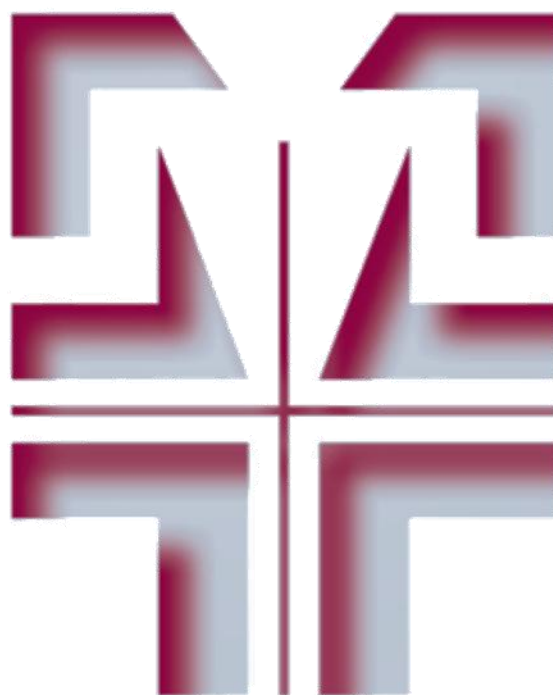


Saint Michael's CE High School

A Church of England Academy



Therefore, choose

Supporting pupils with medical conditions

Responsibility to present to Headteacher	Deputy Headteacher / DSL
Approval	Ethos, Staffing and Wellbeing Committee October 2026
Next Review	Ethos, Staffing and Wellbeing Committee October 2027
Statutory	Yes
Required on school website	Yes

Our mission statement: As a vibrant learning community, we choose to serve God, pursue excellence and celebrate the uniqueness of each individual.



Our vision: Growing in body, mind and spirit

I have come that you might have life – life in all its fullness. **John 10:10**



Therefore choose [life]
Deuteronomy 30:19

Statement of intent

The governing body of St Michael's CE High School has a duty to ensure arrangements are in place to support pupils with medical conditions. The aim of this policy is to ensure that all pupils with medical conditions, in terms of both physical and mental health, receive appropriate support allowing them to play a full and active role in school life, remain healthy, have full access to education (including school trips and physical education), to grow in body, mind and spirit so that they may flourish.

St Michael's believes it is important that parents/carers of pupils with medical conditions feel confident that the school provides effective support for their child's medical condition and that pupils feel safe in the school environment.

There are also social and emotional implications associated with medical conditions. Pupils with medical conditions can develop emotional disorders, such as self-consciousness, anxiety and depression, and be subject to bullying. This policy aims to minimise the risks of pupils experiencing these difficulties.

Long-term absences as a result of medical conditions can affect educational attainment, impact integration with peers, and affect wellbeing and emotional health. This policy contains procedures to minimise the impact of long-term absence and effectively manage short-term absence.

Some pupils with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. The school has a duty to comply with the Act in all such cases. In addition, some pupils with medical conditions may also have special educational needs and disabilities (SEND) and have an education health and care (EHC) plan collating their health, social and SEND provision. For these pupils, compliance with the DfE's 'Special educational needs and disability code of practice: 0 to 25 years' and the school's SEND Policy will ensure compliance with legal duties.

To ensure that the needs of our pupils with medical conditions are fully understood and effectively supported, we consult with health and social care professionals, pupils and their parents/carers.

Definitions

Medical Condition: Any physical or mental health condition that requires ongoing or emergency support.

Individual Healthcare Plan (IHP): A plan developed collaboratively to outline the support required for a pupil with a medical condition.

Emergency Medication: Medication required to be administered in urgent health situations.

Controlled Drugs: Prescription medicines regulated under the Misuse of Drugs Act 1971.

1. Related Policies and Legislation

The policies and legislation detailed below are relevant and should be read alongside this policy:

- Children and Families Act 2014, Section 100

- Equality Act 2010
- SEND Code of Practice (current version)
- UK GDPR and Data Protection Act 2018
- Health and Safety at Work etc. Act 1974

2. Responsibilities

The governing board:

- Ensure this policy is adopted or adapted to reflect the actual arrangements in school
- Ensure the policy is formally communicated by specific training to all staff and that this is recorded on personal files and in compliance with data protection principles.
- Ensure that formal monitoring is undertaken to provide confidence that the policy is being followed as intended.
- Where the governing body is the employer that suitable and appropriate insurance cover is obtained and in place
- Ensure this policy is reviewed annually and receive reports on:
 - number of pupils with IHPs
 - training compliance
 - allergy incidents
 - medical incidents and near misses
 - complaints relating to medical provision
- Ensure someone is appointed to take the 'lead' on these issues in the school. They will oversee IHP's, staff training records, liaison with healthcare professionals and monitoring compliance.

The Medical Conditions Lead:

At St Michael's this is Mrs Teresa Wilson who is also the SENDCO.

The Headteacher

- Ensures that this policy is effectively implemented with partners.
- Ensures that all staff are aware of the policy and understand their role in its implementation.
- Ensure that there is a sufficient trained staff to manage and implement this policy.
- Ensures that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date.

Parents/carers

- Notify the school if their child has a medical condition.
- Provide the school with up-to-date information about their child's medical needs.
- Are involved in the development and review of their child's IHC plan.
- Carry out any agreed actions contained in the IHC plan.
- Ensure that they, or another nominated adult, are contactable at all times.

Pupils

- Are fully involved in discussions about their medical support needs.
- Contribute to the development of their IHC plan as appropriate.
- Are sensitive to the needs of pupils with medical conditions.

School staff

- May be asked to provide support to pupils with medical conditions, including the administering of medicines, but are not required to do so.

- Take into account the needs of pupils with medical conditions in their lessons when deciding whether or not to volunteer to administer medication.
- Receive sufficient training and achieve the required level of competency before taking responsibility for supporting pupils with medical conditions.
- Know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

School Nursing Service

- At the earliest opportunity, notifies the school when a pupil has been identified as having a medical condition which requires support in school.
- Supports staff to implement IHC plans and provides advice and training as appropriate.
- Liaises with lead clinicians locally on appropriate support for pupils with medical conditions.
- Provides support in school to pupils via regular visits.

Integrated Care Boards (ICBs)

- Ensure that commissioning is responsive to pupils' needs, and that health services are able to cooperate with schools supporting pupils with medical conditions.
- Make joint commissioning arrangements for education, health and care provision for pupils with SEND.
- Are responsive to St Michael's for looking to improve links to our health services.
- Provide clinical support for pupils who have long-term conditions and disabilities.
- Ensure that commissioning arrangements provide the necessary ongoing support essential to ensuring the safety of vulnerable pupils.

Other healthcare professionals and providers of health services

- Notify the school nurse when a child has been identified as having a medical condition that will require support at school.
- Provide advice on developing IHC plans.
- May provide support in the school for children with particular conditions, e.g. asthma, diabetes and epilepsy.
- Providers of health services co-operate with St Michael's, ensuring communication, liaising with the school nurse and other healthcare professionals, and participating in local outreach training.

Local Authority

- Commissions the NHS school nurse to work at St Michael's.
- Makes joint commissioning arrangements for education, health and care provision for pupils with SEND.
- Supports St Michael's when requested to ensure that pupils with medical conditions can have access to full-time education either on or off site.

3. Communication/Notification Procedures

Aspects of this policy is regularly communicated via parental documentation and is accessible via the school's website. Staff receive advice and or training on medical issues, such as epilepsy, anaphylaxis etc, relating to pupils within the school. Individual Health Care Plans are drawn up, regularly reviewed and communicated to staff. Healthcare plans are attached electronically to the pupils School Synergy. Should an emergency occur, procedures are in place so that medical staff in attendance can refer to the pupil's Health Care Plan.

When the school is notified that a pupil has a medical condition that requires support in school, the NHS school nurse informs the school. Following this, the school begins to arrange a meeting with parents/carers, healthcare professionals and the pupil, with a view to discussing the necessity of an IHC plan.

The school does not wait for a formal diagnosis before providing support to pupils. Where a pupil's medical condition is unclear, or where there is a difference of opinion concerning what support is required, a judgement is made by the Headteacher based on all available evidence (including medical evidence and consultation with parents/carers).

For a pupil starting at the school in a September intake, arrangements are in place prior to their enrolment and informed by their previous school.

Where a pupil joins the school mid-term or a new diagnosis is received, arrangements are put in place as soon as possible.

4. Staff Training & Support

Any staff member providing support to a pupil with medical conditions receives suitable training. Staff do not undertake healthcare procedures or administer medication without appropriate training.

Training needs are assessed by the NHS school nurse through the development and review of IHC plans, on an annual basis or if medical needs change for all school staff, and when a new staff member arrives.

