



POLICY NAME: Supporting Students with Medical Conditions

REVIEWED: Autumn 2025

REVIEW PERIOD: Annual

REVIEWER: Designated Safeguarding Lead



Version Control 1

Responsibility for Policy:	<i>Jeanette rigby</i>
Policy approval/date:	
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Related Policies:	<i>Mental Health Policy SEND Policy</i>
Minor Revisions:	<i>Page 16 - Amendments to first aiders and defibrillator trained personnel</i>
Major changes	<i>N/A</i>
Full re-write	<i>N/A</i>

Contents

Statement of intent

Ofsted places a clear emphasis on meeting the needs of students with SEN and Disabilities including those with medical conditions.

Kirkby High School strives to ensure that students with a medical condition receive the care and support needed to have a healthy, safe and inclusive education during their school life.

This Policy has been developed in line with the Department of Education's guidance released in April 2014 "Supporting students at school with medical conditions".

Definitions

LA- Local Authority

Staff members – All who are employed by Kirkby High School

Medication – prescribed or over the counter medicine.

Prescribed medication – any drug or device that has been prescribed by a doctor or healthcare professional.

IMHCP – Individual Medical Healthcare Plan.

The school – Kirkby High School

1. Key roles and responsibilities:

1.1 The Local Authority (LA) is responsible for:

- 1.1.1 Promoting cooperation between relevant partners and stakeholders regarding supporting students with medical conditions.
- 1.1.2 Providing support, advice and guidance to schools and their staff.
- 1.1.3 Making alternative arrangements for the education of students who need to be out of school for fifteen days or more due to a medical condition.

1.2 The Governing Body is responsible for:

- 1.2.1 The overall implementation of the Supporting Students with Medical Conditions Policy and procedures at Kirkby High School.
- 1.2.2 Ensuring that the Supporting Students with Medical Conditions Policy, as written does not discriminate on any grounds including, but not limited to; ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- 1.2.3 Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- 1.2.4 Ensuring that all students with medical conditions are able to participate fully in all aspects of school life.
- 1.2.5 Ensuring that relevant training provided by the LA is delivered to staff who take responsibility to support students with medical conditions.
- 1.2.6 Guaranteeing that information and teaching support materials regarding supporting students with medical conditions are available to members of staff with responsibilities under this policy.
- 1.2.7 Keeping written records of any and all medicines administered to individual students and across the school population.

1.3 The Headteacher is responsible for:

- 1.3.1 The day-to-day implementation and management of the Supporting Students with Medical Conditions Policy and procedures at Kirkby High School.
- 1.3.2 Making all staff aware of this policy.
- 1.3.3 Ensuring sufficient numbers of first aid trained members of staff are available to implement the policy and deliver Individual Medical Healthcare Plans (IMHCP) in normal, contingency and emergency situations.
- 1.3.4 If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the standards of this policy.

1.4 Staff members are responsible for:

- 1.4.1 Taking appropriate steps to support students with medical conditions.
- 1.4.2 Only those members of staff that have received "Administration of Medications in an Educational Settings" training can administer medication with the agreement of the Designated Safeguarding Lead and if they have agreed to undertake that responsibility.

- 1.4.3 Undertaking training to achieve the necessary competency for supporting students with medical conditions if they have agreed to undertake that responsibility.
- 1.4.4 Familiarising themselves with procedures detailing how to respond when they become aware that a student with a medical condition requires intervention.
- 1.4.5 Qualified First Aiders, Epi-pen, Jext pen and Diabetes trained persons can administer injections if they have agreed to undertake that responsibility.
- 1.4.6 Any member of staff can administer prescribed drugs “where this is for saving a life in an emergency” as stated in the Medicine Act 2012 (Regulation 238 p137).

1.5 Medical Healthcare Plan Co-ordinator is responsible for:

- 1.5.1 Liaising with healthcare professionals regarding the training required for staff.
- 1.5.2 Developing Individual Healthcare Plans.
- 1.5.3 Making all staff aware of a student’s medical condition.
- 1.5.4 Co-ordinating annual training for staff with regards to medical conditions.
- 1.5.5 Keeping IMHCPs up to date.
- 1.5.6 Ensuring staff have access to students IMHCPs.
- 1.5.7 Liaising with student, parents, senior management and relevant professionals when a medical condition has been identified.
- 1.5.8 The administration of medicines and keeping appropriate records
- 1.5.9 If the medical health care co-ordinator is not available. It will be the responsibility of the Head of Inclusion.

1.6 School nurses are responsible for:

- 1.6.1 Notifying the school when a child has been identified with requiring support in school due to a medical condition.
- 1.6.2 Liaising locally with lead clinicians on appropriate support.

1.7 Parents and carers are responsible for:

- 1.7.1 Keeping the school informed about any changes to their child/children’s health.
- 1.7.2 Completing a parental agreement for school to administer medication form before bringing medicine into school.
- 1.7.3 Providing the school with the medication their child/children require and keeping this up to date.
- 1.7.4 Collecting any leftover or out of date medication at the end of each course or end of term if the medication is not needed.
- 1.7.5 Discussing medications with their child/children prior to requesting that a staff member administers the medication.

- 1.7.6 Where necessary, developing an Individual Healthcare Plan for their child in collaboration with the Individual Healthcare Plan Co-ordinator, healthcare professionals and any other person(s) deemed necessary.

2 Training of staff

- 2.1 Teachers and support staff will receive training on Supporting Students with Medical Conditions Policy as part of the school's annual whole staff training schedule.
- 2.2 Teachers and support staff will receive regular and ongoing training.
- 2.3 Teachers and support staff who undertake responsibilities under this policy will receive the following training externally:
- Qualified First Aid
 - First Aid at Work
 - Diabetes training
 - Epilepsy training
 - Asthma training
- 2.4 Staff members must not administer medication without the consent of parents
- 2.5 No staff member may administer drugs by injection unless they have received training in this responsibility, or for the purpose of saving a life in compliance with the Medicines Act 2012 (Regulation 238)
- 2.6 The medical health plan co-ordinator will record the specialised training of staff

3 The role of the child:

- 3.1 Students who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- 3.2 Where possible, students will be allowed to carry their own medicines and devices, eg, Epi-pens and inhalers and devices used for diabetes. Where this is not possible, their medicines will be located in an accessible location, in inclusion or high-risk areas.
- 3.3 If students refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- 3.4 Where appropriate, students will be encouraged to take their own medication under the supervision of the teacher.

4 Individual Medical Healthcare Plans (IMHCPs)

- 4.1 Where necessary, an Individual Medical healthcare Plan will be developed in collaboration with the student, parents/carers and if necessary, lead practitioner and designated safeguarding with responsibility for medical needs and/or Special Educational Needs Co-ordinator (SENDCO) and medical professionals.
- 4.2 IMHCPs will be easily accessible whilst preserving confidentiality.
- 4.3 IMHCPs will be reviewed annually or when a student's medical circumstances change, whichever is sooner.
- 4.4 Where a student has an Education and Healthcare Plan or statement of Special Educational Needs, the IMHCP will be linked to it or become part of it.

- 4.5 Where a child is returning from a period of hospital education, alternative provision or home tuition, we will work with the LA and medical professionals to ensure the IMHCP identifies the support the student needs to reintegrate back into school life.
- 4.6 IMHCPs will be highlighted to all members of staff and imbedded within Classcharts to ensure all staff have the medical information, in case of an emergency

5 Medicines

- 5.1 Where possible, it is preferable for medicines to be prescribed in frequencies that allow the student to take them outside of school hours.
- 5.2 If this is not possible, prior to staff administering any medication, the parents/carers of the student must complete and sign a parental agreement for the school to administer medicine form.
- 5.3 No student will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- 5.4 Where a student is prescribed medication with or without their parents'/carers', every effort will be made to encourage the student to involve their parents while respecting their right confidentiality.
- 5.6 No child under 16 years of age will be given aspirin or ibuprofen or any medication containing aspirin or ibuprofen without a doctor's prescription.
- 5.7 Medicines must be in date, labelled and provided in the original packaging (except in the case of insulin and epi-pen and jext pen which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- 5.8 A maximum of four weeks supply of medication may be provided to the school at one time.
- 5.9 Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence.
- 5.10 All medicines will be kept securely locked within the inclusion faculty.
- 5.11 Any medications left over at the end of the course or at the end of term will be returned to the student's parents'/carers'.
- 5.12 A written record will be kept of all medication brought into the school.
- 5.13 A written record will be kept of all medications administered to students.
- 5.14 Students will not be prevented from accessing their medication.
- 5.16 The school cannot be held responsible for any side effects or reactions that occur when medication is taken.
- 5.17 Paracetamol will not be administered until the student has been in school for 4 hours and parental consent has been received.

6 Emergencies

- 6.1 Medical emergencies will be dealt with under the school's emergency procedures.
- 6.2 Where an Individual Medical Healthcare plan is in place it should detail:
- What constitutes an emergency.
 - Clear instructions on what to do in an emergency.
- 6.3 Students will be informed in general terms of what to do in an emergency.
- 6.4 If a student needs to be taken to hospital, a member of staff will remain with them until their parent arrives.

7 Understanding Students and their medical conditions

7.1 Kirkby High School will ensure that:

- Every student requires and will receive different support and treatment, even with the same medical condition.
- Every student is listened to and their concern addressed.
- Medical advice is to be sought and followed.
- Students feeling unwell and have an IMHCP in place must be accompanied by another person when being sent for first aid.
- No student will be penalised for their attendance record when it relates to their medical condition, although a medical note may be requested.
- Students will have access to all school activities including those off site.
- Students who need to eat, drink or carry out certain testing will be allowed to do so even when this does not follow the normal daily routine of school.

8 Insurance

8.1 Staff who undertake responsibilities within this policy are covered by the school's insurance.

8.2 Full written insurance policy documents are available to be viewed by staff who are providing support to students with medical conditions. Those who wish to see the document should contact the Operations Manager.

9 Complaints

9.1 The details of how to make a complaint can be found in the Complaints Policy:

- Stage 1 – Complaint heard by member of staff.
- Stage 2 – Complaint heard by Head of School.
- Stage 3 – Complaint heard by the Governing Body



Individual Medical Healthcare Plan implementation

1

- Parent or healthcare professional informs school that a student has a medical condition or is due to return from long-term absence, or needs have changed.

2

- The Individual Medical Healthcare Plan Co-ordinator will co-ordinate a meeting with parents/carers to identify how the school will support the student and complete Form B .

3

- An individual Medical Healthcare Plan is agreed by school, student, parent/carer and relevant healthcare professionals.

4

- The Individual Medical Healthcare Plan will be implemented and distributed to all staff.

5

- Individual Medical Healthcare Plans will be reviewed annually or when the conditions changes.

5

- All students will have their own individual record for administration of medicines. This will be completed for each dosage. Missed dosage will also be recorded and parents informed.



Kirkby High School Medicine Administration Parental Consent Form A

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

Name of child & form

Date of birth

Medical condition or illness

Medicine

Name/type of medicine
(as described on the container)

Expiry date

Dosage and method

Medication received

(Also to be recorded on medication)

Timing

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

Name & Phone Number of GP

NB: Medicines must be in the original container as dispensed by the pharmacy

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/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent Signature(s) _____ Date _____



Review date

(mobile)

[illegible]

Phone no.

Phone no.

Who is responsible for providing support in school

--

Describe medical needs

--

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

--

Details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

--

Specific support for the student'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

--

Parent signature _____ Staff signature _____



Kirkby High School: record of short term medicine administration Form C

Date	Child's name	Time	Name of medicine	Dose given	Any reaction	Staff Signature	Print name

Kirkby High School: First Aid Box Checks

Area	Location	September 2024 Check	Action	Complete	January 2025 Check	Action	Complete	April 2025 Check	Action	Complete
Maths	Staff Area									
English	Staff Area									
Art	Store Room									
Drama/Dance	Store Room									
Humanities (HB5)	Staff Area									
Humanities.IT (HB4)	SDU/MTU Office									
Inclusion/MFL (HB3)	Linda Wade's Class									
Science	Prep Room									
Technology – Food	LRC									
Technology D+T	LRC									
PE	PE Office									
Ball Hall	Outside Kitchen									
Reception	Reception									

FIRST AIDERS AND DEFIBRILLATOR STAFF

FIRST AIDERS 2025/2026

STAFF MEMBER	FLOOR	DEPARTMENT
Mrs L Pedder	Ground	Reception
Mrs L Edwards	Ground	Reception
Mrs J Hargadon	Ground	Admin/Reception
Mrs D Cox	Ground	Food Technology
Mr A Saif	Ground	Technology
Mr R Alexander	Ground	Science
Mr D Nieuwenhuys	Ground	Science
Miss E Nicholson	Ground	PE
Mr E Knowlson	Ground	PE
Mr D Harvey	Ground	PE
Mr C Robinson	First	IT
Mr D Jones	First	IT
Mr J Carroll	First	Inclusion
Mrs K McDonald	First	Inclusion
Mrs J Shaw	First	Inclusion
Mr K Barrett	First	Inclusion
Mrs J Evans	First	Inclusion
Mrs L Oldfield	First	Safeguarding
Mr M Lynch	First	Pastoral
Miss M Ellis	First	Pastoral
Mr D Byrne	First	Pastoral
Mrs N Humphreys	First	Creative Arts
Mr T Barton	Second	Pastoral
Mrs C Frodsham	Second	Maths
Miss A Mather	Second	Maths

ACCIDENT/INCIDENT PROCEDURE

