



St Cecilia's
R. C. High School

Discover • Develop • Rejoice

Supporting students with medical conditions policy

Reviewed: July 2026
Next Review Date: July 2027

Supporting Pupils with Medical Conditions Policy

Statement of intent

St Cecilia's RC High School wishes to ensure that pupils with medical conditions receive appropriate care and support at school. This policy has been developed in line with the Department for Education's guidance released in December 2015 – "Supporting pupils at school with medical conditions".

Key roles and responsibilities

The Local Authority (LA) is responsible for:

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

The Governing Body is responsible for:

- The overall implementation of the Supporting Pupils with Medical Conditions Policy and procedures of St Cecilia's High School.
- Ensuring that the Supporting Pupils 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.
- Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- Ensuring that all pupils with medical conditions can participate fully in all aspects of school life.
- Ensuring that relevant training provided by the LA is delivered to staff members who take on responsibility to support children with medical conditions.
- Guaranteeing that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy.

- Keeping written records of all medicines administered to individual pupils and across the school population.
- Ensuring the level of insurance in place reflects the level of risk.

The Headteacher is responsible for:

- Overseeing the effective implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures of St Cecilia's RC High School.
- Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.

Associate Assistant Headteacher (SEND) is responsible for:

- Ensuring the policy is developed effectively with partner agencies.
- Making staff aware of this policy.
- Liaising with healthcare professionals regarding the training required for staff.
- Making staff who need to know aware of a child's medical condition.
- Developing Individual Healthcare Plans (IHCPs).
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- Contacting the school nursing service in the case of any child who has a medical condition.
- Transitional arrangements between schools in liaison with the transition team.
- Overseeing day to day procedures when a child has been identified with requiring support in school due to a medical condition.
- Liaising locally with the school nurse and lead clinicians on appropriate support.

Staff members are responsible for:

- Taking appropriate steps to support children with medical conditions.
- Where necessary, making reasonable adjustments to include pupils with medical conditions into lessons.
- Administering medication, if they have agreed to undertake that responsibility.
- Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, if they have agreed to undertake that responsibility.

- Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.
- The school Educational Visits Coordinator is responsible for all risk assessments related to school visits and activities outside of school.

First aiders are responsible for:

- Providing medical assistance to a sick or injured person until professional medical treatment is available and requesting the help of medical professionals where appropriate.

Parents and carers are responsible for:

- Keeping the school informed about any changes to their child/children's health.
- Completing a parental agreement for school to administer medicine form before bringing medication into school.
- Providing the school with the medication their child requires and keeping it up to date.
- Collecting any leftover medicine at the end of the course or year.
- Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- Where necessary, developing an Individual Healthcare Plan (IHCP) for their child in collaboration with the school first aider, school nurse and any other staff members and healthcare professionals.

Definitions

- "Medication" is defined as any prescribed or over the counter medicine.
- "Prescription medication" is defined as any drug or device prescribed by a doctor.
- A "staff member" is defined as any member of staff employed at St Cecilia's RC High School.

Training of staff

- Teachers and support staff will receive relevant training on the Supporting Pupils with Medical Conditions Policy depending on their specific role in school.

- Teachers and support staff will receive general and where relevant specific and regular and ongoing training as part of their development.
- The lead for training provision is the School Business Manager who will keep a record of training undertaken and a list of teachers qualified to undertake responsibilities under this policy.
- No staff member may administer drugs by injection unless they have received training in this responsibility.

The role of the child

- Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- Where possible, pupils will be allowed to carry their own medicines and devices. Where this is not possible, their medicines will be in the Medical Room.
- If pupils refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- Where appropriate, pupils will be encouraged to take their own medication under the supervision of a teacher.

Individual Healthcare Plans (IHCPs)

- Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the pupil, parents/carers, Assistant Headteacher, Special Educational Needs Coordinator (in cases where there are also Special Needs other than medical needs) and medical professionals.
- IHCPs will be easily accessible, in the School Office, whilst preserving confidentiality. Once completed, they will be issued to all relevant stakeholders.
- IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner. This will be overseen by the SENDCo
- Where a pupil has an Education, Health and Care plan or special needs statement, the IHCP will be linked to it or become part of it and the SENDCO will lead on case management.
- Where a child is returning from a period of hospital education or alternative provision or home tuition, we will work with the LA and education provider to ensure that the IHCP identifies the support the child needs to reintegrate.

Medicines

- Where possible, it is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside of school hours.
- If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental agreement for a school to administer medicine form.
- No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- Where a pupil is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage the pupil to involve their parents while respecting their right to confidentiality.
- No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- Medicines MUST be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- 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 which will be dealt with under our Drugs Education and Incident Management Policy.
- Medications will be stored in the Medical Office. Non-emergency medication will be stored in a locked cupboard. Emergency medication, which cannot be locked away for safety reasons, will be stored in a clearly labelled cupboard in the Medical Office with restricted access to pupils.
- Any medications left over at the end of the course will be returned to the child's parents.
- Written records will be kept of any medication administered to children.
- Pupils will never be prevented from accessing their medication unless it is deemed unsafe to do so.
- St Cecilia's RC High School cannot be held responsible for side effects that occur when medication is taken correctly.

Emergencies / Pupils sent home / Injured pupils.

- Medical emergencies will be dealt with under the school's emergency procedures.
- Parents must be available to collect pupils in the case of serious illness or injury.
- Where an Individual Healthcare Plan (IHCP) is in place, it should detail what constitutes an emergency.
- Pupils will be briefed in general terms of what to do in an emergency, e.g. telling a teacher immediately if symptoms are identified.

- If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.
- A pupil who presents as ill at Student Services and needs to go home must be collected by parents.
- Where pupils have been involved in an accident and claim they are in considerable pain, even where there is no visible evidence of injury, advice from parents will be sought to consider the correct course of action.
- Hot / cold compresses must be available in the medical office for emergencies. Therefore, pupils should remain outside the office whilst they require one.

Avoiding unacceptable practice

- St Cecilia's understands that the following behaviour is unacceptable:
- Assuming that pupils with the same condition require the same treatment.
- Ignoring the views of the pupil and/or their parents.
- Ignoring medical evidence or opinion.
- Sending pupils home frequently or preventing them from taking part in activities at school
- Sending the pupil to the medical office alone if they become seriously ill or injured.
- Penalizing pupils with medical conditions for their attendance record where the absences relate to their condition.
- Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues.
- Creating barriers to children participating in school life, including school trips.
- Refusing to allow pupils to eat, drink, or use the toilet when they need to manage their condition.

Insurance

- Teachers who undertake responsibility within this policy are covered by the school's insurance.
- Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions. Those who wish to see the documents should contact the School Business Manager.

Complaints

- The details of how to make a complaint can be found in the Complaints Policy.

