.

In the event of an emergency, staff will contact the emergency services. If a student needs to be taken to hospital by ambulance and a parent/carers is not immediately available, a member of staff will accompany the student and will remain with the student until his/her parents arrive. If, after discussion with the emergency services, it is recommended that a student is taken directly to hospital, the school's minibus will be used and two members of staff will accompany the student.

### **Unacceptable Practice**

Denefield School recognises that it is unacceptable to:

- prevent a student from accessing and administering his/her inhaler or medication when and where necessary
- assume that every student with the same condition requires the same treatment
- ignore the view of the student or their parents/carers; or ignore medical evidence or opinion
- send students with medical conditions home **when they are fit to remain in school**, or prevent them from taking part in activities for reasons associated with their medical condition
- penalise students with medical conditions for their attendance record where the absence relate to their condition
- prevent students with significant medical conditions from drinking, eating or taking toilet breaks whenever they need to in order to manage their condition effectively
- require parents/carers to administer medical support at school, or otherwise make them feel obliged to attend school to support their child with a medical condition
- prevent students with medical conditions from participating fully in school life

### **Complaints**

In the event of any parent/carer or student being dissatisfied with the support provided by the school, the issue should be discussed with the Headteacher. If a resolution cannot be reached informally, parents/carers should make a formal complaint via the school's Complaints Policy. If the complaint cannot be resolved in this way, then a complaint can be made to the Department for Education.

### **Arrangements for Monitoring and Evaluation**

This policy will be reviewed regularly and will be updated in response to new guidance and/or legislation as necessary.

The governing body will receive annual medical conditions report which will include:

- the number of students with permanent or long-term medical conditions
- the number of students with IHCPs

- the training undertaken by staff to support students with medical conditions
- a summary of the overall support provided to students with medical conditions

### **Links to Other Policies**

This policy should be read in conjunction with:

Complaints Policy Procedure

Drugs Policy

Education visits and Off-site Activities Policy

Health and Safety Policy

Safeguarding and Child Protection Policy

Special Educational Needs Policy

## Appendix 1: Medical Questionnaire

Student Name:	
<b>If you answer YES to any of these questions, please complete requested forms as you will be required to provide further information.</b>	
Does your child have a medical condition that may require medical intervention or further support whilst at school?	<b>YES / NO</b>
Brief details	
Does your child have a medical condition that may require medication to be administered at school?	<b>YES / NO</b>
Brief details	
Does your child have any physical or mental health difficulties that may impact on their learning? Eg hearing or visual impairment, mobility problems, anxiety or depression.	<b>YES / NO</b>
Brief details	
Is your child under any other external agencies or educational health care professional? Eg CAMHs, Educational Psychologist.	<b>YES / NO</b>
Brief details	
There may be times when the first aid team may feel it beneficial to provide your child with paracetamol. We will only do this with your consent and require your written permission to do so.	
I hereby give permission for paracetamol to be given if considered necessary by school's first aid staff.	<b>YES / NO</b>
Doctor _____ Tel. no _____ Surgery address _____	



**Signed** Parent/Carer \_\_\_\_\_

**Name** (please print) \_\_\_\_\_ **Date** \_\_\_\_\_

## **Appendix 2: Process to identify support required for students with medical conditions and develop IHCPs**

School is notified by parents/carers or healthcare professional that a child has a recognised medical condition.

The Medical Lead contacts parents/carers to discuss support required for student in school.

If support required involves only the administration the medication, Medical Lead, in partnership with the parent/carer will complete the IHCP basic paperwork. Parents/carers complete and sign permission to administer medication form.

If the medical condition requires more than just the administration of medication, the Medical Lead along with a member of the welfare team will co-ordinate a meeting with parents and any relevant healthcare professionals to discuss the child's support needs. If the student also has a special educational need, the Assistant Head for Inclusion will attend.

If an IHCP is deemed to be necessary, this will be developed at the meeting and then shared with the relevant staff in school.

Any training necessary will be provided to staff.

IHCPs will be reviewed annually by the Medical Lead or earlier due to changes in the medical condition or medication.

## Individual Healthcare Plan (IHCP)

Student name:	
Date of birth:	
Tutor group:	
Student address:	

<b>Medical diagnosis or condition</b>	
<b>Date of diagnosis</b>	
<b>Current medication</b>	
<b>Any medication required to be held in school:</b> (Please complete attached permission to administer form)	
<b>Triggers, signs, symptoms and treatments</b>	<b>Known Triggers:</b>
	<b>Early warning signs:</b>
	<b>Typical Symptoms:</b>
	<b>Treatment Plan:</b>
Student's GP practice:  Telephone No:  Email:  GP's Name:	

Clinic/hospital:	
Contact name:	
Contact number:	
Email:	

What is an emergency situation for this student?
In the event of an emergency situation what actions are needed?
<p>Specific support for the student's educational, social and emotional needs: (e.g., how absences will be managed, use of rest periods or additional support in catching up with lessons, facilities/equipment required, counselling sessions)</p>

The above information is, to the best of my knowledge, accurate at the time of writing and I will inform the school immediately, in writing, if there are any changes:

<b>Parent/Carer</b>	<b>Signed</b>	<b>Print</b>	<b>Date</b>
<b>Medical Lead</b>	<b>Signed</b>	<b>Print</b>	<b>Date</b>



<p>Priority 1 Contact Details</p> <p>Name:</p> <p>Telephone No:</p> <p>Address:</p>  <p>Relationship to student:</p>	
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The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped. I understand I must deliver all medication personally to a member of the First Aid team

**Signature:**

**Date:**