

## Supporting Students with Medical Needs

**Review Date:** October 2026

**Review by:** Pastoral, Safeguarding, Wellbeing Committee

**Final Approval:** Pastoral, Safeguarding, Wellbeing Committee

### School Context

The Core Values of the school which relate specifically to this policy state that we are working together to form relationships based on

- **Justice** – everyone is entitled to be treated fairly and to promote the self-esteem of others
- **Responsibility** – everyone is expected to understand the consequences of their actions
- **Truth** – everyone is expected to be honest and communicate in a positive manner
- **Compassion** – everyone is encouraged to be generous in their concern for others

Such values contribute to the school's common purpose of 'Striving for high quality education with a strong Christian ethos.'

### Data Protection

Any personal data processed in the delivery of this policy will be processed in accordance with the Academy Data Protection policy.

### Introduction

Bishop Stopford School is committed to providing students with a high quality education whatever their health need, disability or individual circumstances. We believe that all students should have access to as much education as their particular medical condition allows, so that they maintain the momentum of their learning whether they are attending school or going through periods of treatment and recuperation. We promote inclusion and will make all reasonable adjustments to ensure that students with a health need are not discriminated against or treated less favourably than others.

This policy has been developed in line with the Department for Education's guidance released in April 2014 – "Supporting Pupils at school with medical conditions". Where a student has a Special Educational Need or Disability (SEND), the policy should also be read in conjunction with the SEND Code of Practice.

This policy should be read in conjunction with the Educational Visits Policy and the First Aid and Medicines Policy.

### Definitions

For the purpose of this policy, students with health needs are defined as those:

- with chronic or short term health conditions, or a disability involving specific access requirements, treatments, support or forms of supervision during the course of the school day; or
- sick students, including those who are physically ill or injured or are recovering from medical interventions; or
- students with mental or emotional health problems.

This policy does not cover self-limiting infectious diseases of childhood, e.g. measles

**Educational Healthcare Plan (EHCP):** A document which sets out the education, health and social care needs which an identified child or young person has and the support that is necessary to cater for those needs.

**Individual Healthcare Plan (IHP):** A document which sets out the support needed by children with medical needs.

**Medication:** any prescribed or over the counter medicine

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**Parents:** Any adult with parental responsibility

**Prescription medication:** any drug or device prescribed by a doctor

**Staff member:** any member of staff employed at Bishop Stopford School, including teachers.

## **Key roles and responsibilities**

### **Headteacher and Governors**

- To ensure that this policy does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- To ensure that all staff are aware of this policy and understand their role in its implementation. They will ensure that all staff who need to know are aware of a child's condition. This will include staff new to the school as part of their Induction programme.
- To ensure that sufficient numbers of trained staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations.
- To handle complaints regarding this policy as outlined in the Complaints Policy. □
- To ensure that the level of insurance in place reflects level of risk.

### **Head of Year**

- To have oversight of all student medical needs within the year group.
- To share overall responsibility for the development of individual healthcare plans with the SENDCo.
- To regularly liaise with other agencies and professionals, as well as parents/carers, to ensure good communication and effective sharing of information.
- To communicate relevant information to members of staff within the school.
- To create Personal Evacuation Plans for students with temporary medical needs that limit their mobility.

### **SENDCo**

- To share overall responsibility for the development of individual healthcare plans with the Head of Year.
- To have overall responsibility for students with EHCPs and the application process to obtain an EHCP.
- To regularly liaise with other agencies and professionals, as well as parents/carers, to ensure good communication and effective sharing of information.
- To communicate relevant information to members of staff within the school.

### **Business Manager**

- To ensure that school staff are appropriately insured and are aware that they are insured to support students in this way.

### **Staff Members**

- To take appropriate steps to support students with medical conditions
- To administer medication, if they have agreed to undertake that responsibility
- To undertake training to achieve the necessary competency for supporting students with medical conditions, if they have agreed to undertake that responsibility
- To familiarise themselves with procedures detailing how to respond when they become aware that a student with a medical condition needs help

## **Policy**

### **Student Information**

- Information about medical needs or SEND will be requested on admission to the school.
- It is the responsibility of parents to keep the school informed of any changes to their child's condition or treatment.
- Parents must ensure that the school has all necessary information about medical needs when a student is accessing a trip or visit.

