



Supporting Students with Medical Conditions

Last Reviewed	November 2024
Next Review Date	November 2026
Ratified by the Trustee Board	November 2025

HORSFORTH SCHOOL

Supporting students with medical conditions

1 Aims

The aim of this policy is to ensure students with medical conditions, in terms of both physical and mental health are properly supported so they can play a full and active role in school life, remain healthy and achieve their academic potential. Students with medical conditions are effectively supported in consultation with health and social care professionals, their parents/carers and the students themselves.

2 Context

Horsforth School operates within guidance and procedures set out by the Department for Education.

3 Evaluation

This policy will be evaluated annually by the Trustee Board to ensure it is still fit for purpose. Circumstances may require more frequent modifications.

5 Authors

This policy has been reviewed and updated by Katie McFadden in November 2025.

6 Appendix

Procedures to support this policy are appended as follows:

Appendix 1: Procedures

Appendix 2: Individual Healthcare Plan

Appendix 3: Parental Agreement for School to Store and Administer Medicine

Appendix 4: Record of Medicine Administered to all Students

Appendix 5: Contacting Emergency Services

Appendix I: Procedures for Supporting students with medical conditions

It is the responsibility of the Headteacher to ensure that whenever the school is notified of a student with a medical condition that:

- Colleagues are suitably trained;
- All relevant colleagues are made aware of the student's condition;
- Cover arrangements in case of colleague absence is always available;
- Supply staff are briefed where appropriate;
- Risk assessments for trips and visits outside of the normal timetable are carried out;
- Individual healthcare plans (IHP's) are monitored by the appropriate individuals;
- Transitional arrangements between schools are carried out where applicable;
- If a student's needs change the above measures are adjusted accordingly.
- Risk assessments are put in place where required

Where students are joining Horsforth School at the start of the academic year these arrangements will be in place provided all relevant information has been shared at time of transition. Where students join mid-year or a new diagnosis is given, arrangements should be in place as soon as possible.

Any student with a medical condition requiring medication or a high level of support are offered an individual health care plan (IHP) which details the support the student needs. Not all medical conditions or students requiring medication or support need an IHP therefore this is done on an individual basis in consultation with parents/carers. Regardless of whether a parent/carer wants an IHP for their son/daughter the school will keep a record of all students with a medical condition and this information will be shared with staff on a need to know basis.

Individual Healthcare Plans (IHP)

The following should be considered when writing an Individual Healthcare Plan (IHP):

- The medical condition, its triggers, signs, symptoms and treatments;
- The student's resulting needs, including medication and other treatments, times, facilities, equipment, testing, dietary requirements and environmental issues;
- Liaison with the SEND, Pastoral and Safeguarding teams where applicable around specific support for the student's educational, social and emotional needs;
- The level of support needed including in emergencies;
- Who will provide support, their training needs, expectation of their role, confirmation of their proficiency and cover arrangements;
- Who in school needs to be aware of the student's condition and the support required;
- Arrangements for written permission from parents and the Headteacher for medication to be administered by a member of staff or self-administered (where appropriate);
- 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;
- Confidentiality;
- What to do if a child refuses to take medicine or carry out a necessary procedure;
- What to do in an emergency, who to contact and contingency arrangements;
- Plans are reviewed annually or earlier if evidence is presented that the students' needs have changed;

Supporting a student with a medical condition during school hours is not the sole responsibility of one person. The School will work collaboratively with any relevant person or agency to provide effective support for the student.

The Trustee Board:

- Must ensure that arrangements have been made to support students with medical conditions and ensure this policy is developed and implemented;
- Must ensure sufficient colleagues receive suitable training and are competent to support students with medical conditions;
- Must ensure the appropriate level of insurance is in place and appropriately reflects the level of risk.

The Headteacher:

- Should ensure all colleagues are aware of this policy and understand their role in its implementation.
- Should ensure all colleagues who need to know are informed of a student's condition;
- Should ensure sufficient colleagues are trained to implement the policy and deliver IHPs, including in an emergency and contingency situations, and they are appropriately insured;
- Should ensure there is a member of staff in place who is responsible for the development of IHPs;
- Should contact the Medical Needs Coordinator in the case of any student with a medical condition who has not been brought to the attention of the School Staff.

Colleagues:

- May be asked to provide support to student's with medical conditions, including the administering of medicines, although they cannot be required to do so;
- Should receive sufficient and suitable training and achieve the necessary level of competency before taking on the responsibility of supporting students with medical conditions;
- Any colleague should know what to do and respond accordingly when they become aware that a student with a medical condition needs help.
- Should ensure they have read the regularly updated medical booklet and are aware of the students in school who require first aid attention as a priority case
- Should follow guidance shared by first aid staff

The Medical Needs Coordinator:

- Is responsible for notifying the school when a student has been identified as having a medical condition which will require support in school;
- May support colleagues in implementing a child's IHP and provide advice and liaise with other healthcare professionals;
- May provide advice on developing IHPs.

Specialist local teams may be able to provide support for particular conditions (e.g. Asthma, diabetes)

Students:

- Should, wherever possible, be fully involved in discussions about their medical support needs and contribute to, and comply with their IHP;
- Should follow protocols and guidance agreed in school to support their medical needs.

Parents/Carers:

- Must provide the School with sufficient and up-to-date information about their son/daughter's medical needs including 'in date' and appropriate medications and supplementary items (food and drink for diabetic students for example);
- Must complete the Parental Agreement for School to Store and Administer Medicine (Appendix 3) if this is required;
- Are the key partners and should be involved in the development and review of their son/daughter's IHP;
- Are responsible for updating the School of changes in their son/daughter's medical condition and any changes that need to be made to their IHP;
- Should carry out any action they have agreed to as part of the IHP;
- Must actively encourage students to follow the guidance agreed with the school to manage their condition effectively;
- Must understand that school staff are first aid trained but are not medical professionals; they will call **parents/carers** for medical advice using ~~111~~ or 999 as required.
- **If first aid staff in school believe a student should seek further medical attention, parents may be asked to collect their child and take to the GP or A and E**

The School does not have to accept a student identified as having a medical condition at times when it would be detrimental to the health of that student or others to do so.

The following practice is considered not acceptable:

- Preventing students from easily accessing their medication and administering it when and where necessary;
- Assuming students with the same condition require the same treatment;
- Ignoring the views of the student, their parent/carer without due consideration; ignoring medical advice or opinion;
- Sending students with medical conditions home frequently or prevent them from staying for normal school activities (unless specified in IHP);
- Penalising students for their attendance record if their absences are related to their medical condition and supplementary evidence is available that is recognised under this policy Supporting Pupils with Medical Conditions;
- Preventing students from drinking, eating or taking toilet breaks whenever they need to in order to manage their medical condition effectively;
- To require parents/carers to attend school to administer medication or provide medical support to their son/daughter when this can be provided in school;
- Preventing students from participating, or create unnecessary barriers to students participating in any aspect of school life, including school trips so long as it is safe for them to do so and reasonable measures have been put in place to support.

Managing Medicines on School Premises

Medicines will only be administered at school when it would be detrimental to a student's health or school attendance not to do so. No student under the age of 16 will be given prescription medicines

without written consent from the parent/carer. Medication should never be administered without first checking the maximum dosages and when the previous dose was taken. Parents will be informed if medicines have been administered outside of a student's individual health and care plan.

***Note: we only administer prescribed medication in the original packaging showing the prescribed dose and child's name.**

School will only accept prescribed medicines 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 exception to this is insulin, which must still be in date, but will generally be available to schools inside an insulin pen or pump, rather than its original container.** Parent/Carers must complete the Parental Agreement for School to Store and Administer Medicine (Appendix 3) if this is required.

All medicines will be stored safely. Students will know where their medicines are at all times and be able to access them immediately. Where relevant, they should know who holds the key to the storage facility. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should always be readily available to students and not locked away. Spares should be provided **by parents/carers** for reception to store where possible. **It is the responsibility of parents/carers to ensure we have up to date medicines.**

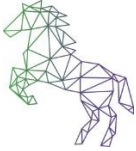
A student who has been prescribed a controlled drug may legally have it in their possession and administer it themselves if they are competent to do so, but passing it to another student for use is an offence.

Horsforth School will keep controlled drugs that have been prescribed for a student securely in a non-portable container and only first aid colleagues will have access. Controlled drugs should be easily accessible in an emergency. A record should be kept of any doses used and the amount of the controlled drug held.

Colleagues may administer a controlled drug to a student for whom it has been prescribed if the parent has signed the Parental Agreement for School to Store and Administer Medicine. Colleagues administering medicines should do so in accordance with the prescriber's instructions. Horsforth School will keep a record of all medicines administered to individual students, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school should be noted in school.

Complaints

Should parents/carers or students be dissatisfied with the support provided they should discuss their concerns directly with the School. If this does not resolve the issue, they may make a formal complaint via the School's complaints procedure.



Student
Photo

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

Family Contact Information

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

Who is responsible for providing support in school

Medical Needs Coordinator & First Aid Team

Medical Needs Coordinator & First Aid Team
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Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.

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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

Sporting Activities - Describe any amendments required to enable your child to participate in their PE lessons, giving details of any activities your child cannot take part in due to their medical 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 (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Risk Assessment information

Form copied to

Parent - SIMS - SEND Team - First Aid Team	Update SIMS Quick Note -
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Appendix 3: Parental Agreement for School to Administer Medicine



Horsforth School

Parental Agreement for School to Store and Administer Medicine

Horsforth School will not give your child medicine unless you complete and sign this form

Name of child

Date of birth

Form

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

Contact Details

Name

Daytime telephone no.

Relationship to child

Address

I understand that I must deliver the medicine personally to

[agreed member of staff]

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.

Signature(s) _____

Date _____

Appendix 5: 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 [insert school/setting address]
4. state what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code
5. provide the exact location of the patient within the school setting
6. provide the name of the child and a brief description of their symptoms
7. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient