



St. Wilfrid's
R.C. College

Supporting Pupils with Medical Conditions Policy

2026 - 2027

Approval	Acting Headteacher: Mr G Sanderson	02.09.26
	Chair of Governors: Mrs G Kilgour	02.09.26
Next Review Date		02.09.27

1. Introduction

At St. Wilfrid's RC College, we are committed to ensuring that pupils with medical conditions are fully supported so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

The primary aim when educating pupils with medical needs is to minimise, as far as possible, disruption to their education whilst ensuring that appropriate medical support is provided safely and effectively.

The College recognises that pupils with medical conditions may require ongoing support, medication, care or intervention during the school day. To support our pupils, we have developed procedures that encourage effective communication between school leaders, healthcare professionals, pupils and parents/carers, ensuring that medical needs are identified and managed appropriately.

The Senior Assistant Headteacher, together with the relevant Head of House, will establish the needs of individual pupils through consultation with parents/carers, health professionals and the completion of an Individual Healthcare Plan (IHCP).

The College has appointed suitably trained members of staff who are responsible for the administration and management of medication within school and who will support pupils and families with any concerns relating to medical needs.

The College undertakes to maintain clear and accurate records relating to all aspects of medication administration and support. These records include:

- Individual Healthcare Plans (IHCPs)
- Parental consent forms
- Medication administration records
- Staff training records
- Relevant medical risk assessments

We understand that parents/carers may be concerned that their child's health could deteriorate whilst attending school. Pupils with long-term and complex medical conditions may require ongoing support, medicines or care whilst in school to help them manage their condition and remain well. Others may require monitoring or emergency intervention.

The College recognises that medical conditions can affect attendance, educational progress, emotional wellbeing and social development. Long-term absences due to illness or treatment may impact a pupil's attainment, relationships and confidence. Therefore, appropriate support

and reintegration arrangements will be coordinated by the Head of House and relevant staff to ensure pupils remain engaged in learning and feel supported on their return.

Short-term and frequent absences, including medical appointments, will also be monitored so that the impact on educational attainment and wellbeing is minimised.

The College recognises that some pupils with medical conditions may also be disabled and will comply with its duties under the Equality Act 2010. Some pupils may also have Special Educational Needs and Disabilities (SEND) and may have an Education, Health and Care Plan (EHCP). In such cases, this policy should be read alongside the College SEND Policy.

St. Wilfrid's RC College also recognises that many pupils, particularly in Key Stages 4 and 5, are developing increasing independence in managing their own health needs. Where appropriate, pupils will be encouraged and supported to take responsibility for aspects of their own medical care whilst appropriate safeguards remain in place.

The prime responsibility for a pupil's health rests with parents/carers, who are responsible for ensuring that the College receives accurate medical information, emergency contact details and any required medication.

2. Related Policies

This policy should be read alongside:

- First Aid Policy
- SEND Policy
- Attendance Policy
- Educational Visits Policy
- Safeguarding Policy
- Trust Allergy and Anaphylaxis Policy
- Health and Safety Policy

3. Equality and Inclusion

St. Wilfrid's RC College is committed to ensuring that pupils with medical conditions are fully included in all aspects of school life and are not disadvantaged in accessing education, enrichment opportunities or wider College activities.

The College will make reasonable adjustments, where appropriate, to enable pupils with medical conditions and disabilities to participate fully in learning and the wider life of the College. Arrangements will be made in accordance with individual need, medical advice and the requirements of the Equality Act 2010.

Pupils with medical conditions will be encouraged and supported to participate in educational visits, enrichment activities, physical education, examinations and extracurricular opportunities wherever it is safe and appropriate to do so. Decisions will be based on individual risk assessment and medical advice rather than assumptions about a pupil's condition.

The College is committed to promoting a culture of understanding, inclusion and respect. Any bullying, discrimination or unfair treatment related to a pupil's medical condition will be addressed promptly in line with the College's Behaviour and Anti-Bullying Policies.

4. Procedures

The Local Governing Committee will ensure the following procedures are in place to support pupils with medical conditions.

4.1 Initial Contact and Planning

Parents/carers must inform the College of any medical condition that may require support during the school day.

The medical needs of the pupil will be discussed and outlined within an Individual Healthcare Plan (IHCP), which may include:

- Medical condition and diagnosis
- Healthcare professional contact details
- Medication prescribed
- Dosage requirements
- Potential side effects

- Required support arrangements
- Emergency procedures

4.2 Medication Supplied to School

Medication must be delivered to school by a parent/carer.

All medication must:

- Be in its original packaging
- Carry the original pharmacy label
- Clearly state the pupil's name
- Clearly state dosage requirements
- Be within its expiry date

As a general rule, only medication required during the school day should be brought into school.

4.3 Parental Consent

A parental consent form must be completed before medication can be administered by staff.

Medication will be stored securely in an approved storage facility.

