Supporting Students at School with Medical Conditions

Hampton Gardens

Policy last reviewed:	**October 2026**
Next review due:	**October 2027**
Member of staff responsible:	**Atul Karia**
Ratified by:	**Hampton Gardens Local Governing Body**

HAMPTON GARDENS: Supporting Students with Medical Conditions Policy

1. Aims

Hampton Gardens wishes to ensure that students with medical conditions receive appropriate care and support at school. All students have an entitlement to a full-time curriculum or as much as their medical condition allows.

This policy aims to ensure that:

- **Students, staff and parents understand how our school will support students with medical conditions**
- **Students with medical conditions are properly supported to allow them to access the same education as other students, including school trips and sporting activities**

2. Legislation and statutory responsibilities

This policy meets the requirements under Section 100 of the Children and Families Act 2014, which places a duty on governing bodies to make arrangements for supporting students at their school with medical conditions.

It is also based on the Department for Education's statutory guidance on supporting students with medical conditions at school.

This policy also complies with our funding agreement and articles of association.

3. Roles and responsibilities

3.1 The governing body is responsible for:

- Ensuring that arrangements are in place to support students with medical conditions.
- Ensuring the policy clearly identifies roles and responsibilities and is implemented effectively.
- Ensuring that the policy does not discriminate on any grounds including, but not limited to protected characteristics: ethnicity/nationality/origin, religion or belief, sex, gender reassignment, pregnancy and maternity, disability or sexual orientation.
- Ensuring the policy covers arrangements for students who are competent to manage their own health needs.
- Ensuring that all students with medical conditions are able to play a full and active role in all aspects of school life, participate in school visits / trips / sporting activities, remain healthy and achieve their academic potential.
- Ensuring that relevant training is delivered to a sufficient number of staff who will have the responsibility to support children with medical conditions and that they are competent to do so. Staff should have access to information, resources and materials.
- Ensuring written records are kept of medicines administered to students.
- Ensuring the policy sets out procedures for emergency situations.
- Ensuring the level of insurance in place reflects the level of risk.
- Handling complaints regarding this policy as outlined in the school's complaints policy.
- Making staff aware of students' conditions, where appropriate

- Making sure there are cover arrangements to ensure someone is always available to support students with medical conditions
- Providing supply teachers with appropriate information about the policy and relevant students
- Developing and monitoring individual healthcare plans (IHPs)

3.2 The Head of School is responsible for:

- Making sure all staff are aware of this policy and understand their role in its implementation
- Ensuring that there is a sufficient number of trained staff available to implement this policy, including in normal, contingency and emergency situations.
- Liaison with healthcare professionals regarding the training required by staff.
- Ensuring that all staff who need to know are aware of a child's condition
- Oversight for the development of Individual Healthcare Plans (IHPs).
- Making sure that school staff are appropriately insured and aware that they are insured to support students in this way.
- Communicating with the school nursing service in the case of any student 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.
- Ensuring that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date.
- Ensuring confidentiality and data protection.
- Assigning appropriate accommodation for medical treatment / care.
- Ensuring that school has a functional defibrillator and holds 'spare' salbutamol asthma inhalers for emergency use.

3.3 Staff

Supporting students with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to students with medical conditions, although they will not be required to do so. This includes the administration of medicines. Staff who take on the responsibility to support students with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.

Trained staff are responsible for:

- Knowing where controlled drugs are stored and where the key is.
- Allowing inhalers, adrenalin pens and blood glucose testers to be held in an accessible location, following DFE guidance.

All staff are responsible for:

- Taking account of the needs of students with medical conditions in lessons.
- Knowing what to do and respond accordingly when they become aware that a student with a medical condition needs help.

3.4 Parents are responsible for:

- Providing the school with sufficient and up-to-date information about their child's medical needs.
- Participating in the development and regular review of their child's IHP and may be involved in its drafting.
- Completing a parental consent form to administer medicine or treatment before bringing medication into school.
- Carry out any action they have agreed to as part of the implementation of the IHP, e.g. provide medicines and equipment, and ensure they or another nominated adult are contactable at all times

3.5 Students are responsible for:

- Providing information on how their medical condition affects them.
- Contributing to their IHP
- Complying with the IHP and self-managing their medication or health needs including carrying medicines or devices, if judged competent to do so by a healthcare professional and agreed by parents and school.

3.6 School nurses and other healthcare professionals are responsible for:

- Developing and collaborating in the writing of an IHP in anticipation of a student with a medical condition starting school.
- Notifying the school when a student has been identified as requiring support in school due to a medical condition at any time in their school career.
- Supporting staff to implement an IHP and then participate in regular reviews. Giving advice regarding training needs and providers.
- Liaising locally with clinicians on appropriate support.

4. Medical conditions register

- The school's admissions form requests information on pre-existing medical conditions. Parents are also asked to inform the school at any point in the school year if a condition develops or is diagnosed. The school will consider seeking consent from GPs to have input into the IHP and also to share information for recording attendance.
- A medical conditions register is kept, updated and reviewed regularly by the Special Educational Needs Coordinator (SENDCO). All student-facing staff should have overview of the list for the students in their care, within easy access.
- Supply staff and support staff should similarly have access on a need to know basis. Parents should be assured data sharing principles are adhered to.

5. Individual healthcare plans (IHP)

- The Head of School has overall responsibility for the development of IHPs for students with medical conditions. This has been delegated to the Assistant Head of School at Hampton Gardens.
- Where necessary (the Head of School will make the final decision) an Individual Healthcare Plan (IHP) will be developed by the medical professionals in collaboration with the student, parents/carers, Head of School, and SENDCO. The school will make every effort to ensure that arrangements are put in place within 2

weeks or by the beginning of the relevant term for students who are new to our school.

- IHPs will be easily accessible to all relevant staff, including supply/agency staff, whilst preserving confidentiality. Staffrooms are inappropriate locations under Information Commissioner's Office (ICO) advice for displaying IHP as visitors /parent helpers etc. may enter. If consent is sought from parents a photo and key information may be displayed.
- At Hampton Gardens, IHPs are located in student files and can also be located on SharePoint and Edukey. However, in the case of conditions with potential life threatening implications the information should be available clearly and accessible to everyone, including student services reception and main reception.
- IHPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- Where a student has an Education, Health and Care Plan (EHCP) or special needs statement, the IHP will be linked to it or become part of it.
- Where a child is returning from a period of hospital education or alternative provision or home tuition, collaboration between the LA /AP provider and school is needed to ensure that the IHP identifies the support the child needs to reintegrate.
- Where a child is accessing school site whilst managing an injury where mobility is impacted or a medical condition which impacts on the child's normal school routine a member of staff will meet with the child and parent / carer to complete an IHP prior to them entering school site.

Please see Appendix 1 (Process for developing an individual healthcare plan) and Appendix 2 (Individual healthcare plan proforma).

6. Administering medicines

Medication should normally be administered at home and only taken into school when absolutely necessary (where it would be detrimental to the child's health or would greatly impact on a child's school attendance if the medication were not taken during the school day). Where clinically possible medication should be prescribed in dose frequencies which enable them to be taken outside school hours.

Hampton Gardens will only accept:

- Medication that is in date, with the expiry date clearly shown.
- Medication with labelling identifying the child by name and with original instructions for administration, dosage and storage.
- Emergency medication i.e. asthma inhalers, antihistamines, epipens, Jextpens
- Pain killers such as Calpol, ibuprofen, paracetamol

Hampton Gardens will allow students easy access to their inhalers and medication, and support in administering their medication when and where necessary

Please refer to the separate Administration of Medicines Policy.

7. Emergency procedures

Staff will follow the school's normal emergency procedures (for example, calling 999). All students' IHPs will clearly set out what constitutes an emergency and will explain what to do.

If a student needs to be taken to hospital, staff will stay with the student until the parent arrives, or accompany the student to hospital by ambulance.

8. 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 students 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 Head of School or the SENDCO. 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 deal 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.

9. 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 will be informed if their student has been unwell at school.

IHPs are kept in a readily accessible place which all staff are aware of.

10. School trips, visits and sporting activities

Our school is clear about the need to actively support students with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so unless it is not safe or advisable for them to do so in which case medical advice may be sought.

The school will consider what reasonable adjustments need to be made to enable these students to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that students with medical conditions are included. In doing so, students, their parents and any relevant healthcare professionals will be consulted.

Staff who volunteer to administer medicines on trips and events will be provided with sufficient training.

11. Unacceptable practice

School staff should use their discretion and judge each case individually with reference to the student's IHP, but it is generally not acceptable to:

- Prevent students from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assuming that pupils with the same condition require the same treatment.
- Ignoring the views of the pupil and/or their parents or ignoring medical evidence or opinion.
- Sending pupils home frequently or preventing them from taking part in activities at school
- Sending the pupil to the medical room or school office alone or with an unsuitable escort if they become ill.
- Penalising pupils with medical conditions for their attendance record where the absences relate to their condition, please refer to the Attendance Policy.
- Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues.
- Creating unnecessary barriers to children participating in school life, including school trips. (although if parents wish to and can accompany their child they may be encouraged to do so)
- Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.

11. Liability and indemnity

- Hampton Gardens has an appropriate level of insurance in place
- Insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions on request.

