

Chauncy School

Supporting students with Medical Conditions Policy

**Policy Issue Date - May 2026
Policy Review Date - May 2027**

CHAUNCY SCHOOL

SUPPORTING STUDENTS WITH MEDICAL CONDITIONS POLICY

The named member of school staff responsible for this medical conditions policy and its implementation is:

NAME: Mr S Walton

ROLE: Headteacher

The school is an inclusive community that supports and welcomes students with medical conditions.

- The school is welcoming and supportive of students with medical conditions. It provides children with medical conditions with the same opportunities and access to activities (both school based and out-of-school) as other students. No child will be denied admission or prevented from taking up a place in the school because arrangements for their medical condition have not been made.
- The school will listen to the views of students and parents/carers.
- Students and parents/carers feel confident in the care they receive from the school and the level of that care meets their needs.
- Staff understand the medical conditions of students at the school and that they may be serious, adversely affect a child's quality of life and impact on their ability and confidence
- All staff understand their duty of care to children and young people and know what to do in the event of an emergency.
- The whole school & local health community understand and support the medical conditions policy.
- The school understands that all children with the same medical condition will not have the same needs, our school will focus on the needs of each individual child.
- The school recognises its duties as detailed in Section 100 of the Children and Families Act 2014. 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, the school complies with their duties under that Act. Some may also have special educational needs (SEN) and may have an 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 policy should be read in conjunction with the SEND Policy.
- The school follows the SEND Code of Practice 2014. The school's SEND Policy outlines support available for students with additional needs.
- The school recognises the DfE Statutory guidance – Supporting Students with medical conditions – December 2015.
- The school liaises with the previous setting and home when at transfer to ensure appropriate arrangements are in place to support medical needs before the student starts.

The school's medical conditions policy is drawn up in consultation with a wide range of local key stakeholders within both the school and health settings.

- Stakeholders include students, parent/carers, school nurse, school staff, governors, and relevant local health specialist services.

The medical conditions policy is supported by a clear communication plan for staff, parent/carers/carers and other key stakeholders to ensure its full implementation.

- Students, parents/carers, relevant local healthcare staff, and other external stakeholders are informed of and reminded about the medical conditions policy through clear communication channels.

All staff understand and are trained in what to do in an emergency for children with medical conditions at the school.

- All school staff, including temporary or supply staff, are aware of the medical conditions at the school and understand their duty of care to students in an emergency.
- All children with medical conditions that are complex, long-term or where there is a high risk that emergency intervention will be required at the school have an individual healthcare plan (IHP), which explains what help they need in an emergency. The IHP will accompany a student should they need to attend hospital.
- The school makes sure that all staff providing support to a student have received suitable training and ongoing support to ensure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the student's IHP. This should be provided by the specialist nurse/school nurse/other suitably qualified healthcare professional and/or parent/carer. The specialist nurse/school nurse/other suitably qualified healthcare professional will confirm their competence and the school keeps an up to date record of all training undertaken and by whom.
- If a student needs to attend hospital, a member of staff (preferably known to the student) will stay with them until a parent/carer arrives, or accompany a child taken to hospital by ambulance. They will not take students to hospital in their own car.

The school has clear guidance on providing care and support and administering medication at school.

- The school understands the importance of medication being taken and care received as detailed in the student's IHP.
- Medication will only be administered when it would be detrimental to a child's health or school attendance not to do so.
- the school will make sure that there are sufficient members of staff who have been trained to administer the medication and meet the care needs of an individual child. This includes escort staff for home to school transport if necessary. the school will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. the school's governing body has made sure that there is the appropriate level of insurance and liability cover in place.

- the school will make sure that a trained member of staff is available to accompany a student with a medical condition on an off-site visit, including overnight stays.
- Parents/carers at the school understand that they should let the school know immediately if their child's needs change.
- If a student misuses their medication, or anyone else's, their parent/carer is informed as soon as possible and the school's disciplinary procedures are followed.

The school has clear guidance on the storage of medication and equipment at school.

