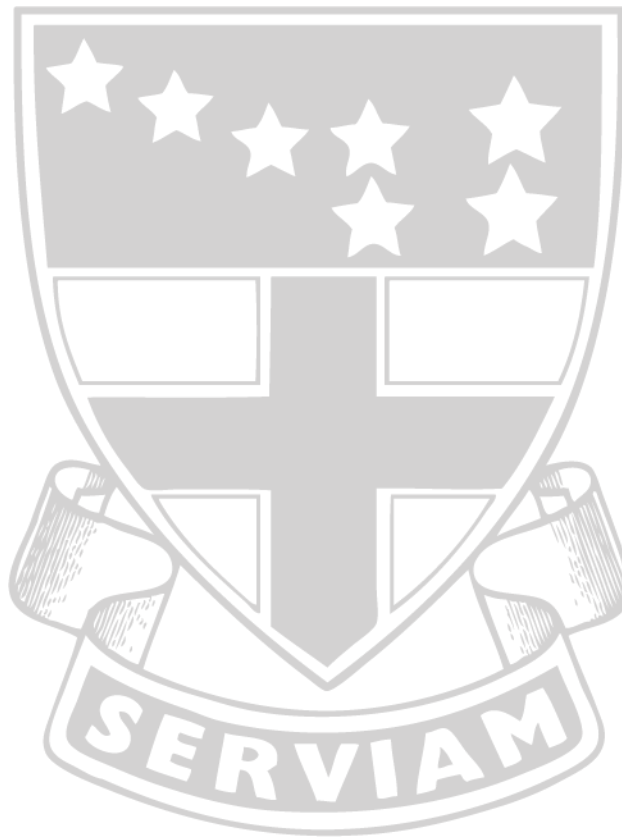




SUPPORTING STUDENTS WITH MEDICAL CONDITIONS POLICY



Date of Review: July 2026

Date of Next Review: July 2028

Policy for Supporting Students in School with Medical Conditions

This policy has been developed in response to Section 100 of the **Children and Families Act 2014**, which places a duty on governing bodies of maintained schools to make arrangements for supporting students at their school with medical conditions.

The aim of this policy is to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported in our school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

Children and young people with medical conditions are entitled to a full education and have the same rights of admission to school as other children. This means that no child with a medical condition should be denied admission or prevented from taking up a place in school because arrangements for their medical condition have not been made.

The school and the governing body should ensure that students' health is not put at an unnecessary risk, e.g. from infectious diseases, in line with our safeguarding duties. Therefore, as a school we do not have to accept a student in school at times where it could be detrimental to the health of that student or others to do so.

This policy includes details of:

- **A named person who is responsible for policy implementation**
- **A named person who is responsible for ensuring that sufficient staff are suitably trained**
- **A commitment that all relevant staff will be made aware of the child's condition,**
- **Cover arrangements in case of staff absence or staff turnover to ensure someone is always available,**
- **Risk assessments for school visits, holidays and other school activities outside of the normal timetable**
- **Monitoring of Individual healthcare plans**

The Head Teacher **Mr M Johnson** is responsible for ensuring that sufficient staff are suitably trained. Where a child has a medical need the school medical welfare officer and key members of the Support Team will receive appropriate training to enable them to support the student's needs. Staff training records are kept on their school file.

DISSEMINATION OF HEALTH INFORMATION

Parents inform the school of their child's health problems through various channels. It is essential that whoever is informed should complete a medical information form, (available from the staff room), and give it to the School Medical Welfare Officer (MWO), who will ensure that health registers are updated on SIMs, and that the Form Tutor and Head of Year are informed. The Head of Year and MWO will make sure that, where appropriate, information goes in the bulletin or directly to individual teachers on a 'need to know' basis.

At transition phases arrangements are made for the Deputy Head and SENCO to meet and share pastoral information with the student's previous school to ensure that arrangements are in place for when the student starts at St Angela's Ursuline School. The school also holds transition information in a google format with each primary school.

When a diagnosis occurs mid-term or a student transfers school mid-term every effort will be put in place to ensure that arrangements are put in place within two weeks.

All staff that work directly with the student will be made aware of the student's condition through information logged on SIMs and disseminated to staff following information received from the student's parents /carers.

A record of all known student health issues that staff should be aware of is kept in seven health registers - one for each year group (7-13) with the MWO. These are updated continually. All staff who teach the student will be given guidance via the student's Special Educational Needs and Disability (SEND) Code of Practice record (if the student is on the CoP register and has a EHC plan). Students that are not on the CoP may have a Care Plan (**Appendix 1**) to inform staff and staff will be provided with information bulletins from adults supporting the child where appropriate.