Through training, staff have the requisite competency and confidence to support pupils with medical conditions and fulfil the requirements set out in IHC plans. Staff understand the medical condition(s) they are asked to support, their implications and any preventative measures that must be taken.

A first-aid certificate does not constitute appropriate training for supporting pupils with medical conditions.

Whole school awareness training is carried out on an annual basis or if medical needs change for all staff, and included in the induction of new staff members.

The NHS school nurse identifies suitable training opportunities that ensure all medical conditions affecting pupils in the school are fully understood, and that staff can recognise difficulties and act quickly in emergency situations.

Training is commissioned by the school business manager and provided by the following bodies:

- Commercial training provider
- The NHS school nurse
- The pupils' GP and/or consultant
- Parents/carers of pupils with medical conditions

Parents/carers of pupils with medical conditions are consulted for specific advice and their views are sought where necessary, but they will not be used as a sole trainer.

Relevant medical information and emergency procedures will be communicated to supply and cover staff where required.

5. Managing medicines

Medicines are only administered at school when it would be detrimental to a pupil's health or school attendance not to do so.

Pupils under 16 years of age are not given prescription or non-prescription medicines without their parent/carer's written consent – except where the medicine has been prescribed to the pupil without the parent/carer's knowledge. In such cases, the school encourages the pupil to involve their parents/carers, while respecting their right to confidentiality.

Non-prescription medicines may be administered in the following situations:

- When it would be detrimental to the pupil's health not to do so
- When instructed by a medical professional

No pupil under 16 years of age is given medicine containing aspirin unless prescribed by a doctor.

Pain relief medicines are never administered without first checking when the previous dose was taken and the maximum dosage allowed.

Parents must complete the 'medicine management form' if they wish their child to have access to medication in school (see 6. Self-Management Below). The school only accepts medicines that are in-date, labelled, in their original container, and that contain instructions for administration, dosage and storage. The only exception to this is insulin, which must still be in-date, but is available in an insulin pen or pump, rather than its original container. All medicines are stored safely and securely in an appropriate container in front reception. Pupils know where their medicines are at all times and are able to access them immediately via a member of staff, whether in school or attending a school trip/residential visit.

When medicines are no longer required, they are returned to parents/carers for safe disposal. Sharps boxes are always used for the disposal of needles and other sharps.

Controlled drugs are stored in a non-portable container (at St Michael's this is a safe) and only named staff members have access; however, these drugs are easily accessed in an emergency.

The school holds asthma inhalers for emergency use. The inhalers are stored in the medical room and their use is recorded.

Staff may administer a controlled drug to a child for whom it has been prescribed. They must do so in accordance with the prescriber's instructions.

Records are kept of all medicines administered to individual children – stating what, how and how much was administered, when and by whom.

6. Self-management

Following discussion with parents/carers, pupils who are competent to manage their own

health needs and medicines are encouraged to take responsibility for self-managing their medicines and procedures. Pupils with an IHCP - this would be reflected in their plan.

Pupils should not carry their own medicines or devices with the exception of asthma inhalers, epi-pens, diabetic testing kits or personalised emergency medication. Medication should be given to the school medical assistant who will keep it safe. Controlled drugs will be kept secure in the medical room. Medicines should be clearly labelled indicating whose medicine it is, the required dosage and when it should be administered. If a child refuses to take medicine or carry out a necessary procedure, staff will not force them to do so. Instead, the procedure agreed in the pupil's IHC plan is followed. Following such an event, parents/carers are informed so that alternative options can be considered.

Pupils temporarily needing to use crutches on site have an assessment made of their capability. Timetable amendments may be made if necessary. Pupils will be informed about the use of the list, wet surfaces and the procedure should there be a fire evacuation.

7. Individual healthcare (IHC) plans

The school uses a Healthcare Plan to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Healthcare Plan if required.

A Healthcare Plan is completed for all children where additional support is required for the medical condition. Healthcare plans are utilised where pupils have long term medical conditions or where pupils are experiencing short term conditions which may present symptoms that require treatment in school. This is completed and/or reviewed at the start of the school year or at enrolment or when a diagnosis is first communicated to the school by the parent

It is a joint responsibility for the parent, healthcare professional, school and where appropriate, the child with a medical condition, to complete the child's Healthcare Plan together. School will then implement and monitor its effectiveness

For children with more complex medical conditions or needs and/or life threatening conditions or needs, an individual Healthcare Plan must be drawn up together with parents and other representatives (as appropriate). Parents are expected to provide information from the child's GP and/or consultant. It may be appropriate for the school to have a healthcare professional e.g. the school nurse or other representative e.g. school caterer, if required, to help draw up the Healthcare Plan or have a role in managing the child's condition.