12. Complaints

- All complaints should be raised with the school in the first instance.
- The details of how to make a formal complaint can be found in the School Complaints Policy.

13. Monitoring arrangements

This policy will be reviewed and approved by the governing board every year.

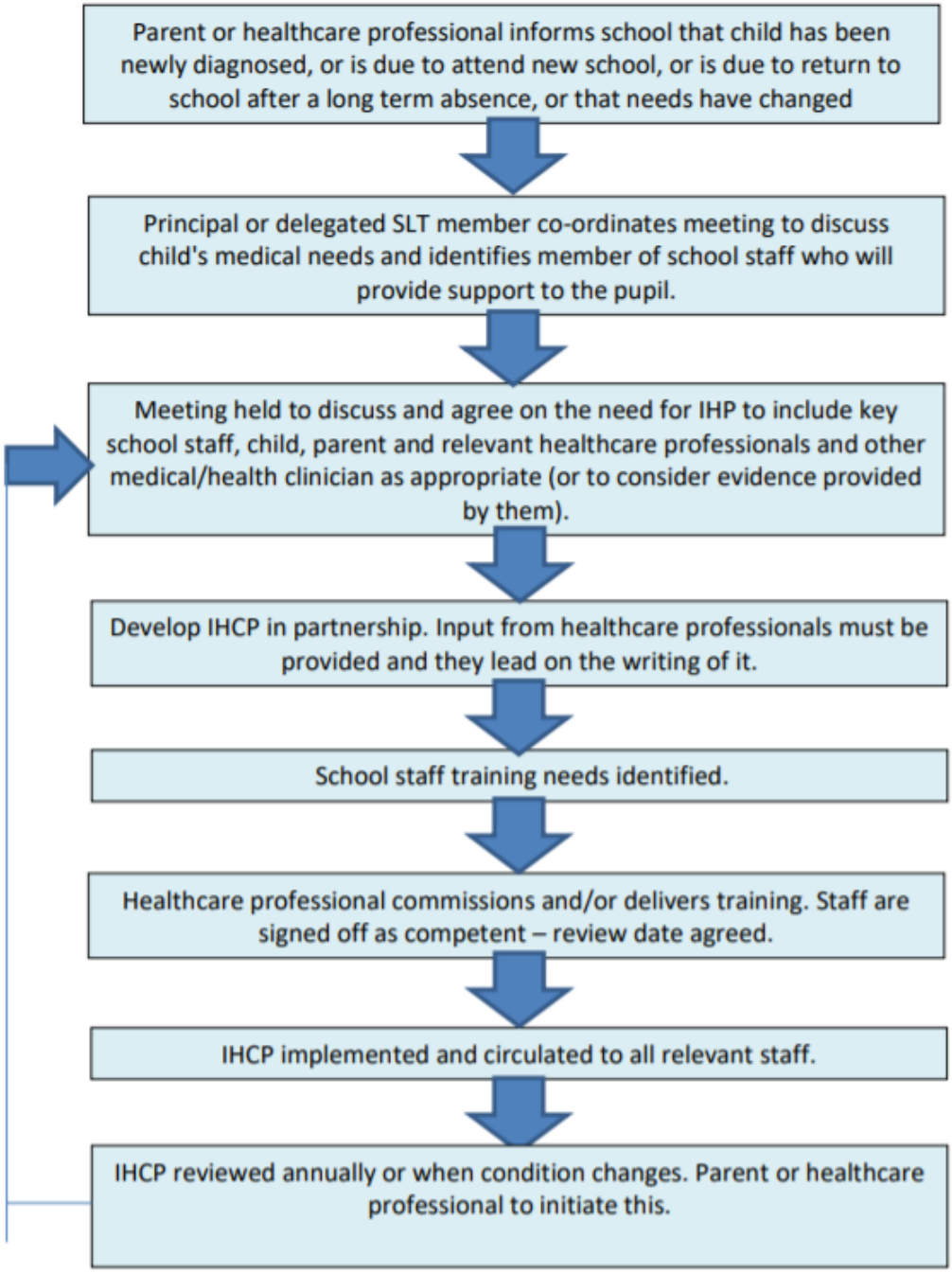
14. Links to other policies

This policy links to the following policies:

- Attendance
- Accessibility plan
- Administering of Medicines
- Complaints
- Equality information and objectives
- First aid
- Health and safety
- Safeguarding
- Special educational needs information report and policy

Appendix 1

Process for Developing an Individual Healthcare Plan



Appendix 2

Individual Healthcare Plan

Name of school/setting	
Child's name	
Group/class/form	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	

Family Contact Information

Name	
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	

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 *(state if different for off-site activities)*	
Plan developed with	
Staff training needed/undertaken – who, what, when	
Form copied to	