



SIR THOMAS RICH'S

Pupils with Medical Needs Policy

This Policy was drawn up in accordance with the DfE document *Supporting pupils at school with medical conditions* (December 2015). The Policy also meets the requirements under Section 100 of the Children and Families Act 2014, which places a duty on governing boards to make arrangements for supporting pupils at their school with medical conditions.

Last Reviewed: February 2025

Status: Non Statutory (Good Practice)

Responsibility: The School's Senior Leadership Team (SLT) writes the policy on supporting pupils with medical needs. It is the responsibility of the Trustees' Policies Committee to review the medical policy, agree the principles, monitor its implementation and ensure appropriate levels of insurance are in place.

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1. Aims

The School aims to ensure that all our pupils with medical conditions, in terms of both physical and mental health, are properly supported so they can play a full and active role in school life, remain healthy and achieve their academic potential like any other child.

This policy aims to ensure that pupils, staff and parents understand how Sir Thomas Rich's will support pupils with medical conditions, allow them access to the same education as other pupils, including school trips and sporting activities.

The School acknowledges its duty to safeguard and promote the welfare of children (see Child Protection and Safeguarding Children Policy), and to provide pastoral care to help ensure pupils are protected from harm. The safeguarding of pupils with medical needs will be achieved by placing the interests of the child at the centre of intervention. All staff will have appropriate training in Safeguarding.

2. Roles and Responsibilities

Trustees

The Board of Trustees takes full responsibility for ensuring arrangements are in place to support pupils with medical conditions so that such children can access and enjoy the same opportunities at Sir Thomas Rich's as any other child. They will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

The Headteacher

The Headteacher will ensure that:

- all staff are aware of this policy and understand their role in its implementation.
- there is a sufficient number of trained staff available to deliver Individual Healthcare Plans (IHPs), including in contingency and emergency situations.
- staff are appropriately insured to support pupils with medical needs and HCPs.
- systems are in place for obtaining information about a pupil's medical needs and that this information is kept up to date.

Staff

Any member of staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so. However, supporting pupils with medical conditions during school hours cannot be the sole responsibility of one person.

All staff must ensure that they:

- familiarise themselves with the list of pupils with serious medical conditions (those requiring an Individual Healthcare Plan)
- familiarise themselves with any lists of pupils' medical conditions provided for offsite visits
- attend training and know what to do and how to respond accordingly when they become aware that a pupil with a medical condition needs help
- will take into account the needs of pupils with medical conditions that they teach
- share information about pupils with medical needs with relevant staff so that parents may be informed if their child has been unwell at school.

Associate Assistant Headteacher (Inclusion and SEND)

If a pupil's medical condition means that they have a Special Educational Need and/or a disability (see SEND Policy), the Associate Assistant Headteacher (Inclusion and SEND) is responsible for ensuring action is taken to minimise limitations in their access to education. The SENDCo will work with support staff to ensure that individual Healthcare Plans are routinely updated.

Parents

Parents of pupils with medical conditions will usually be the first to contact the School with sufficient and up-to-date information about their child's needs. This information can also be provided as part of the application process, later via Parent Gateway or by direct contact with the School. They will be fully involved in discussions about medical support, and in the creation and updating of any Healthcare Plan (HCP) for their child. They will need to carry out any action they have agreed as part of the implementation of the HCP (e.g. provide medicines and equipment).

Pupils

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Pupils should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their HCPs. They are also expected to comply with their HCPs.

Healthcare Professionals

Healthcare professionals including the school nurse, GPs and paediatricians may notify the School when a child has been identified as having a medical condition that will require support at school. They may also provide the School with advice on developing HCPs alongside offering support to the School for children with specific conditions such as asthma, diabetes or epilepsy.

The Local Authority

Gloucestershire County Council is responsible for promoting co-operation between relevant partners and making joint commissioning arrangements for education, health and care provision for pupils with SEND. They are able to provide support, advice and guidance, and suitable training for school staff to ensure that individual Healthcare Plans can be delivered effectively.

The Local Authority (LA) will also work with the School to ensure that pupils with medical conditions can attend school full-time. When a pupil is not able to attend school because of their health need, the arrangements made by the LA will follow the guidance set out by the Department for Education:

<https://www.gov.uk/government/publications/education-for-children-with-health-needs-who-cannot-attend-school>.

The guidance applies to all children and young people who:

- have a health need and their absence has been validated as necessary by a medical professional, either a consultant community paediatrician or specialist consultant psychiatrist from CAMHS
- have an illness which will prevent them from attending school for 15 or more school days, either through prolonged absence or absence over the course of a school year and where suitable education is not otherwise being arranged.

Health needs or illnesses can include physical illnesses, injuries and clinically defined mental health problems certified by medical evidence, such as that provided by a medical consultant. From CAMHS consultants, the evidence would be in the form of a letter and a copy of the care plan.

3. Procedures

i) Pupils with a Medical Condition

When the School is notified of a medical condition that requires support in school, the child's name and details will be updated (either automatically via Parent Gateway or manually by administration staff) on the School's information systems. Other systems are able to access these data so that key staff e.g. teaching staff, first-aiders and staff leading educational visits are aware of any medical conditions. Pupils with serious conditions requiring an HCP will be highlighted to staff on a regular basis.

An individual Healthcare Plan (also see section 3ii) will be written if the pupil is likely to require emergency treatment or if he or she has complex medical needs.

The School may 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 and where necessary a judgement may be made by the Headteacher (or a member of the Senior Leadership Team acting on their behalf) based on all available evidence (including medical evidence and consultation with parents/carers).

For a pupil starting at the School in a September uptake, arrangements would usually be in place prior to their transition. These arrangements would usually be informed by the pupil's previous setting.

Where a pupil joins the School mid-term or a new diagnosis is received, arrangements would usually be put in place within two weeks.

ii) Pupils Requiring an individual Healthcare Plan

Most pupils with medical conditions will not require an individual Health Care Plan. HCPs are appropriate where a child has a medical condition that may require emergency treatment or where a child has complex medical needs. The content of the HCP is informed through discussion between the School, parents/carers, healthcare professionals and the pupil. Where a pupil has an emergency healthcare plan prepared by their lead clinician, this plan may also be used to inform the HCP.

Healthcare Plans capture key information and actions that are required to support the child effectively. The School will take into consideration the following factors when deciding which information should be recorded:

- the medical condition, its triggers, signs, symptoms and treatments.
- arrangements for self-managing medication or for administration of medication by a member of staff.
- who in the School needs to be aware of the condition (where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child's condition).
- the pupil's needs, including medication (dosages, side effects and storage), other treatments, facilities, equipment, access to food and drink (where this is used to manage a condition), dietary requirements and environmental issues.
- support for the pupil's educational, social and emotional needs.
- emergency arrangements and contact numbers.
- additional arrangements for school trips to enable participation.

The School will ensure that:

- HCPs are easily accessible in the digital staffroom/LaunchPad (SEND folder), CPOMS and SIMS to those who need to refer to them, but confidentiality is preserved;
- HCPs 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 HCP is linked to it or becomes part of it;
- where a pupil has SEND but does not have an Pupil Passport/Learning Plan or EHCP, their SEND is mentioned in their HCP;
- where a child is returning from a period of hospital education, alternative provision or home tuition, the School works with the Local Authority and education provider to ensure that their HCP identifies the support that the pupil needs to reintegrate.

iii) Pupils Requiring Medication in School

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

Medication may be left at Reception and put in the 'MI Room' for safe-keeping. If parents wish the medication to be administered by a member of staff, they should request this in writing to the Headteacher, giving reasons. Parents are responsible for noting expiration dates and ensuring that any medication the School holds is always in date.

The School will ask parents of children with medical needs to agree who may act on their behalf to administer medication if the pupil cannot do it themselves. The Headteacher will decide whether the School can assist; no member of staff will be expected to administer medication without receiving appropriate information and/or training. If necessary, the school nurse may be asked to help. Some staff have also been trained in the use of EpiPens, defibrillators and emergency treatment for diabetes.

Staff will not give prescription medicines or undertake health care procedures without appropriate training which will be updated to reflect the Healthcare Plan. The School recognises that the possession of a First Aid certificate does not constitute appropriate training in supporting children with medical conditions.

No medication will be administered without first checking maximum dosages and the previous dose taken. Pupils under 16 years-of-age are not given prescription or non-prescription medicines without their parent's or carer's written consent, except where the medicine has been prescribed to the pupil without the parent's or carer's knowledge. In such cases, the School encourages the pupil to involve their parents or carers, while respecting their right to confidentiality.

Parental consent is sought before a first aider administers paracetamol, unless the School has prior consent from parents to administer such pain relief when a first aider feels it is appropriate. Pupils under the age of 16 will not be given medicine containing aspirin.

All medicines held by the School are stored safely. Pupils know where their medicines are at all times and are able to access them immediately, whether in school or attending a school trip or residential visit.

Controlled drugs are stored in a non-portable container; only named staff members have access and the School ensures that these drugs can be easily accessed in an emergency. Where it has been agreed that staff may administer a controlled drug to a pupil for whom it has been prescribed, they must do so in accordance with the prescriber's instructions.

Medicines, when no longer required, will be returned to the parents for safe disposal. Sharps boxes are always used for the disposal of needles and other sharps.

iv) Record Keeping

A record is kept of the amount of controlled drugs held by the School and written records are kept of all medication administered to pupils including doses administered, and stored on a central record by a member of the support staff; any side effects of appropriately administered medication are noted. Trustees check that written records are kept of all medicines administered to pupils.

v) Pupils Managing Their Own Medicine

Pupils will often be best placed to provide information about how their medical condition affects them. They should be fully involved in discussions about their medical support needs. After discussion with parents, children who are competent should be encouraged to take responsibility for managing their own medicines, equipment and procedures. They will know where their medicines are stored and be able to access them without delay. Where relevant, this arrangement will be reflected in the pupil's HCP.

Pupils with conditions such as allergies and diabetes should carry their own emergency medication around school and keep spare/non-emergency supplies (e.g. EpiPens, glucose) in the MI Room. It is the responsibility of parents to ensure that pupils have sufficient medication and that it is in-date, labelled, provided in the original container and includes instructions for administration, dosage and storage. The exception to this is insulin, which must still be in-date but is generally available inside an insulin pen or a pump rather than the original container.

Pupils will be allowed to carry their own medicines and relevant devices wherever possible. Staff will not force a pupil to take a medicine or carry out a necessary procedure if they refuse but staff will follow the procedure agreed and inform parents or carers so that an alternative option can be considered, if necessary.

vi) Pupils Requiring First Aid Treatment

In the event of an accident, injury or illness of a pupil, they will be taken to Reception, provided such action does not cause further harm or injury. If in doubt, Reception will be contacted and a trained first aider will be asked to attend the accident location to offer advice and assistance.

A record of any first-aid treatment given by first aiders or appointed persons is kept in the MI Room. This includes the date, time and place of the incident, the name of the injured or ill person, details of the injury or illness, what first aid was given, what happened to the person immediately afterwards, for example,

'stayed in school', 'taken to hospital' and the name and signature of the person dealing with the accident. (see Health and Safety policy)

vii) Pupils Requiring Hospital Treatment

If immediate hospital treatment is necessary, Reception will first call emergency services and follow the 'supporting pupils with medical conditions' protocol. Reception will then contact parents on the emergency number listed on the pupil's registration form. If no-one is available on Reception, the ambulance should be called by the person who has found the casualty, and Reception advised so that they can contact parents afterwards. Emergency treatment must not be delayed whilst waiting for parents.

Where possible, a member of staff will accompany a pupil to hospital, although staff have no responsibility to accompany the pupil to the hospital, or to wait with them at the hospital; this is the responsibility of the paramedics and of the hospital. It is the School's practice to investigate all serious accidents, including those not involving injury.

viii) Pupils Requiring Intimate Care

It may be necessary for intimate care to be included in a pupil's HCP. All children have a right to safety, privacy and dignity when contact of a physical nature is required and, depending on their abilities, age and maturity, will be encouraged to act as independently as possible. The views of the pupil towards their care will be actively sought when drawing up and reviewing formal arrangements and their emotional responses to the intimate care will be carefully and sensitively observed. Any concerns will be passed to the SENDCo.

4. Educational Visits

Staff organising educational visits must use the medical list and HCP as part of their planning and for writing risk assessments. All staff attending the trips are briefed on pupils' medical needs and what to do in the event of an emergency or a pupil requiring medical treatment.

Before any visit, a risk assessment is carried out. The requirements of pupils with medical needs are considered during this process and plans are put in place for any additional support that may be required. Pupils on school trips should carry their own inhalers, EpiPens and insulin. Other (or spare) medication for school trips and residential visits is kept by and is the responsibility of a named adult. (See Offsite Visits policy for further information).

5. Personal Care

Young people are entitled to respect and privacy at all times and especially in a state of undress, changing clothes, bathing or undertaking any form of personal care. There are occasions where there will be a need for supervision in order to safeguard young people and/or satisfy health and safety considerations. This supervision should be appropriate to the needs and the age of the pupils concerned and sensitive to the potential for embarrassment. Staff need to be vigilant about their own behaviour and mindful of the needs of the pupils with whom they work. Staff should not assist with any personal care task that a pupil can undertake by themselves (see Staff Code of Conduct for further information).

6. Staff Training and Support

Training needs are reviewed regularly by the relevant Assistant Headteacher and the Senior Leadership Team. Any member of school staff providing support to pupils with medical needs will have received suitable training.

First Aid certificated training is supplied by external appropriately qualified providers such as St John's Ambulance, etc. A list of staff who have received medical training with date of certification is available from Mr I Birchall.

Quality assurance of training is usually undertaken by participants (see Staff CPD policy).

7. School Insurance Arrangements

The Trustees will ensure that the appropriate level of insurance is in place and appropriately reflects the School's level of risk.

The School insurance policy covers the administration of prescription and non-prescription medication orally, topically, by injection or by tube and the application of dressings. This applies to both straightforward and complex conditions and by appropriately trained staff. Staff training is reviewed on a regular basis.

8. Unacceptable Practice

The School will treat every complaint or injury seriously. The School will not:

- prevent pupils from easily accessing their inhalers and medication and administering their medication when and where necessary.
- assume that every pupil with the same condition requires the same treatment;
- ignore the views of pupils, their parents or ignore medical evidence or opinion;
- send pupils to Reception or the 'MI Room' unaccompanied or with someone unsuitable;
- penalise pupils for their attendance record if their absences are related to their medical condition e.g. hospital appointments;
- prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
- prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips;
- require parents, 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 should have to give up working because the School is failing to support their child's medical needs);
- administer, or ask pupils to administer, medicine in school toilets.

9. Complaints Procedure

Should parents be dissatisfied with the support provided for their child they should discuss their concerns with the SENDCo. If this does not resolve the issue, they should make a formal complaint (See the School's Complaints Policy).

Appendix 1

CONTACTING EMERGENCY SERVICES TEMPLATE

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

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

- 1. Telephone number – 01452 338400**
- 2. Your name**
- 3. Your location - Sir Thomas Rich's School**
- 4. Our postcode – GL2 0LF**
- 5. The exact location of the patient within the school setting**
- 6. The name of the child, and a brief description of the symptoms**
- 7. Inform Ambulance control of the best entrance to use and state the crew will be met and taken to the patient**

Appendix 2

Individual Healthcare Plan

The policy for supporting pupils with medical conditions can be found [here](#) on the School's website.

I understand that it is my responsibility to ensure that all medication is kept in-date and that the School is kept informed of any changes to the healthcare needs of my child.

Student name

Medical diagnosis or condition

Date form completed

Clinic/Hospital Contact

Name

Telephone no.

By completing this form, you confirm that you have checked the following information on Parent Gateway and that it is up to date and correct. (These can be amended in Parent Gateway by you if required).

Pupil address; contact names, email addresses and telephone numbers; GP practice and practice contact details

Date at which details have been checked and I declare are correct (this box must be completed)

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For each question on this page, you may alternatively provide a separate document which details your response and reference this in the boxes below.

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices and environmental issues for example

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

Are there any additional requirements for school visits/trips? As a matter of course, students should always have personal emergency medication with them at school, on school trips or during sports fixtures. Spare medication supplied by parents will also be taken on trips and sports fixtures

Other information

Describe what constitutes an emergency, and the action to take if this occurs, including who to contact

Signed (Parent/Guardian): _____

Signed (School): _____

Sir Thomas Rich's School is registered under the Data Protection Act 1998 for holding personal data and is the data controller. All data processed by Sir Thomas Rich's School is done so in accordance with the Act. The School is required to share some of the data with external agencies such as the Local Authority and the Department for Skills and Education. For greater detail regarding who we share personal data with and what we use your data for, please see our [Staff Privacy Notice](#) and [Pupil Privacy Notice](#) available on the school website. Full details of Sir Thomas Rich's School data protection registration is available in the register of data controllers which can be found on the Information Commissioner's Office website [here](#). Our [Data Protection policy](#) can be viewed on the School's website.

FOR OFFICE USE:

Spare medication received for office Yes/No

Spare medication received for PE department Yes/No