An individual medication administration record will be maintained for each pupil detailing:

- Date
- Time
- Medication administered
- Dosage given
- Quantity remaining where appropriate
- Signature of staff member

Where pupils have been assessed as being capable of managing their own medication, arrangements for self-administration will be clearly detailed within the Individual Healthcare Plan. The College will provide agreed support and supervision where appropriate; however, pupils remain responsible for presenting themselves at the agreed time where self-management arrangements have been agreed.

4.4 Unused or Expired Medication

Parents/carers will be contacted to collect any unused or expired medication.

The College will ensure medication is stored and disposed of safely in accordance with its procedures and relevant guidance.

4.5 Medical Conditions Register

The College will maintain a register of pupils with identified medical conditions. The register will be reviewed regularly and updated whenever new information is received from parents/carers or healthcare professionals.

Relevant staff will have access to information regarding pupils' medical needs on a need-to-know basis to ensure appropriate support can be provided whilst maintaining confidentiality.

4.6 Communication and Review

Relevant staff will be made aware of a pupil's medical condition and support arrangements on a need-to-know basis.

Individual Healthcare Plans will be reviewed:

- Annually
- Following any significant medical incident
- Following hospitalisation
- Where medication changes
- Where a medical condition changes

Reviews may involve the Head of House, SENDCo, parents/carers, pupils and healthcare professionals as appropriate.

4.7 Training and Cover Arrangements

Where specific training is required, staff will receive suitable instruction before accepting responsibility for supporting a pupil's medical needs.

Appropriate cover arrangements will be in place where trained staff are absent.

No member of staff will administer prescription medication or undertake healthcare procedures unless appropriate training has been received and competency has been established where required.

4.8 Staff Awareness

Relevant staff, including temporary or supply staff where appropriate, will be informed of:

- Significant medical conditions
- Emergency procedures
- Relevant Individual Healthcare Plans

Updates will be communicated through agreed College systems and staff briefings.

4.9 Educational Visits

The Educational Visits Coordinator (EVC) will ensure that pupils' medical needs are considered when planning educational visits and off-site activities.

Where necessary:

- Relevant medical information will be shared with visit leaders
- Individual Healthcare Plans will accompany the visit
- Medication will be available and accessible
- Appropriate risk assessments will be completed
- Staff will be informed of emergency procedures

Any medication administered during a visit must be recorded and returned to the designated member of staff on return to school.

4.10 Transition Arrangements

Where a pupil joins the College with a significant medical condition, every effort will be made to ensure that planning meetings and support arrangements are completed prior to admission.

Suitable interim arrangements may be implemented until all necessary support systems are fully established.

5. Individual Healthcare Plans (IHCPs)

Individual Healthcare Plans will be developed in partnership with:

- Parents/carers
- The pupil (where appropriate)
- School staff
- Healthcare professionals

Individual Healthcare Plans will be accessible to relevant staff whilst being stored and shared in accordance with data protection requirements and confidentiality principles.

When developing or reviewing an IHCP, consideration will be given to:

1. The medical condition, symptoms, triggers and treatment.
2. Medication requirements, dosage, storage and side effects.
3. Access to food, drink, facilities or equipment required to manage the condition.
4. Educational, social and emotional support needs.
5. Attendance and absence management arrangements.
6. Examination access arrangements where appropriate.
7. The level of support required, including self-management arrangements.
8. Staff responsibilities and training requirements.
9. Staff who need to be informed.
10. Educational visits and extracurricular activities.
11. Confidentiality arrangements.
12. Emergency procedures and contingency planning.

Where a pupil has SEND, this information should be reflected within the Individual Healthcare Plan.

Where a pupil is returning to school following hospital education, alternative provision or a prolonged absence, the College will work with external agencies and parents/carers to ensure successful reintegration.

6. Roles and Responsibilities

Local Governing Committee

The Local Governing Committee will ensure:

- Suitable procedures are in place to support pupils with medical conditions.
- Staff receive appropriate training.
- Accurate medical records are maintained.
- Appropriate review procedures operate effectively.
- Pupils with medical conditions receive effective support.
- The College fulfils its statutory duties and responsibilities.

Headteacher

The Headteacher will ensure:

- This policy is implemented consistently.
- Appropriate staffing arrangements are in place.
- Staff training requirements are identified and addressed.
- Medical needs are appropriately supported throughout the College.

Senior Assistant Headteacher

The Senior Assistant Headteacher will:

- Oversee the strategic implementation of this policy.
- Monitor the effectiveness of procedures.
- Coordinate support where necessary.
- Liaise with relevant external agencies.

Heads of House

Heads of House will:

- Act as the key pastoral lead for pupils with medical conditions.
- Coordinate Individual Healthcare Plans.
- Liaise with parents/carers and healthcare professionals.
- Monitor attendance, wellbeing and educational progress.

