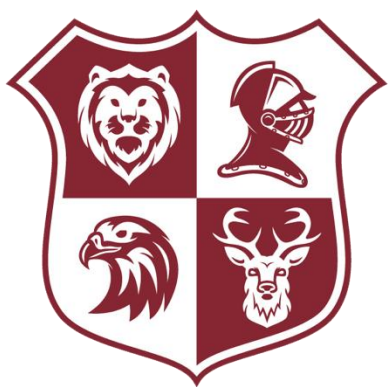




Noadswood

Supporting Students with Medical Conditions

Policy	Supporting Students with Medical Conditions
Policy status	Statutory
Member of staff responsible	CFOO
Date approved by SLT	June 2026
Governor committee responsible	Finance Audit and Risk
Date relevant governor committee approved (including FGB agreement)	June 2026
Revision period	2 years
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1. Aims

At Noadswood School we understand that medical conditions requiring support at school can affect quality of life and may be life-threatening.

Our school will support students with medical conditions so that they have full access to education, including school trips and physical education.

This policy aims to:

- › Make sure that students, staff and parents/carers understand how our school will support students with medical conditions
- › Set out the roles and responsibilities for everyone in the school community in regard to students with medical conditions
- › Set out the procedure for creating, reviewing and managing individual healthcare plans (HCPs)
- › Set out how we will manage medicines in school
- › Reassure parents/carers that the school will help their child feel safe, supported and included

The named person with responsibility for implementing this policy is Carla Bradshaw, CFOO.

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 statutory guidance on [supporting students with medical conditions at school](#) from the Department for Education (DfE).

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

3. Roles and responsibilities

3.1 The trust board

The trust board has ultimate responsibility for making arrangements to support students with medical conditions.

The trust board will:

- › Review this policy in a timely manner, in line with the relevant legislation and requirements
- › Make sure that the policy sets out the procedures to be followed whenever the school is notified that a student has a medical condition
- › Monitor practice, and staff training, in regards to students with medical conditions, in line with this policy

3.2 The Headteacher

The headteacher will:

- › Make sure all staff are aware of this policy and understand their role in its implementation
- › Approve higher level risk assessments for school visits and school activities in particular those that involve provision for students with medical conditions

3.3 The CFOO will

- › Make sure that school staff are appropriately insured and aware that they are insured to support students in this way
- › Make sure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (HCPs), including in contingency and emergency situations
- › Manage cover arrangements in the case of staff absence or turnover, to make sure a suitable staff member is always available, and supply staff are briefed appropriately about students' medical needs
- › Make sure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date
- ›

3.4 The Welfare Assistant will

- › Make sure that all staff who need to know are aware of a child's condition
- › Take overall responsibility for the development and monitoring of individual healthcare plans (HCPs)
- › Contact 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

3.5 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.

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.

3.6 Parents/carers

Parents/carers will:

- › Provide the school with sufficient and up-to-date information about their child's medical needs
- › Provide evidence of appropriate prescription and written permission for medicines to be administered by staff
- › Be involved in the development and review of their child's HCP, and may be involved in its drafting
- › Carry out any action they have agreed to as part of the implementation of the HCP, e.g. provide medicines and equipment, and ensure they or another nominated adult are contactable at all times

3.7 Students

Students with medical conditions will often be best placed to provide information about how their condition affects them. Students should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their HCPs. They are also expected to comply with their HCPs.

3.8 School nurses and other healthcare professionals

Our school nursing service will notify the school when a student has been identified as having a medical condition that will require support in school. This will be before the student starts school, wherever possible. They may also support staff to implement a child's HCP.

Healthcare professionals, such as GPs and paediatricians, will liaise with our school nurses and notify them of any students identified as having a medical condition. They may also provide advice on developing HCPs.

4. Equal opportunities

The school will adhere to the legal responsibilities under the Equality Act 2010 and will not unlawfully discriminate against any students. 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. Being notified that a child has a medical condition

When the school is notified that a student has a medical condition, the process outlined in Appendix 1 will be followed to decide whether the student requires an HCP.

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.

We will:

- › For confirmed Y7 new starters, where we are made aware a medical condition exists through transition documentation or the registration form, contact the parent/carer to determine the need for a Health Care Plan (HCP). If it has been determined that there is a need, we will send a form to the parent/carer of the student before their first school year starts, to confirm the medical condition and any medicine(s) their child may needs.
- › Where a student has a new diagnosis and/or a student has moved to the school mid-term, we invite parents to enter details in our Management Information System (Arbor) which will be reviewed by the Data Manager. Where a medical condition has been indicated, the Data Manager will contact the Welfare Assistant who will contact the parent/carer to determine the need for a HCP. If it has been determined that there is a need, we will send a form to the parent/carer of the student before their first school day starts, to confirm the medical condition and any medicine(s) and/or other support their child may need. The school will make every effort to ensure that any arrangements needed are in place within 2 weeks.
- › Send a reminder to parents/carers at the start of each year in a newsletter, to let the school know of any medical conditions for their child and if their child requires certain medicine(s) and/or other support.
- › Parents/Carers of children with HCPs will be contacted at the start of term to confirm the plan is still required. Appropriate action will be taken according to the outcome of this contact.

We ask that parents/carers proactively inform us by either phone call to the school on 02380840025 or an email to welfare@noadswood.hants.sch.uk if their child's medical needs change during the school year.

6. Individual healthcare plans (HCPs)

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

Plans will be developed with the student's best interests in mind and will set out:

- › What needs to be done
- › When
- › By whom

Not all students with a medical condition will require an HCP. It will be agreed with a healthcare professional and the parents/carers when an HCP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the headteacher will make the final decision.

Plans will be drawn up in partnership with the school, parents/carers and a relevant healthcare professional, such as the school nurse, specialist or paediatrician, who can best advise on the student's specific needs. The student will be involved wherever appropriate.

HCPs will be linked to, or become part of, any education, health and care (EHC) plan. If a student has special educational needs (SEN) but does not have an EHC plan, the SEN will be mentioned in the HCP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The trust board and the headteacher will consider the following when deciding what information to record on HCPs:

- › The medical condition, its triggers, signs, symptoms and treatments
- › The student's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons
- › Specific support for the student's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete exams, use of rest periods, additional support in catching up with lessons, counselling sessions
- › The level of support needed, including in emergencies. If a student is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring
- › Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the student's medical condition from a healthcare professional, and cover arrangements for when they are unavailable
- › Who in the school needs to be aware of the student's condition and the support required
- › Arrangements for written permission from parents/carers for medication to be administered by a member of staff, or self-administered by the student, during school hours
- › 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, e.g. risk assessments
- › Where confidentiality issues are raised by the parent/carer or student, the designated individuals to be entrusted with information about the student's condition
- › What to do in an emergency, including who to contact and contingency arrangements

7. Managing medicines

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 we have 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.

Prior to school trips, medical consent is sought from parents to enable trip leaders to administer any prescribed medication.

The only exception to this is where the medicine has been prescribed to the student without the knowledge of the parents/carers.

Students under 16 will not be given medicine containing aspirin unless prescribed by a doctor. This includes ibuprofen as it is an aspirin based medication.

The Welfare Assistant and trained staff giving a student any medication will first check when the previous dosage was taken and check this against the prescription.

The school will only accept prescribed medicines that are:

- › In-date
- › Labelled
- › Provided in the original container, as dispensed by the pharmacist, and include 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. 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 no longer required.

Non-prescribed medicine is administered by the Welfare Assistant or trained staff in case of her absence. The school currently only provides paracetamol.

Prior to school trips, medical consent is sought from parents enabling trip leaders to administer non-prescribed drugs.

The Welfare Assistant and trained staff giving a student any medication will first check recommended and maximum dosages for the student's age, and when the previous dosage was taken.

Allergies

A separate Allergy Policy is in place to support students with allergies and anaphylaxis.

7.1 Controlled drugs

[Controlled drugs](#) are prescription medicines that are controlled under the [Misuse of Drugs Regulations 2001](#) and subsequent amendments, such as morphine or methadone.

The school will only accept the drug providing they have obtained written direction from a specialist that it is a requirement for it to be administered during the school day to support the student's health or attendance at school. The school will seek written consent from the parents/carers to administer the drug by a person deemed competent.

A student who has been prescribed a controlled drug can only access the drug via competent named staff only. All controlled drugs are kept in a secure double locked cupboard in the PD department and only named staff have access.

The school will only accept prescribed medicines that are:

- › In-date
- › Labelled
- › Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

Prior to dispensing the medication, the competent person giving a student the medication will first check when the previous dosage was taken.

A record of any doses used and the amount held will be kept.

7.2 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 HCPs.

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

HCPs will include procedure for staff to follow if a student refuses to carry out a necessary procedure or take medicine.

7.3 Unacceptable practice

Although school staff will use their discretion and judge each case on its merits with reference to the student's HCP, they will keep in mind that it is not generally acceptable practice 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
- › 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 HCPs
- › Send an ill student to the school office or medical room unaccompanied or with someone unsuitable (e.g. a fellow student who is not old or responsible enough)
- › 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, or ask students to administer, medicine in school toilets

8. Emergency procedures

Staff will follow the school's normal emergency procedures (for example, calling 999). All students' HCPs 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 HCPs. 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 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 HCPs
- › 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.

10. Record keeping

The trust 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 child has been unwell at school.

HCPs are kept on Arbor and are pinned to the top of the student's profile, which all staff are aware of.

We will:

- › Enter each student's medicine need in the school's system
- › Update our records when parents/carers of students inform us of changes to their child's needs
- › Make sure that all staff have access to records so that they are informed about students' 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)

11. Liability and indemnity

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

The school is a member of the Department for Education's Risk Protection Arrangement (RPA).

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 headteacher in the first instance. If the headteacher cannot resolve the matter, they will direct parents/carers to the school's complaints procedure.

13. Monitoring arrangements

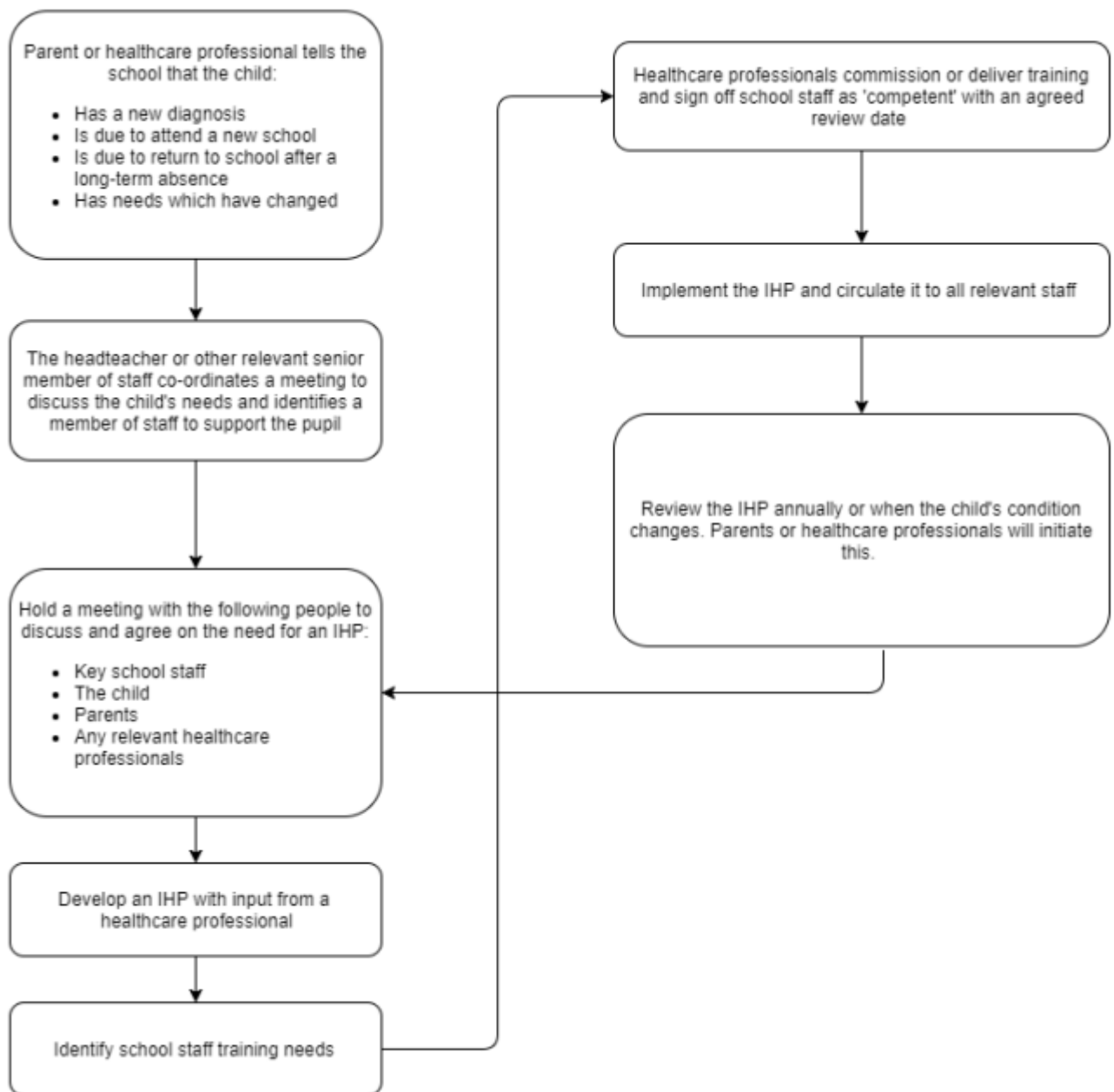
This policy will be monitored by the CFOO. It will be reviewed and approved by the trust board every two years.

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
- › Special educational needs policy

Appendix 1: Being notified a child has a medical condition



Appendix 2: Procedures for children who are sick or infectious

- › Students who have an infectious disease shouldn't attend school
- › Parents should notify the school if their child has an infectious disease
- › If a student becomes unwell during the day – for example, they have a temperature, sickness, diarrhoea or stomach pains – the parents or carers will be contacted to collect their child
- › Students with a temperature, sickness, diarrhoea or an infectious disease should not attend school while they are sick. Depending on the sickness, staff may ask parents to take their child to the doctor before they return to school
- › Staff will notify parents if a risk to other students exists

Children with specific infectious diseases set out in the [UK Health Security Agency's exclusion table](#) will not be allowed to return to school until the appropriate exclusion period has passed.

We will take the following steps to prevent the spread of infection:

- › Reducing or eliminating sources of infection through good hygiene practices
- › Good handwashing practice
- › Encouraging and facilitating healthy eating
- › Ensuring that regulated food hygiene standard requirements in the maintenance of food preparation areas and preparation of food are followed
- › Championing and educating staff, parents, carers and students on the importance of immunisation as a tool against infection (while recognising the individual's right to choose)

PROCESS FOR DEVELOPING HEALTH CARE PLANS

1. Medical Needs and Health Concerns Data Collection - included in online registration process for new students.
2. Data Manager – If a child lives with a medical condition the Data Manager will email Welfare Assistant to ask her to contact the child's parents/carers.
3. Welfare Assistant – To call parents/carers to ensure medical information in the data collection is fully complete and discuss the appropriateness of developing a Healthcare Plan (HCP). If appropriate arrange a meeting with parents and healthcare professional to discuss medical needs in detail and any training required for school staff.
4. If HCP is required, the Data Manager to email proforma to parents/carers for completion.
5. Parents/carers to return completed HCP to Welfare Assistant.
6. Welfare Assistant to update the student's profile on the school's Management Information System according to information received and upload the HCP to the student's profile.
7. Welfare Assistant - to alert SLT if information relating to a child's condition requires sharing with staff and whether additional training is required.
8. Data Manager – Parents/carers are reminded annually to let the school know of any medical conditions their child may have that the school should be aware of.
9. Welfare Assistant to contact parents/carers of students with HCP to confirm that the information the school holds is accurate and up-to-date.

Appendix 4

Health Care Plan

Information about the Child	
Name	
Year and Tutor Group	
Date of Birth	
Address of Child	

Contacts in an Emergency	
Name of Family Contact	
Relationship of Family Contact	
Contact's Phone Number	
Contact's Second Phone Number	
Alternative Contact Name and Details (if first contact isn't available)	

Information about the child's Medical Condition	
Medical Diagnosis or Condition name	
Date of diagnosis	
Review Date	
Name of GP	
GP's Phone Number	
Hospital / Clinic Name	
Hospital / Clinic Phone Number	

Describe child's symptoms and provide details of their medical needs

Daily care requirements and specific information eg before sports, at lunchtime

What constitutes an emergency for the child & action to be taken if this occurs

Medication – include doses, frequency etc

Anything else we should know

Your Name	
Your Signature	
Today's Date	

For Noadswood Use:

	Name	Date
Assessed by Welfare Assistant		
Information on Arbor		

Appendix 5

Administration of Medicines & Treatment Consent Form <i>Prescription and non-prescription medication</i>

Name of School	NOADSWOOD SCHOOL
Name of Child	
Address of Child	
Parents' Home Telephone No.	
Parents' Mobile Telephone No.	
Name of GP	
GP's Telephone No.	

Please tick the appropriate box a or b PLUS box c

(a) My child will be responsible for the self-administration of prescription or non-prescription medicines as directed below	
(b) I agree to members of staff administering <u>prescription only</u> medicines/providing treatment to my child as directed below	
(c) I recognise that school staff are not medically trained	

Signature of parent or carer	
Date of signature	

Name of Medicine	Required Dose	Frequency	Course Finish	Medicine Expiry

Special Instructions	
Allergies	
Other Prescribed Medicines	

Appendix 6

Parental agreement for setting to administer controlled medicines

Noadswood will not give your child controlled medicine until you have completed and signed this form.

Date for review	
Name of school/setting	Noadswood Secondary School
Name of child	
Date of birth	
Group/class/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/setting needs to know about?	
Self-administration – y/n	

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 give this medicine to a member of Noadswood staff to be counted and signed in.

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to Noadswood staff administering medicine in accordance with Noadswood's 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 7

Student Medication Record

Name :

Date of Birth :

Medication :

Date :

Signature :

Opening Stock :

[illegible]