If a child has a short-term medical condition that requires medication during school hours, a green 'administration of medication in school' form (see appendices) must be completed by the parents, which will allow the pupil to self-administer. Any short-term condition Healthcare Plans are kept in a centralised register of children with medical needs at the school and are recorded on School Synergy.

Parents and children are provided with a copy of the child's current agreed Healthcare Plan. St Michael's, healthcare professionals and parent/carers agree, based on evidence, whether an IHC plan is required for a pupil, or whether it would be inappropriate or disproportionate. If no consensus can be reached, the Headteacher makes the final decision. Not all pupils with a medical condition will require an IHP.

The school, parent/carer(s) and a relevant healthcare professional work in partnership to create and review IHC plans. Where appropriate, the pupil is also involved in the process.

Where a pupil has an emergency healthcare plan prepared by their lead clinician this is used to inform the IHC plan.

IHC plans are easily accessible to those who need to refer to them, but confidentiality is preserved.

IHC plans are reviewed on at least an annual basis, or when a child's medical circumstances change, whichever is sooner.

Where a pupil has an education, health and care plan (EHCP) the IHC plan is linked to it or becomes part of it.

Where a child has SEND but does not have an EHC plan, their SEND should be mentioned in their IHC plan.

Where a child is returning from a period of hospital education, alternative provision or home tuition, we work with the Local Authority representatives to ensure that their IHC plan identifies the support the child needs to reintegrate.

An IHP should consider if there is specific support required for the pupil's educational, social and emotional needs. For example, how absences might be managed, requirements for extra time to complete exams, use of rest periods, counselling sessions. It should also consider any attendance needs, support for transition and reintegration needs after a lengthy illness.

8. Record keeping (including serious incidents and near misses)

The school has clear guidance about record keeping which is in compliance with GDPR.

St Michael's uses an electronic system, Evolve, for recording accidents/incidents and School Synergy for recording IHC plans.

Proper record keeping protects both staff and pupils, and provides evidence that agreed procedures have been followed.

Parents are asked if their child has any health conditions or needs or health issues on the data collection form, which is filled out when the child starts at St Michael's.

Annually, we request that all parents/carers ensure that the information we hold on their child is up to date and accurate. If medical conditions arise at other times in the school year, it is the parents' responsibility to inform the school.

The school will record, investigate and review medical incidents and near misses, including medication errors, allergic reactions and failures to implement an IHP. This will include notification and lessons learned processes as well as governor oversights.

9. Emergency procedures

Medical emergencies are dealt with under the school's emergency procedures.

Where an IHC plan is in place, it should detail:

- What constitutes an emergency.
- What to do in an emergency.

Pupils are informed in general terms of what to do in an emergency, such as telling a teacher.

If a pupil needs to be taken to hospital, their parents will be contacted to arrange an appropriate adult to collect. If it is an emergency an ambulance will be called. In the exceptional situation of an appropriate adult not being available, a member of staff will go with them. If parents have been contacted then they will be asked to meet their child at the hospital.

10. Day trips, residential visits, sporting or other extra-curricular activities and examinations

Prior to an activity taking place, St Michael's will conduct a risk assessment to identify what reasonable adjustments should be taken to enable pupils with medical conditions to participate. In addition to a risk assessment, advice is sought from pupils, parents/carers and relevant medical professionals.

The school will arrange for adjustments to be made for all pupils to participate, except where evidence from a clinician, such as a GP, indicates that this is not possible.

11. Liability and indemnity

The governing body ensures that appropriate insurance is in place to cover staff providing support to pupils with medical conditions.

The school holds a Risk Protection Arrangement Policy (RPA).

12. Concerns

Parents/carers or pupils wishing to raise a concern about the support provided to pupils with medical conditions are required to speak to the school in the first instance.

If they are not satisfied with the school's response, they may wish to follow the complaints procedure which can be accessed via the school website.

13. Home-to-school transport

Arranging home-to-school transport for pupils with medical conditions is the responsibility of parents who may seek support from the Local Authority.

14. Defibrillators

St Michael's has two semi-automated external defibrillator (AED). These AEDs are stored at main school reception (front of school) and the glasshouse (rear of school).