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- Whenever possible, meetings with the parents/carers and other professionals will be held before the student attends Bishop Stopford school to ensure a smooth transition and that IHPs are completed if necessary with school, parents and medical professionals.
- Any member of staff who is informed of a medical condition must pass this information to the Head of Year who will liaise with the SENDCo.
- Any medical concerns the school has about a student will be raised with the parents. Any meeting with parents to discuss a medical condition must be in conjunction with the Head of Year and, when appropriate, the SENDCo.
- In some instances the school, after consultation with the parent/carer, may write a letter to the GP (with a copy to the parents) suggesting a referral to a specialist consultant where a full paediatric assessment can be carried out.

### **Individual Healthcare Plans**

- Not all students with medical needs will require an IHP. The school, healthcare professional and parent should agree, based on evidence, when an IHP would be inappropriate or disproportionate. If consensus cannot be reached, the Headteacher will take a final view.
- IHPs and their review, will be initiated, in consultation with the parent, by the Head of Year, SENDCo or a healthcare professional involved in providing care to the child. Plans will be drawn up in partnership between the school, parents, and a relevant healthcare professional, e.g. school, specialist or children's community nurse, who can best advise on the particular needs of the child. Students will also be involved whenever appropriate.
- Partners should agree who will take the lead in writing the plan, but responsibility for ensuring that it is finalised and implemented rests with the school.
- Plans are reviewed at least annually, or earlier if evidence is presented that the student's needs have changed. Plans are developed with the student's best interests in mind to ensure that the school assesses and manages risks to the student's education, health and social well-being, and to minimise disruption.
- Where a student has SEND but does not have a statement or EHCP, their Individual Learning Plan (ILP) will include information about any medical needs.
- Where the student has a special educational need identified in a statement or EHCP, the IHP will be linked to the EHCP.
- Where a student is returning to school following a period of hospital education, the school will work with the appropriate hospital school or Hospital and Outreach Education to ensure that the IHP identifies the support the child will need to reintegrate effectively.

### **Students Too Ill to Attend School**

- When students are too ill to attend, the academy will establish, where possible, the amount of time a student may be absent and identify ways in which it can support the student in the short term.
- Academy staff will make a referral to Hospital and Outreach Education as soon as they become aware that a student is likely to be or has been absent for 15 academy days. Where students have long-term health needs, the most appropriate form of support will be discussed and agreed between the academy, parents, Hospital and Outreach Education and relevant medical professionals.

### **Pregnancy**

- Bishop Stopford School will make reasonable adjustments to enable students who become pregnant to remain in school. When there is medical evidence that continuing to attend school would be contrary to the student's or the unborn child's wellbeing, the school will make a referral to The Complementary Education Academy. Following the birth, the school will investigate and assess the benefits to the student of home tuition for a temporary period before they return to school.

### **Medicines in School**

- It is the responsibility of parent/carer to ensure all medication is correct and in date. If any medication has expired, it is the responsibility of the student and their parents – not the school – to dispose of it. Parents are contacted by the Dedicated First Aider and the student will be given the out of date medication to take home for safe disposal once the replacement is received in the Academy.

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- Medicines will only be administered by BSS staff members when it would be detrimental to a student's health or school attendance not to do so.
- The school will promote self-management by students wherever possible. Students will, through prior agreement, be allowed to carry their own medicines and relevant devices or will be able to access their medicines for self-medication quickly and easily.
- If a student refuses to take medicine or carry out a necessary procedure, staff will not force them to do so, but follow the procedure agreed in the Individual Healthcare Plan. Parents will then be informed so that alternative options can be considered.
- No student under 16 will be given prescription or non-prescription medicines without their parent's consent - except in exceptional circumstances where the medicine has been prescribed to the student without the knowledge of the parents. In such cases, every effort will be made to encourage the student to involve their parents while respecting their right to confidentiality.
- All medicines will be stored safely. Students will be informed of where their medicines are at all times and are able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be available.
- The school will only store prescribed medicines which 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 inside an insulin pen or a pump, rather than in its original container.
- Students under 16 will never be given medicine which has not been prescribed, except in exceptional circumstances. Medication, e.g. for pain relief, will never be administered without first checking maximum dosages on the administration of medication record and when the previous dose was taken and gaining parental consent
- The school will keep controlled drugs which have been prescribed for a student securely stored in a non-portable container to which only named staff have access. Controlled drugs will be easily accessible in an emergency. A record will be kept of amounts taken and the amount of the controlled drug held in school.
- Designated staff at the school may administer a controlled drug to the student for whom it has been prescribed. Staff administering medicines will do so in accordance with the prescriber's instructions. The school will keep a record of all medicines administered, stating what, how and how much was administered, when and by whom. Any side effects of the medication will be noted.
- In some cases, written instructions from the parent or on the medication container dispensed by the pharmacist may be considered sufficient, but the first aider concerned will make the final decision on this.
- When no longer required, medicines will be returned to the parent for safe disposal or disposed of safely. Sharps boxes will always be used for the disposal of needles and other sharps.

## Emergency Situations

- Medical emergencies will be dealt with under the school's emergency procedures.
- Where a student has an IHP, this will clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures.
- Students will be informed what to do in general terms, such as informing a teacher immediately if they think help is needed for a fellow student. If a student needs to be taken to hospital, staff will stay with the student until the parent or appropriate adult arrives, or accompany a student taken to hospital by ambulance.

## Day trips, Residential visits and Sporting Activities

- Students with medical conditions will be actively supported to participate in school trips and visits, or in sporting activities.
- In planning such activities, the school will undertake the appropriate risk assessment and will take into account how a student's medical condition might impact on their participation. Arrangements for the inclusion of students in such activities with any required adjustments will be made by the school, including appropriate staffing, unless evidence from a clinician states that this is not in the student's best interests.

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- For residential visits, school staff may administer non-prescription medicines, provided that consent is provided by parents/carers. In these cases, this is registered in the Trip Log.

### **Supporting Students to Participate**

Bishop Stopford school will ensure its practice is not discriminatory. This will include

- not sending students with medical conditions home frequently or preventing them from attending normal school activities unless this is specified in individual healthcare plans;
- if a student is injured ill, ensuring they are accompanied by a suitable person if they need to move from their location (eg to the Medical Room);
- enabling students to drink, eat or take toilet or other breaks whenever they need to in order to manage their medical condition effectively;
- ensuring access to inhalers and medication, and administering their medication when and where necessary, and where agreed;
- no penalty for poor attendance if absence is related to a medical condition;
- ensuring parents do not feel obliged to attend school to administer medication or provide medical support for their child.
- removing unnecessary barriers to students participating in any aspect of school life, including school trips.

### **Liability and Indemnity**

- Teachers who undertake responsibilities within this policy are covered by the school's insurance
- The school's insurance arrangements will be annually reviewed so that they are sufficient and appropriate to cover staff providing support to students with medical conditions. Staff providing such support are entitled to view the school's insurance policies.
- In the event of a claim alleging negligence by a member of staff, the school will follow the agreed procedures of the DfE Risk Protection Arrangement (RPA).

### **Complaints**

If parents or students are dissatisfied with the support provided they should discuss their concerns directly with the school in the first instance. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.

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## Appendix 1 – Medication Permission Record

Bishop Stopford School	
<b>Medication Permission &amp; Record – Individual Student</b>	
Name of Student:	
Form:	
Date medication provided by parent:	
Name of medication:	
Dose and method (how much and when to take)	
When is it taken ( <i>time</i> )	
Quantity received:	
Expiry date:	
Date and quantity of medication returned to parent:	
Any other information:	
Staff signature:	
Print name:	

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### Appendix 3 – Parental Agreement to Administer Medication

#### PARENTAL AGREEMENT THAT BISHOP STOPFORD SCHOOL CAN ADMINISTER MEDICATION

The school will not give your child medicine unless you complete and sign this form, and the school has a policy that the staff can administer medicine.

Name of child	
Date for review to be initiated by	
Name of school	Bishop Stopford School
Date of birth	
Tutor group	
Medical condition or illness	

#### Medicine

Name/type of medicine (as described on the container)	
Expiry date	
Timing	
Dosage and method	
Name of medication/time last taken	
Special precautions/other instructions	
Are there any side effects that the school/setting 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	

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 the dosage or frequency of the medication or if the medicine is stopped.

Signature(s) \_\_\_\_\_ Date \_\_\_\_\_

PRINT NAME \_\_\_\_\_ (Parent / Carer)

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## Appendix 4 – Contacting Emergency Procedures

### Emergency Procedures

#### Contacting Emergency Services

**Dial 999, ask for an ambulance and be ready with the following information:**

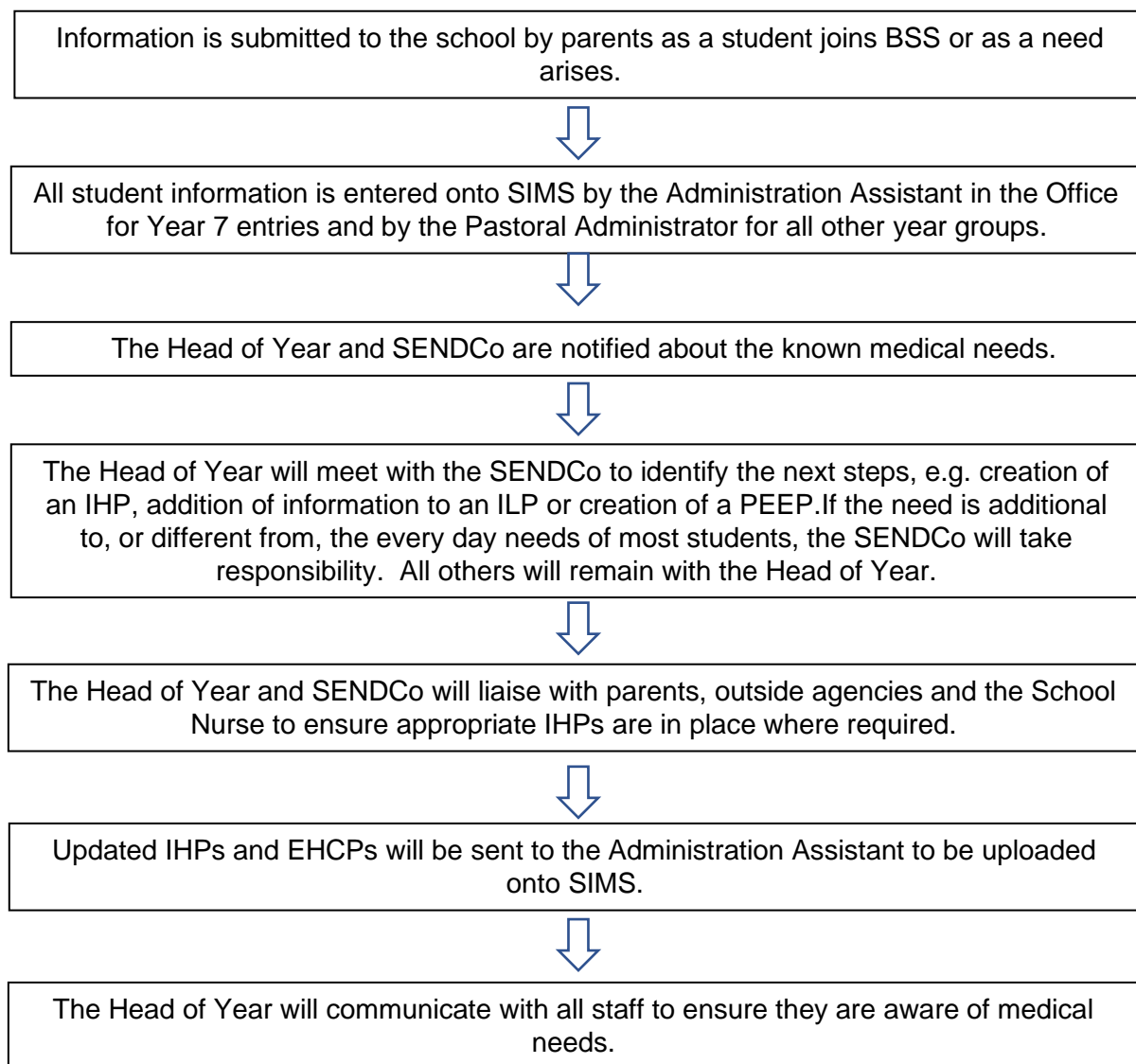
1. Your telephone number.
2. Give your location as follows.
3. State the postcode.
4. Give exact location in the school of the person needing help.
5. Give your name.
6. Give the name of the person needing help.
7. Give a brief description of the person's symptoms (and any known medical condition).
8. Inform ambulance control of the best entrance and state that the crew will be met at this entrance and taken to the student.
9. Do not hang up until the information has been repeated back to you.
10. Ideally the person calling should be with the child, as the emergency services may give first aid instruction.
11. Never cancel an ambulance once it has been called.

**Speak clearly and slowly**

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## Appendix 5 – Workflow for the creation and storage of IHPs



Additional notes:

The Head of Year will liaise with the EVC to ensure relevant information is used when creating risk assessments for trips and activities.

## Appendix 6

PEEP

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