- The school makes sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment, e.g. asthma inhalers, epi-pens etc are readily available wherever the child is in the school and on off-site activities, and are not locked away.
- Students may carry their own medication/equipment, or they should know exactly where to access it.
- Students can carry controlled drugs if they are deemed competent to do so, otherwise the school will store controlled drugs securely in a non-portable container, with only named staff having access. Staff at the school can administer a controlled drug to a student once they have had specialist training.
- the school will make sure that all medication is stored safely, and that students with medical conditions know where they are at all times and have access to them immediately. Under no circumstances will medication be stored in first aid boxes.
- The school will only accept medication that is in date, labelled and in its original container including prescribing instructions for administration. The exception to this is insulin, which though must still be in date, will generally be supplied in an insulin injector pen or a pump.
- Parents/carers are asked to collect all medications/equipment at the end of the school term, and to provide new and in-date medication at the start of each term.
- The school disposes of needles and other sharps in line with local policies. Sharps boxes are kept securely at school and will accompany a child on off-site visits. They are collected and disposed of in line with local authority procedures.

The school has three defibrillators on site

- Sudden cardiac arrest is when the heart stops beating and can happen to people of any age and without warning. If this does happen, quick action in the form of early CPR and defibrillation can help save lives. A defibrillator is a machine used to give an electric shock to restart a patient's heart when they are in cardiac arrest
- the school has one defibrillator in the school reception, one outside the school pool and another in the sports hall

The school has clear guidance about record keeping.

- As part of the school's admissions process and annual data collection exercise parents/carers are asked if their child has any medical conditions. These procedures also cover transitional arrangements between schools.
- The school uses an IHP to record the support an individual student needs around their medical condition. The IHP is developed with the student (where appropriate), parent/carer, designated member of school staff, specialist nurse (where appropriate) and relevant healthcare services. Both the Individual Care Plan Document and the students' SEN status are noted on SIMS so

that all staff have access. Appendix 1 is used to identify and agree the support a child needs and the development of an IHCP.

- The school has a centralised register of IHPs, and an identified member of staff has the responsibility for this register.
- The student (where appropriate) parents/carers, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the IHP. Other school staff are made aware of and have access to the IHP for the students in their care.
- the school makes sure that the student's confidentiality is protected.
- the school seeks permission from parents/carers before sharing any medical information with any other party.
- the school keeps a record of any students with allergies (eg nut allergies) on the central SIMS database with reference to what the allergy is
- the school keeps a list of all students with EPIPENS as well as storing the information on the central SIMS database
- The school has a medical log which details all known care needs and this is shared regularly with staff. These details are also stored on the central SIMS database
- Any care plans (IHCP's) are linked in the documents section of the central SIMS database meaning they are accessible to all staff

The school ensures that the whole school environment is inclusive and favourable to students with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

- The school is committed to providing a physical environment accessible to students with medical conditions and students are consulted to ensure this accessibility. The school is also committed to an accessible physical environment for out-of-school activities.
- The school makes sure the needs of students with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits.
- All staff are aware of the potential social problems that students with medical conditions may experience and use this knowledge, alongside the school's anti bullying policy, to help prevent and deal with any problems. They use opportunities such as PSHE and science lessons to raise awareness of medical conditions to help promote a positive environment.
- The school understands the importance of all students taking part in off site visits and physical activity and that all relevant staff make reasonable and appropriate adjustments to such activities in order they are accessible to all students. This includes out-of-school clubs and team sports. Risk assessments will be conducted as part of the planning process to take account of any additional controls required for individual student needs.
- The school understands that all relevant staff are aware that students should not be forced to take part in activities if they are unwell. They should also be aware of students who have been advised to avoid/take special precautions during activity, and the potential triggers for a student's medical condition when exercising and how to minimise these.

The school makes sure that students have the appropriate medication/equipment/food with them during physical activity and offsite visits.