All staff members and pupils are aware of the AED's location and what to do in an emergency.

No training is needed to use the AEDs, as voice and/or visual prompts guide the user through the entire process from when the device is first switched on or opened; however, First-Aiders staff are trained in cardiopulmonary resuscitation (CPR), as this is an essential part of first-aid and AED use.

15. Adrenaline auto-injectors (AAIs)

See Allergy Safety Policy

16. Allergy Safety and Management

See Allergy Safety Policy

17. Unacceptable practice

The school will never:

- Assume that pupils with the same condition require the same treatment.
- Prevent pupils from easily accessing their inhalers and medication.
- Ignore the views of the pupil and/or their parents/carers.
- Ignore medical evidence or opinion.
- Send pupils home frequently for reasons associated with their medical condition, or prevent them from taking part in activities at school, including lunch times, unless this is specified in their IHP.
- Penalise pupils with medical conditions for their attendance record, where the absences relate to their condition.
- Make parents/carers feel obliged or forced to attend school to administer medication or provide medical support, including for toilet issues. The school will ensure that no parent/carer is made to feel that they have to give up working because the school is failing to support their child's needs.
- Create barriers to pupils participating in school life, including school trips.
- Refuse to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.

16. Admissions

No child is denied admission to the school or prevented from taking up a school place because arrangements for their medical condition have not been made.

A child may only be refused admission if it would be detrimental to the health of the child to admit them into the school setting.

Appendix 1 (Green: Administration of Medication in School)

Dear Parent/Carer,

The administration of medication in school

St Michael's understands that there are occasions where pupils require medication during school hours, and we are happy to support you and your child whenever possible in these instances. In order to ensure the safe administration of medication to your child please read the following information.

Parents need to discuss with their child's Pupil Manager any medication that they wish to be held in school, and must then complete the attached form in full, to ensure the safe administration of medication.

Parents must please ensure that all medication is provided in the correct prescription box and that it is labelled with your child's name and clear instructions for administration. The information leaflet that comes with any medication is also required.

Please be aware it is your child's responsibility to come to the front office and request their medication at the appropriate time.

Details of Pupil

Surname

Forename (s)

Address

Male/Female

Tutorial

Date of Birth

Condition/Illness

Medication

Name/Type of medication (as described on the container)

Duration of course of medication

Date dispensed

Full directions for use

Dosage/amount (as per instructions on container)

How often

Side Effects

Procedures to take in an emergency

Contact Information

Contact 1:

Contact 2:

Name

Name

Relationship to pupil

Relationship to pupil

Telephone number(s)

Telephone number(s)

GP Information

Name of GP

Telephone number

Allergies

Appendix 2

The process for developing an Individual Health Care Plan?

Step 1 Inform the school:

A parent or healthcare professional informs the school that the child has been newly diagnosed, or is due to attend a new school or is due to return to school after a long-term absence, or that needs have changed.

Step 2 Meeting to discuss the child's medical support needs

A senior member of school staff to whom this has been delegated co-ordinates meeting to discuss the child's medical support needs, and identifies a member of school staff who will provide support to the pupil.

Step 3 Agree on need for IHCP to include key parties

Meeting to discuss and agree on the need for IHCP to include key school staff, the child, parent, relevant healthcare professional and other medical/health clinician as appropriate (or to consider written evidence provided by them).

Step 4 Develop the IHCP in partnership

Agree who leads on writing it. Input from a healthcare professional must be provided.

Step 5 Identify any school staff training needs

Step 6 Implement IHCP and circulate to all relevant staff

Step 7 Review IHCP annually or when condition changes
The parent or healthcare professional to initiate.

Appendix 3 - Contacting Emergency Services

To be stored by the phone in the school office

Request an ambulance – dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

- The telephone number: 01257 264740
- Your name.
- Your location as follows: Astley Road, Chorley, Lancashire PR7 1RS
- The exact location of the patient within the school.
- The name of the child and a brief description of their symptoms.
- The best entrance to use and where the crew will be met and taken to the patient.

Appendix 4: 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

Appendix 5: Parental agreement for setting to administer medicine

School will not give your child medicine unless you complete and sign this form.

Date for review to be initiated by

Name of school/setting

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

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

[agreed member of staff]

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 this 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_____

Dear Parent

DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting pupils at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support the each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents, pupils, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts on their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will involve [the following people]. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I [or another member of staff involved in plan development or pupil support] would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely