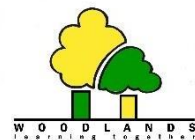


Woodlands Secondary School	Supporting students with medical conditions policy	
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Date	Review Date	Author	Nominated Governors
September 2025	September 2026	Sandra Clarke	Delegated to Headteacher
Website	Statutory Policy	Source	Ratification Date
Yes	Yes	The Key for school leaders	September 2025

1. Aims

This policy aims to ensure that:

- Students, staff and parents/carers 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

The governing board will implement this policy by:

- Making sure sufficient staff are suitably trained
- 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

The named persons with responsibility for implementing this policy are Department Leaders:

Key Stage 3 – Becky Geary

Key Stage 4 – Lisa Saxby

Pathways Lower – Danielle Goodhew

Pathways Upper – Sharon Knight

PMLD – Becky Geary

Provisions – Soozie Kirby

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 boards to make arrangements for supporting students at their school with medical conditions. It is also based on the Department for Education (DfE)'s statutory guidance on [supporting students with medical conditions at school](#).

3. Roles and responsibilities

3.1 The governing board is responsible for:

- Making arrangements to support students with medical conditions.
- Ensuring that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

3.2 The headteacher 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 and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations
- Ensuring that all staff who need to know are aware of a child's condition
- Making sure that school staff are appropriately insured and aware that they are insured to support students in this way
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

3.3 Teachers and Support Staff are responsible for:

Supporting students with medical conditions during school hours is not the sole responsibility of 1 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.

- Those 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.
- Teachers will take into account the needs of students with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a student with a medical condition needs help.

3.4 Parents/carers are responsible for:

- Providing the school with sufficient and up-to-date information about their child's medical needs
- Being involved in the development and review of their child's Individual Health Care Plans and may be involved in its drafting
- Carrying 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

Some of our students with medical conditions may be able to provide information about how their condition affects them. Many of our students may be unable to do this. Where appropriate, students should be involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs.

3.6 School nurses and other healthcare professionals are responsible for:

- Notifying the school when a student has been identified as having a medical condition that will require support in school. Wherever possible this will be before the student starts school, as part of the transition process..
- Reviewing and writing health assessments and Care plans.
- Providing support for staff on implementing a child's individual care plan
- Providing advice and training to support staff to support students with medical conditions.
- Monitoring staff competencies when carrying out medical interventions
- Organising return to school meetings with parents, class team and other professionals where the student has had a medical procedure or prolonged absence due to illness
- Liaising with healthcare professionals, such as GPs and paediatricians

4. Equal opportunities

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.

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/carers and any relevant

healthcare professionals will be consulted.

5. Procedure when notified that a child has a medical condition

When the school is notified that a student has a medical condition, the Department Leader will liaise with relevant individuals, including as appropriate, the school nurses, parents, the individual student, health professionals and other agencies in order to understand and implement the support required.

Where appropriate, an Individual Health Care Plan will be drawn up by the specialist nursing team

The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for students who are new to our school.

6. Individual healthcare plans (IHCPs)

An IHCP will be written by the special needs nursing team, for students with a medical condition that is long term and complex.

It will clarify what needs to be done, when and by whom and will include information about the child's condition, special requirements, medicines required, what constitutes an emergency and actions to take in the case of an emergency.

Plans will be reviewed at least annually, or earlier if there is evidence that the student's needs have changed.

7. Managing medicines (See [Administration of medicines in schools policy](#))

Written consent from parents and professionals must be received before administering any medicine to a child at school

Medicines will only be accepted for administration if they are:

1. Prescribed by a doctor
2. In-date
3. Labelled clearly with the child's name
4. Provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage.
5. The exception to this is insulin which must be in date but will generally be available inside an insulinpen or pump, rather than in its original container.

All medicines will be stored safely.

Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to students and not locked away.

Medicines will be returned to parents/carers to arrange for safe disposal when out of date or no longer required.

Staff will not force a student to take a medicine or carry out a necessary procedure if they refuse, but will follow the procedure agreed in the IHCP and inform parents/carers so that an alternative option can be considered, if necessary.

Unacceptable practice

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

- Prevent students from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every student with the same condition requires the same treatment
- Ignore the views of the student or their parents/carers
- Ignore medical evidence or opinion (although this may be challenged)

- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHCPs
- If the student becomes ill, send them to the school office unaccompanied or with someone unsuitable
- Penalise students for their attendance record if their absences are related to their medical condition, e.g. hospital appointments
- Prevent students from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Require parents/carers, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their student, including with toileting issues. No parent/carer should have to give up working because the school is failing to support their child's medical needs
- Prevent students from participating, or create unnecessary barriers to students participating in any aspect of school life, including school trips, e.g. by requiring parents/carers to accompany their child
- Administer medicine in school toilets

8. Emergency procedures

Staff will follow the school's normal emergency procedures (for example, calling 999). All students' IHCPs 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/carer arrives, or accompany the student to hospital by ambulance.

9. 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 IHCPs. Staff who provide support to students with medical conditions will be included in meetings where this is discussed.

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 IHCPs
- 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, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

10. Record keeping

The governing board 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 student has been unwell at school.

IHCPs are kept in a readily accessible place that all staff are aware of.

11. Liability and indemnity

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

Luton Borough Council's Public Liability cover explicitly provides insurance for appropriately trained staff (those trained by a member of the medical profession) to use EpiPens, defibrillators, injections, dispensing prescribed medicines, application of appliances such as splints and oral and topical medicine. All such medication must be administered as prescribed by a medical professional. In other situations staff are covered provided they have followed the Care Plan in place and have had relevant training.

Woodlands Secondary School buys into DfE Risk Protection Agreement insurance which provides cover in respect of any liability that might attach to the RPA member or their employees when acting in the course of their employment.

12. Complaints

Parents/carers with a complaint about the school's actions in regard to their child's medical condition should discuss these directly with the class teacher/ department leader in the first instance. If the teacher/ department leader cannot resolve the matter, they will direct parents/carers to the school's complaints procedure.

13. Monitoring arrangements

This policy will be reviewed and approved by the governing board every 2 years.

14. Links to other policies

This policy links to the following policies:

- Accessibility plan
- Complaints
- Equality information and objectives
- First aid
- Health and safety
- Safeguarding and child protection
- Special educational needs information report and policy