- The school makes sure that students with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided.
- All school staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a student's medical condition.
- The school will not penalise students for their attendance if their absences relate to their medical condition.
- The school will refer students with medical conditions who are finding it difficult to keep up educationally to the SENCO who will liaise with the student (where appropriate), parent/carer and the student's healthcare professional.
- Students at the school learn what to do in an emergency.
- The school makes sure that a risk assessment is carried out before any out-of-school visit, including work experience and educational placements. The needs of students with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.

The school is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. The school is actively working towards reducing or eliminating these health and safety risks and has a written schedule of reducing specific triggers to support this.

- The school is committed to identifying and reducing triggers both at school and on out-of-school visits.
- School staff have been given training and written information on medical conditions which includes avoiding/reducing exposure to common triggers.
- The IHP details an individual student's triggers and details how to make sure the student remains safe throughout the whole school day and on out-of-school activities. Risk assessments are carried out on all out-of-school activities, taking into account the needs of students with medical needs.
- The school reviews all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.

Each member of the school and health community knows their roles and responsibilities in maintaining and implementing an effective medical conditions policy.

- The school works in partnership with all relevant parties including the student (where appropriate), parent/carer, school's governing body, all school staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.
- Key roles and responsibilities are outlined in Appendix 2.

The medical conditions policy is regularly reviewed, evaluated and updated. Updates are produced every year.

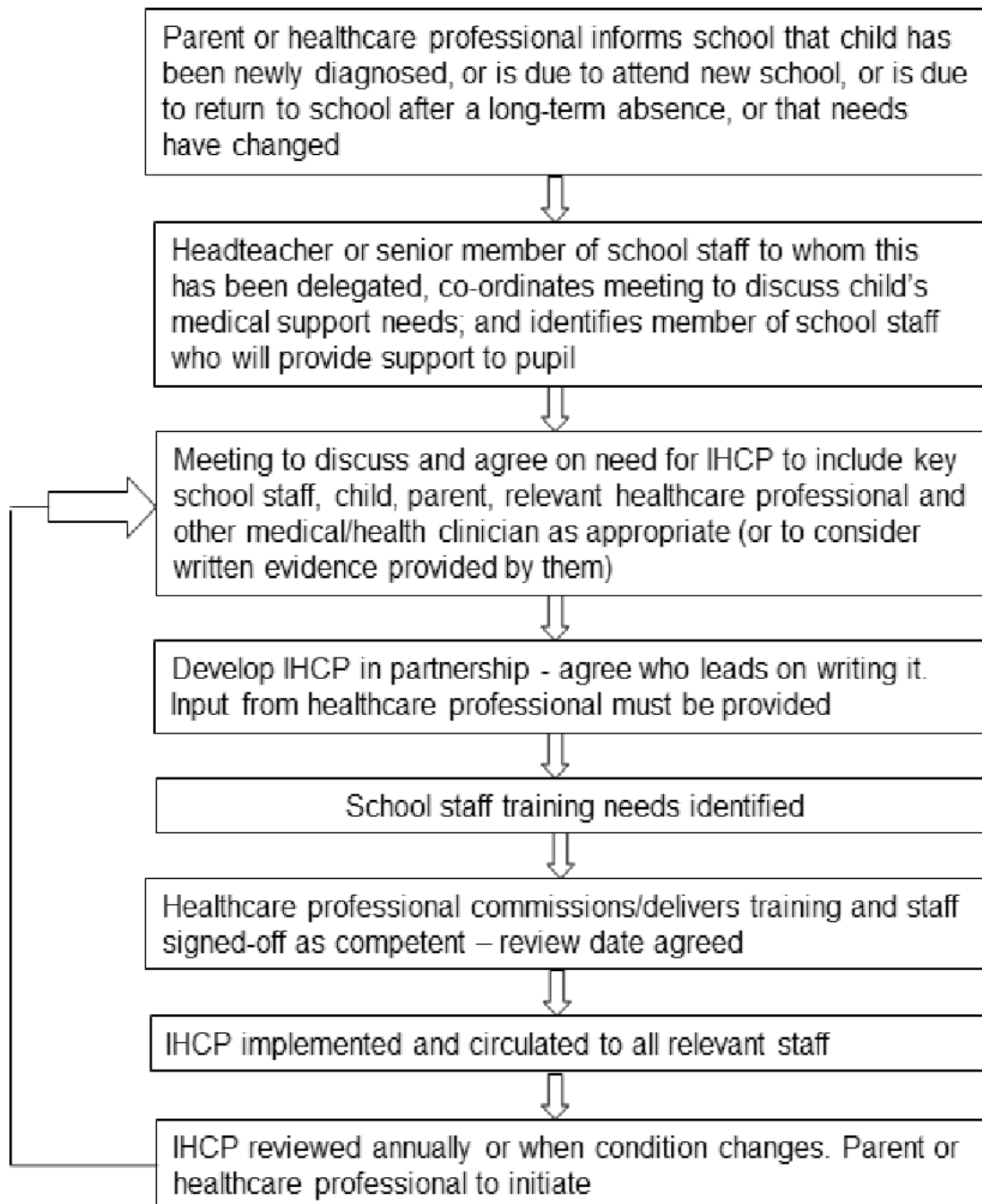
- In evaluating the policy, the school seeks feedback from key stakeholders including students, parents/carers, school nurses, specialist nurses and other relevant healthcare professionals,