- Coordinate support following medical absence.
- Ensure relevant staff are informed of support arrangements.

SENDCo

The SENDCo will:

- Support pupils whose medical needs are linked to SEND.
- Liaise with external agencies.
- Contribute to planning, monitoring and review arrangements.

Staff

Staff will:

- Be aware of relevant medical information.
- Follow Individual Healthcare Plans.
- Attend training where required.
- Maintain appropriate records.
- Respond professionally and appropriately to medical incidents.

Parents and Carers

Parents/carers are responsible for:

- Providing accurate medical information.
- Supplying required medication and equipment.
- Informing the College of changes in medical circumstances.
- Ensuring medication remains in date.
- Attending review meetings where required.
- Supporting the implementation of agreed healthcare arrangements.

Pupils

Pupils will be encouraged to:

- Develop increasing independence in managing their condition.
- Attend review meetings where appropriate.
- Inform staff if they feel unwell.
- Follow agreed healthcare arrangements.

7. Medication on School Premises

7.1 Storage of Medication

Medication will be stored securely in designated medical storage facilities.

Accurate records will be maintained regarding:

- Receipt of medication
- Administration of medication
- Return of medication
- Disposal of medication where applicable

Emergency medication must be readily accessible at all times when required.

Pupils who have been assessed as competent to carry and manage emergency medication or medical equipment, such as inhalers, adrenaline auto-injectors or blood glucose monitoring devices, will be permitted to do so in accordance with their Individual Healthcare Plan.

7.2 Administration of Medication

Medication will only be administered by appropriately trained and authorised members of staff.

The College's First Aid Support Assistant will ordinarily coordinate and undertake the administration of medication, supported by other trained and authorised members of staff to ensure continuity of provision during absences, educational visits and other school activities.

No member of staff will administer medication unless they have received appropriate training and have been authorised to undertake this responsibility.

A written record will be maintained whenever medication is administered and will include:

- Date
- Time
- Medication administered
- Dosage
- Name of the member of staff administering the medication

Where a pupil refuses medication, staff will follow the arrangements outlined within the pupil's Individual Healthcare Plan and parents/carers will be informed where appropriate.

Medication will only be administered in accordance with the instructions on the pharmacy label, written medical advice or the pupil's Individual Healthcare Plan.

8. Controlled and Prescribed Medication

Controlled drugs, including medications such as methylphenidate and medicines containing codeine, must be accompanied by appropriate medical information and parental consent.

Any changes in strength, dosage or treatment arrangements must be communicated to the College immediately.

Controlled medicines will be stored securely and recorded accurately in accordance with College procedures.

9. Allergy and Anaphylaxis

St. Wilfrid's RC College recognises its responsibility to safeguard pupils with severe allergies and those at risk of anaphylaxis.

Individual Healthcare Plans will be established for all pupils identified as being at risk of anaphylaxis.

The management of allergies, storage and administration of adrenaline auto-injectors, staff training requirements and emergency response procedures are detailed within the Trust Allergy and Anaphylaxis Policy.

This policy should be read in conjunction with that Trust policy.

10. Emergency Salbutamol Inhaler

The College maintains an emergency salbutamol inhaler in accordance with national guidance.

The Local Governing Committee will ensure:

- Appropriate emergency asthma equipment is available.
- Suitable spacers are maintained.
- A register of eligible pupils is kept.
- Written parental consent is obtained.
- Staff receive appropriate training.
- Usage is recorded.
- Parents/carers are informed where the inhaler has been used.

The emergency inhaler will only be used by pupils with asthma for whom parental consent has been obtained.

11. Non-Prescription Medication

Where possible, non-prescription medication should be administered at home by a parent/carer.

As a general principle:

- No pupil under the age of 16 will be given medication without written parental consent.
- Medicines containing aspirin will not be administered unless prescribed by a doctor.
- The administration of non-prescription medication will be considered in accordance with parental consent and College procedures.

12. Emergency Procedures

In the event of a medical emergency, staff will follow the procedures outlined within the pupil's Individual Healthcare Plan and the College's First Aid Policy.

Where a pupil requires emergency intervention, appropriately trained staff will respond in accordance with their training and the specific requirements detailed within the IHCP.

Parents/carers will be informed as soon as reasonably practicable following any significant medical incident.

All incidents will be documented in accordance with College procedures.

13. Pupils Unable to Attend Education

Where a pupil is absent from school due to medical needs, the College will work closely with:

- Parents/carers
- Healthcare professionals
- Local Authority services
- Alternative education providers

to ensure continuity of education.

Support may include:

- Online learning
- Home learning resources
- Curriculum materials
- Reintegration planning
- Additional pastoral support

The College will seek to minimise the impact of absence on educational attainment, progress and wellbeing.

14. Policy Review

This policy will be reviewed annually or sooner if legislation, statutory guidance or Trust procedures change.