



Supporting Students with Medical Needs

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At Woodhey High School our vision is:

To be a centre of excellence, where students, staff and the community are proud to work together to broaden our horizons, exceed our aspirations and where everyone achieves their full potential.

#TeamWoodhey

At Woodhey High School, we have two key values that drive our actions, our choices, and our decisions.

These are:

Respect

We treat everyone as we wish to be treated ourselves; we are all part of the same team.

Excellence

We strive to be the best we can be at all times; nothing but the best is good enough for us.

Underpinning our values are two clear expectations.

These are:

Respect every member of staff and student in our community, following all instructions without answering back.

Being excellent by being prepared for, and completing all work to the best of our ability without distracting others.

We are a team made up of our staff, our students, our parents and carers, and our wider community. Our vision, values and expectations apply to all of our community.

Teamwork is the secret that makes common people achieve uncommon results (Ifeyanyi Enoch Onuoha)

#TeamWoodhey



Supporting Students with Medical Needs

Aims

This policy aims to ensure that:

- Students, staff, parents and carers understand how our school will support students with medical conditions.
- Students with medical conditions are properly supported to allow them to access the same education as other students, including school trips and sporting activities.

Legislation and Statutory Responsibilities

This policy meets the requirements under Section 100 of the Children and Families Act, 2014, which places a duty on Governing Bodies (at Woodhey High School, the Academy Council) to make arrangements for supporting students at their school with medical conditions.

The policy also takes into account the statutory and recommended practices of a range of documentation, including, but not limited to:

- 'Supporting Pupils at School with Medical Conditions,' Department for Education (DfE), 2015
- 'Guidance on the use of Emergency Salbutamol Inhalers in Schools,' Department of Health, 2015
- 'Guidance on the use of Adrenaline Auto-Injectors in Schools,' Department of Health, 2017

Responsibilities of the Academy Council

The Academy Council has ultimate responsibility for making arrangements for supporting students with medical conditions. The Academy Council is responsible for:

- The overall implementation of this policy and any associated procedures.
- Ensuring that the policy and any associated practices do 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 Shaw Education Trust's Compliments and Complaints Policy.
- Ensuring that all students with medical conditions can participate fully in all aspects of school life.
- Ensuring the level of insurance in place for the school reflects the level of risk.
- Ensuring that the school provides appropriate training for staff involved in the delivery of this policy.

Responsibilities of the Headteacher

The Headteacher will:

- Ensure the policy is developed effectively, using the involvement of any external agencies, where required.
- Make sure that all staff are aware of the policy and understand their role in its implementation.
- Oversee the day-to-day implementation and management of the policy and any related procedures.



- Ensure the members of staff responsible for Individual Health Plans (IHPs) are appropriately trained.
- Ensure the school has appropriate systems in place for the recording and management of IHPs and any other associated information or documentation.
- Ensure that staff involved in the delivery of the policy receive appropriate training.
- Ensure there is a designated member of senior staff with overall responsibility for the enactment of this policy (at Woodhey High School, this person is the **Assistant Headteacher: Attendance and Student Progression**) and that this member of staff contacts the School Nursing Team in the case of any child who has a medical condition that may require support at school but has not yet been brought to the attention of the school nurse.

Responsibilities of Staff

Supporting students with medical conditions during school hours and on any trips, visits or school events that happen outside of normal school hours is not the sole responsibility of any one person. All staff are responsible for enacting this policy.

All staff must be aware of what to do and how to respond accordingly when they become aware that a student with a medical condition needs help.

Those staff who take on the responsibility to support students with medical conditions will receive sufficient and suitable training and will achieve the necessary level of competency before doing so.

Those staff who take on the responsibility to administer medication will:

- Ensure they are competent (and where necessary, trained) and confident to undertake the administration of medicine.
- Fully check before administering any medication that it is the correct medication for the student and is being administered in line with the instructions on the label and parent and carer consent form.
- Record all medicines administered on the appropriate recording form.
- Ensure the student signs to confirm the medication has been issued and taken.
- Immediately bring to the attention of the **Assistant Headteacher (Attendance and Student Progression), or the Headteacher**, any mistakes made in the administering of any medicine.
- Ensure that any necessary training is refreshed as necessary.

Teachers will consider the needs of students with medical conditions that they teach (or accompany on a trip, visit or event) and will take appropriate steps to support these children. Where necessary, teachers will make reasonable adjustments to include students with medical conditions in lessons. Where a teacher needs additional support or information, they will liaise with the **Assistant Headteacher (Inclusion – SEND and LAC/PLAC)**.

Responsibilities of Parents and Carers

Parents and carers will:

- Provide the school with sufficient and up to date information about their child's medical needs.
- Be involved in the development and review of their child's IHP if it is determined that an IHP is necessary for their child.



- Discuss medications with their child prior to requesting that a member of staff administers medication.
- Carry out any actions agreed between home and school.
- Complete a consent form for the school to administer medication if requesting that a member of staff administers medication or that medication is taken on school site.
- Provide the school with the medication that their child requires, along with clear instructions and keep it up to date.
- Collect any leftover medicine at the end of the course, or the academic year (otherwise, it will be destroyed).

Responsibilities of Students

Students with medical conditions will often be best placed to provide information about how their condition affects them. Students will be fully involved in the discussions about their medical support needs and contribute as much as possible to the development of their IHPs. They are expected to comply with any instructions from the school or any actions in their IHPs in relation to medication or support.

Responsibilities of the School Nursing Team (SNT)

The SNT will inform the school when a student has been identified as having a medical condition that will require support in school. This will be before the student starts school, wherever possible. Healthcare professionals, such as GPs and paediatricians, will liaise with the SNT to notify them of any students identified as having a medical condition.

Equal Opportunities

Woodhey High School is clear about the need to actively support students with medical conditions to participate in school life, including trips, visits and sporting activities. Reasonable adjustments will always be considered in ensuring that all students can fully access school life.

Risk assessments will be carried out so that planning arrangements take into account any steps necessary to ensure that students with medical conditions are included. In doing so, where necessary, students, parents and carers and the SNT will be consulted for further advice.

Notifying the school that a child has a medical condition

Normally, parents and carers will notify the school when the child joins Woodhey, by completing the admission form with details of the medical condition. Where a child develops a medical condition that requires support from school after joining the school, parents and carers should notify, in writing, the child's Director of Progress and the Assistant Headteacher (Attendance and Student Progression). Once the information has been received, the Assistant Headteacher (Attendance and Student Progression) will delegate authority to a relevant member of staff to arrange a meeting with the parents or carers to agree what necessary support should be implemented and whether an Individual Healthcare Plan is necessary.



The delegated member of staff will be responsible for reporting back to the **Assistant Headteacher (Attendance and Student Progression)** and communicating any necessary actions with the appropriate members of staff, and logging all communication on CPOMS.

Receiving notification that a child has a medical condition

Where a member of staff receives notification that a child has a medical condition from a parent or carer, they should log the communication on CPOMS and alert the **Assistant Headteacher (Attendance and Student Progression)** and the child's Director of Progress.

The **Assistant Headteacher (Attendance and Student Progression)** will then use the process below to determine whether an IHP is necessary, or whether the school can manage the condition with support and reasonable adjustments that fall outside of an IHP. They will also liaise with the **Assistant Headteacher (Inclusion – SEND and LAC/PLAC)** as to whether it is necessary to add the student to the Special Educational Needs and Disabilities (SEND) Register.

Individual Healthcare Plans (IHPs)

The delegated responsibility for IHPs is given to the **Assistant Headteacher (Attendance and Student Progression)**.

When determining whether a child needs an IHP to formally document the support and reasonable adjustments necessary in ensuring they can fully access school life, the following will be taken into account:

- The views of the parents and carers
- The evidence provided by the relevant healthcare professional(s)
- The views of the SNT

Where there is a disagreement in determining whether a child requires an IHP, the Headteacher will make the final decision.

If it is determined that an IHP is necessary, the following **steps** will be taken:

- Parents and carers, the student and any relevant healthcare professional(s) will be invited to contribute to advise on any specific needs.
- The plan will be agreed between the school, student and parents and carers.
- The plan will be uploaded to CPOMS and the relevant Management Information System and shared with all relevant staff.
- The plan will be reviewed at least annually.

An IHP would normally include the following information:

- The student's name, year group and form group.
- The medical condition(s), triggers, signs, symptoms and treatment(s).
- The student's resulting needs (e.g. medication, facilities, equipment, access to food and drink, etc.).
- Specific support for the student's educational, social and emotional needs (such as how absences will be managed, exams access arrangements, etc.)
- The level of support needed in emergencies.
- For staff involved in the management of the IHP, their roles and responsibilities.



- Whether the student is self-managing medication or not, and if so, what appropriate arrangements are in place for monitoring.
- Arrangements for written permission from parents and carers for medication to be administered by staff, or self-administered by the student, including dosage details and any other necessary instructions.
- Any separate arrangements that would be necessary on a trip, visit or school event.
- What to do in an emergency, including parent or carer emergency contacts, and what contingency arrangements should be in place.

Managing Medicines

Where possible, it is preferable for medicines to be prescribed in frequencies that allow the student to take them outside of school hours. If this is not possible, prior to any medication being administered or taken on school site, parents or carers must complete a consent form. Prescription medication will only be administered at school:

- When it would be detrimental to the student's health or school attendance not to do so.
- Where we have written consent from parents or carers.

The only exception to this is where the medicine has been prescribed to the student without the knowledge of the parents or carers. Where a student is prescribed medication without their parents' or carers' knowledge, every effort will be made to encourage the student to involve their parents or carers whilst respecting their right to confidentiality.

The school will only accept prescribed medicines that are:

- In date.
- Clearly labelled with the student's name.
- Provided in the original container.
- Include clear instructions for administration, dosage and storage.
- Included in the parental and carer consent form (unless prescribed without their knowledge).

Medicines that do not meet these criteria will not be administered.

Where a student needs to take non-prescription medication, this will be accepted by the school, however, the same conditions as those required for prescribed medicines (including when they will be administered and the conditions necessary for the school to accept the medicines) to be administered will be implemented for non-prescription medication. The school will not keep a stock of non-prescription medication for students.

All medicines will be stored safely and students will be informed where their medicines are at all times so that they know where to access them.

The school holds emergency asthma kits and emergency adrenaline auto-injectors (AAIs) in the following areas:

- Attendance Office.
- Assistant Headteacher (Personal Development) office located in Innovation.
- PE Office.

Woodhey High School cannot be held responsible for any side effects of any medication that occur when it is taken correctly.



Controlled Drugs

Controlled Drugs are prescription medicines that are controlled under the Misuse of Drugs Regulations, 2001 and subsequent amendments, such as morphine or methadone. A student who has been prescribed a controlled drug must ensure this is kept in a secure place in school, in line with all other medication.

Controlled drugs will only be taken by the individual to whom they have been prescribed, and any passing of such drugs is an offence that will be dealt with under the school's Behaviour for Learning Policy.

Students managing their own needs

For some students and some medical conditions (such as asthma) it is appropriate for the student to manage their own conditions. Wherever possible, students are allowed to carry their own medicines and relevant devices, and where this is not possible, they will be able to access their medications for self-medication quickly. This will be discussed in advance with parents and carers, if appropriate, before agreeing to the most appropriate method of management for the student.

Students with asthma should have their own reliever inhaler at school to treat symptoms and for use in the event of an asthma attack. If they are not able to manage their asthma themselves, they should keep their inhaler on their person. Children prescribed an AAI should always carry this on their person.

If a student refuses to take medication, staff will not force the student to do so, but parents and carers will be informed. Woodhey High School cannot be held responsible for any effects caused when a student refuses to take medication.

Identified Staff for Students with Medical Conditions

Where a student has a medical condition, the identified staff below are the named people who are available to support students:

- Attendance team
- Directors and Assistant Directors of Progress
- Pastoral Manager
- Pastoral Mentors
- Pastoral Administration
- Assistant Headteacher (Attendance and Student Progression)

Emergency Procedures (General)

In the event of an emergency procedure for a student with a medical condition, staff must follow the steps below:

- If the child has an IHP, follow the steps in this document.
- Contact Reception to arrange for a first aider to be sent immediately to the location.
- Stay with the student until help arrives.
- Document all relevant information on the incident on CPOMS as soon as possible after the incident.
- The first aider will contact parents or carers to inform them of the incident.



Emergency Procedures (Asthma)

In the event of an emergency procedure for a student with asthma (i.e. an asthma attack), staff must follow the steps below:

- If the child has an IHP, follow the steps in this document.
- Encourage the child to take their reliever inhaler or use the school's emergency inhaler.
- Keep calm and reassure the child and encourage them to sit up and slightly forward.
- Contact Reception to arrange for a first aider to be sent immediately to the location, or, if the emergency is severe (as in the child does not feel better after taking two puffs of the inhaler every two minutes up to a maximum of 10 minutes, or you feel the condition is severe before this), dial 999.
- Document all relevant information on the incident on CPOMS as soon as possible after the incident.
- The first aider will contact parents or carers to inform them of the incident.

If Reception are uncontactable and a 999 call is required, the member of staff must make the 999 call and then send either a student or another member of staff to Reception to alert them that the call has been made.

Emergency asthma inhalers must only be given to students who have been diagnosed with asthma and prescribed a reliever inhaler, and for whom written parent or carer consent has been gained for the use of emergency inhalers.

Emergency Procedures (use of an AAI)

In the event of an emergency requiring the use of an AAI, staff must follow the steps below:

- If the student has recognised the need to administer their own AAI, ensure they do so.
- Contact Reception to dial 999 and arrange for a first aider to be sent immediately to the location.
- If the student is not in possession of their AAI, inform Reception who will locate a trained first aider and an emergency AAI.
- Document all relevant information on the incident on CPOMS as soon as possible after the incident.
- The first aider will contact parents or carers and inform them of the incident.

If Reception are uncontactable and a 999 call is required, the member of staff must make the 999 call and then send either a student or another member of staff to Reception to alert them that the call has been made.

AAIs must only be given to students who are at risk of anaphylaxis and have been prescribed an AAI, or where consent has been given for the administration of an emergency AAI. If the student does not meet this criteria, seek immediate advice from 999.

An anaphylactic reaction always requires an emergency response, an AAI administered (the child's own, unless parent or carer consent has been given for use of the emergency AAI) and 999 must be contacted immediately. Watch signs for Anaphylaxis are any one of the following: persistent cough, hoarse voice, difficulty swallowing or a swollen tongue, difficult or noisy breathing, wheeze or persistent cough, persistent dizziness, becoming pale or floppy, or suddenly sleepy, collapse or unconsciousness.



Arrangements for the supply, storage, care and disposal of AAI's

Schools are legally permitted to purchase AAI's from a pharmaceutical supplier without a prescription, providing that they are purchased in small quantities. Woodhey High School has emergency AAI's on site. Each emergency AAI is stored as part of a kit that contains:

- 1 or more AAI's.
- Instructions on how to use the device(s).
- Manufacturer's information.
- Checklist of injectors, identified by their batch number and expiry dates and records of monthly checks.
- Process for the arrangement for replacing AAI's.
- A list of students who the emergency AAI's can be administered.

Monthly checks on the AAI's must be undertaken and recorded which must include:

- Whether they remain in date
- Whether they remain in a good condition
- Whether any AAI's need to be replaced

For school trips, visits and events (including sporting events) where students may require the use of an emergency AAI, an emergency AAI kit must be taken on the trip.

Once an AAI has been used or it is out of date, it must be disposed of according to the manufacturer's guidelines. Used AAI's can be given to the Paramedics on arrival or disposed of in pre-ordered sharps bins for collection by the local council.

Recording of Medicines Administered

Any medicines administered, including inhalers and AAI's as part of emergency procedures must be documented using the appropriate form. This is held in the Pastoral Office, with the school's Pastoral Manager.

Training

All staff will have this policy shared with them annually so that they are able to understand their role in implementing it. This will be provided for new staff during their induction.

Staff who are responsible for implementing this policy will receive suitable and sufficient training to do so (for example, being trained in first aid). No member of staff must administer medication or first aid without being comfortable and competent to do so. Training needs will be identified by the Assistant Headteacher (Attendance and Student Progression), using the expertise of relevant healthcare professionals (such as the SNT), based on the needs of the students in the school at any one time and will be responsible for commissioning training from the relevant agency.

Liability and Indemnity

The Academy Council and Shaw Education Trust will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk. Staff who undertake responsibilities within this policy are covered by the school's insurance.



Unacceptable Practice

The DfE's statutory guidance referenced in this policy clearly states that the following practice is not acceptable. Woodhey High School will ensure that this practice is not evident in any of the school's policies or procedures:

- Preventing children from easily accessing their inhalers and medication and administering their medication when and where necessary.
- Assume that every child with the same condition requires the same treatment.
- Ignore the views of the child or their parents or carers, or ignore medical evidence or opinion (although the school may challenge this).
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHP.
- If the child becomes ill, send them to the school office or medical room unaccompanied, or with someone unsuitable.
- Penalise children for their attendance record if their absences are related to their medical condition (e.g. hospital appointments).
- Prevent students from drinking, eating, or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively.
- Require parents or carers, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent or carer should have to give up working because the school is failing to support their child's medical needs.
- Prevent children from participating or create unnecessary barriers to children participating in any aspect of school life, including school trips (e.g. by requiring parents or carers to accompany a child because of their medical conditions).

Complaints

It is always preferable for parents and carers to discuss concerns at an early stage with the relevant members of school staff before they escalate to becoming complaints. However, if this does not resolve the concern, complaints about the implementation of this policy should be made as per the Shaw Education Trust's Compliments and Complaints Policy.