school staff, local emergency care services and governors. The views of students with medical conditions are central to the evaluation process.

- Should parents and students be dissatisfied with the support provided they should discuss these concerns to the Headteacher following the school's complaints policy.

Appendix 1

Model process for developing individual healthcare plans



Appendix 2

Roles and responsibilities

Governing bodies – must make arrangements to support students with medical conditions in school, including making sure that a policy for supporting students with medical conditions in school is developed and implemented. They should ensure that students with medical conditions are supported to enable the fullest participation possible in all aspects of school life. Governing bodies should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions. They should also ensure that any members of school staff who provide support to students with medical conditions are able to access information and other teaching support materials as needed.

Headteacher – should ensure that their school's policy is developed and effectively implemented with partners. This includes ensuring that all staff are aware of the policy for supporting students with medical conditions and understand their role in its implementation. Headteachers should ensure that all staff who need to know are aware of the child's condition. They should also ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations. Headteachers have overall responsibility for the development of individual healthcare plans. They should also make sure that school staff are appropriately insured and are aware that they are insured to support students in this way. They should contact the school nursing service in the case of any child 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.

School staff – any member of school staff may be asked to provide support to students with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers' professional duties, they should take into account the needs of students with medical conditions that they teach. School staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions. Any member of school staff should know what to do and respond accordingly when they become aware that a student with a medical condition needs help.

School nurse – every school has access to school nursing services. They are responsible for notifying the school when a child has been identified as having a medical condition which will require support in school. Wherever possible, they will do this before the child starts at the school. They would not usually have an extensive role in ensuring that schools are taking appropriate steps to support children with medical conditions, but may support staff on implementing a child's individual healthcare plan and provide advice and liaison, for example on training. School nurses can liaise with lead clinicians locally on appropriate support for the child and associated staff training needs - for example, there are good models of local specialist nursing teams offering training to local school staff, hosted by a local school. Community nursing teams will also be a valuable potential resource for a school seeking advice and support in relation to children with a medical condition.

Other healthcare professionals - including GPs, paediatricians, nurse specialists/community paediatric nurses – should notify the school nurse and work jointly when a child has been identified as having a medical condition that will require support at school. They may provide advice on developing healthcare plans. Anyone dealing with the medical care of a student in school should contact the named school nurse for that school to ensure a coordinated approach.

Students – with medical conditions will often be best placed to provide information about how their condition affects them. They should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan. Other students will often be sensitive to the needs of those with medical conditions.

Parents/carers – should provide the school with sufficient and up-to-date information about their child's medical needs. They may in some cases be the first to notify the school that their child has a medical condition. Parents/carers are key partners and should be involved in the development and review of their child's individual healthcare plan, and may be involved in its drafting. They should carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.