Teachers organising day visits, residential visits and sporting activities will be made aware of how a student's medical condition will impact on their participation and arrangements are made for the inclusion of such students, unless evidence from clinician (i.e GP) states that this is not possible. All risk assessments are completed and passed to the designated Assistant Head, before permission for the visit to take place is granted. Students with medical needs or EHC plans will be supported according to their needs.

The staff handbook states clearly what action should be taken in the case of a medical need. Supply staff are given the Supply Teacher Hand book which has this information within it.

The school medical room is based in the Brescia building. The MWO is based in the main reception office on duty from 8:30am and to 4.30pm each day to deal with pupils who are unwell or have been hurt. If an emergency occurs during this time one of the other first aiders will be referred to.

Students are asked not to bring packets of tablets to school, but medication may be handed in for use during the day. Asthma sufferers are asked to deposit a 'spare' inhaler with the School Medical Welfare officer in case of emergency. Parents will be asked to complete all school forms through google and **Appendix 2** so that a member of school staff can administer the medicine.

Students who carry AAI (Epipens) on their person for use in the event of an acute and severe allergic reaction, should also deposit a 'spare' AAI in its original box with a named pharmacy label to the MWO.

STUDENT ILLNESS PROCEDURE

- Any student complaining of feeling unwell may be sent to the MWO.
- The member of staff must use his or her judgment about how genuine or serious the case is. The student should not be sent unaccompanied if it is not considered safe to do so.
- The MWO will keep a record of all students arriving for medical attention - the time of referral, the reason, and the time of return or other action taken. **This information will be recorded centrally on SIMs.** The referring member of staff record details on the concern log under welfare
- The MWO will decide what action is to be taken, sometimes in consultation with the HoY or relevant Senior Leader. Other members of staff should not make the decision to contact parents or send students home.
- Any student being sent home will be recorded on SIMS by the MWO/First Aider, and the HoY will be alerted. Students who have received treatment will be recorded on SIMs and if necessary a phone call is made to the parents/carers to inform them of the incident and action taken. The MWO will keep a copy of this advice in the form of notes on SIMS. The MWO will also call parents/carers to inform them that their child has reported a health problem and suggest further action.

MEDICAL EMERGENCIES

All offices have contact details of the First Aid Team.

In the event of serious injury, the person must be left where they are, but should be protected from the weather and kept warm until the MWO or the First Aider arrives. If the decision is made to call an ambulance, the MWO or accompanying staff call 999 from the MWO's mobile, thus being able to give answers to all questions about the person's condition. **See Appendix 3.** She will then inform the Main Office immediately of the nature and location of the emergency, the fact that an ambulance has been called, and the name of the person. In the case of this being a student, the office will contact the parents/ carers and inform **SLT** and site supervisor, **Ms Chris Birch.**

The Head Teacher will also be notified. The parent/carer will be advised to wait for a second call confirming which hospital the ambulance will be going to so the parents/ carers can make their way directly there. The student's full details will be printed out and taken to the MWO to give to the paramedics.

The decision regarding which entrance the ambulance should be directed to should be made by SLT as advised by the MWO/First Aider in light of the precise circumstance – i.e. where the person is, whether a stretcher/chair will be needed, etc. The three key words location to be given to ambulance crew, which are on display in key administration areas. Whoever meets the ambulance crew (usually SLT or Site Staff) must ensure they are escorted to where the person is.

All incidents:

If there is any possibility of injury following any kind of incident, students should be checked by the MWO/First Aider. If the student needs to go to hospital to be checked, parents/carers will be notified. Depending on circumstances (eg the degree of urgency and the whereabouts of the parent or carer) either a member of staff will accompany the student while they make their way directly there or parents/carers will be asked to collect their child from school and take them there themselves.

In all cases of accident or injury an accident form must be filled in.

Individual Health Care Plans

These may be transferred to school following transition. The aim of these plans is to help ensure that students are effectively supported with their medical conditions (**Appendix 1**). A care plan will be devised in conjunction with parents/ carers and health care professionals to support students where the medical needs are long term and complex. Not all students will require a plan.

Where a student has SEN but does not have an EHC plan, their special educational needs should be mentioned in their Individual Health Care Plan. The plans may be initiated and reviewed in consultation with the parent, by the Deputy Head /SENCo / MWO or a healthcare professional. It should be drawn up in partnership and students should be involved in devising their Care Plan whenever appropriate. The person who is best able to advise on the needs of the child will take the lead in writing the plan. The responsibility for finalising the plan falls to the school (overseen by Assistant Head/SENCo/Inclusion Manager as appropriate).

Plans will be reviewed annually or earlier if the needs of the student change.

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 the school has parents/carers' written consent

The person administering the medicine will keep a written record. Parents/carers will always be informed on the same day the medicine has been administered, or as soon as reasonably possible.

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 recommended and maximum dosages for the pupil's age, and when the previous dosage was taken.

The school will only accept prescribed medicines that are:

- In-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include student's name 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 via the MWO.

Medicines will be returned to parents/carers to arrange for safe disposal when no longer required or returned to local Pharmacy by MWO.

Students managing their own needs

Students who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents/carers and it will be reflected in their IHPs.

Students will be allowed to carry their own medicines and relevant devices wherever possible.

IHPs will include procedures for staff to follow if a pupil refuses to carry out a necessary procedure or take medicine.

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. Staff who provide support to pupils 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 and will agree this with the Headteacher. Training 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 support 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 that they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

Record Keeping

The Governing Body 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 will be kept in a readily-accessible place that all staff are aware of.

The school will:

- Enter each student's medicine needs in the school's system.
- Update our records when parents/carers of pupils inform us of changes to their child's needs.
- Keep a record of changes, labelling the most recent record for each child.
- Make sure that all staff have access to records so that they are informed about pupils' medical needs.
- Securely hold this information digitally in accordance with the UK GDPR.
- Inform parents/carers about how they can access their child's information (provided no relevant exemptions apply to their disclosure under the Data Protection Act 2018).

Liability and Indemnity

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

Complaints

The full complaints procedure for the school is outlined in the school's Complaints Policy.

Monitoring Arrangements

This policy will be monitored by the Headteacher.

It will be reviewed and approved by the Governing Body every two years.

Monitoring

This Policy is monitored by the Headteacher and Senior Leadership Team of St Angela's Ursuline School. Specialist staff related to the policy area also monitor its use and suitability making recommendations for development when the need arises.

Evaluation

The evaluation of the effectiveness of this policy is undertaken by the Governing Body of St Angela's Ursuline School as set at Governing Body meetings within a framework of annual/biannual compliance checks

Appendix 1 : Individual Healthcare Plan

Name of School / Setting		St Angela's Ursuline School
Name of Child		
Year / Form		
Date of birth		
Child's address		
Medical diagnosis or condition		
Date		
Review date		
Family Contact Information		
Name		
Relationship to child		
Contact number	Daytime contact Home Mobile	
Clinic/Hospital Contact		
Name		
Phone number		
G.P.		
Name		
Phone number		
School Details		
Who is responsible for providing support in school?		
Describe medical needs and give details of child's symptoms, triggers, signs, treatments,		

facilities, equipment or devices, environmental issues etc	
Name of medication, dose, method of administration, when to be taken, side effects, contra- indications, administered by/self-administered with/without supervision	
Daily care requirements	
Specific support for the pupil's educational, social and emotional needs	
Arrangements for school visits/trips etc	
Other information	
Describe what constitutes an emergency, and the action to take if this occurs	
Who is responsible in an emergency (<i>state if different for off-site activities</i>)	
Plan developed with	
Staff training needed/undertaken – who, what, when	
Form copied to	

Appendix 2: Parental Agreement for setting to Administer Medicine

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by	
Name of child	
Date of birth	
Year / Form	
Medical condition or illness	
Medicine	
Name/type of medicine (as described on the container)	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school needs to know about?	
Self-administration – Y/N	
Procedures to take in an emergency	
NB: Medicines must be in the original container as dispensed by the pharmacy with student's name on the label	
Contact Details	
Name	
Daytime telephone number	
Address	
I understand that I must deliver the medicine personally to the Medical Welfare Officer	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s)_____

Date

Appendix 3 : Contacting Emergency Services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below. Speak clearly and slowly and be ready to repeat information if asked.

1. Your telephone number
2. Your name
3. Your location as follows **St Angela's Ursuline School, St George's Road, E7 8HU -**
4. Use 3 key words to pinpoint exact entrance point into school site
5. Confirm that the ambulance crew will be met at this location and escorted onto site and to the affected student or member of staff
6. Provide the exact location of the patient within the school setting
7. Provide the name of the child and a brief description of their symptoms
8. Put a completed copy of this form by the phone
9. Ensure that the office has been made aware that an ambulance has been called and that the Deputy Head / HOY is notified. The first aider must also contact the students' parents to inform them of arrangements.

Overview

