



SUPPORTING STUDENTS WITH MEDICAL CONDITIONS POLICY



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Owner of policy	Headteacher
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Reviewed and prepared by	Ms H Greene – Assistant Headteacher (Welfare)
Location of policy	HR Toolkit and school website; available in hard copy from the school office on request





OUR MISSION STATEMENT

I am the Way

The Truth

And

The Life

(John 14:6)

At Loreto Grammar School Altrincham, students, staff, parents and Governors form a Catholic community. We aspire to create a caring, structured environment in which teaching and learning and the experience of school

- are characterised by joyful and loving service to others
- challenge each of us to realise our full potential in a spirit of joy and creativity
- encourage the pursuit of excellence
- uphold honesty, justice and mutual respect
- enable us to be questioning, independent learners and "seekers of truth"
- prepare each of us to meet with confidence the challenges of a changing world
- improve and enrich the life of the wider community and enable us to be an example of Christian values in the world as witnesses to God's Living Kingdom

Our values are centred in God, rooted in gospel values and derive from the vision of Mary Ward.

Love and speak the truth – at all times

(Mary Ward)



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1 Aims

This policy aims to ensure that:

- students, staff and parents/carers understand how Loreto Grammar School supports students with medical conditions;
- students with medical conditions are properly supported so that they can access the same education as their peers, including school trips, sporting activities and extra-curricular life; and
- no student is denied admission or prevented from taking up a place at the school, because arrangements for their medical condition have not yet been made.

The Governing Body will implement this policy by:

- making sure that sufficient members of staff are suitably trained;
- making relevant staff aware of a student's condition where appropriate, while protecting confidentiality;
- providing supply and temporary staff with appropriate information about this policy and relevant students; and
- developing, implementing and monitoring Individual Healthcare Plans (IHPs).

2 Introduction

Loreto Grammar School is an inclusive community which welcomes and supports students with medical conditions, providing them with the same opportunities and access to school life as any other student. We understand that a medical condition should not be a barrier to learning, and we are committed to ensuring that staff understand their duty of care to students and feel confident in knowing what to do, including in an emergency.

Students with medical conditions are encouraged, where appropriate to their age and understanding, to take ownership of their condition, and the school will work to ensure they are confident in the support they receive. We recognise that:

- children with the same medical condition may have very different needs, and plans must be individual to the student;
- some medical conditions are serious and can be life-threatening if ill-managed or misunderstood; and
- frequent absence, tiredness or reduced concentration may be linked to a student's medical condition, and students will not be penalised for attendance related to their condition.

3 Legislation and statutory responsibilities

This policy meets the requirements of Section 100 of the Children and Families Act 2014, which places a duty on Governing Bodies to make arrangements for supporting students with medical conditions, and is based on the Department for Education's statutory guidance, Supporting Students at School with Medical Conditions (2015, updated 2017).

It also has regard to:

- the Equality Act 2010, including the duty to make reasonable adjustments for disabled students;
- the Special Educational Needs and Disability (SEND) Code of Practice 2015;
- the Health and Safety (First Aid) Regulations 1981; and
- guidance on the use of emergency salbutamol inhalers and emergency adrenaline auto-injectors in schools.

4 ROLES AND RESPONSIBILITIES

The Governing Body

The Governing Body has ultimate responsibility for ensuring this policy is developed and implemented effectively. It will



ensure that sufficient staff are suitably trained and that appropriate insurance and liability cover is in place for staff supporting students with medical conditions.

The Headteacher

The Headteacher will:

- ensure that the day-to-day implementation and management of this policy is effective;
- ensure sufficient numbers of trained staff are available to deliver IHPs, including in contingency and emergency situations, and that cover exists for staff absence;
- ensure appropriate accommodation is identified for medical care and treatment; and
- liaise with healthcare professionals regarding staff training needs.

The Designated Safeguarding Lead (DSL) / SENDCo

The DSL and SENDCo will work together to:

- make sure all staff are aware of this policy and their role in implementing it;
- take overall responsibility for the development, implementation and review of IHPs;
- ensure systems are in place for obtaining up-to-date information about a student's medical needs;
- ensure all staff who need to know are aware of a student's condition, on a need-to-know basis; and
- oversee confidentiality and data protection in relation to medical information.

Staff

Supporting students with medical conditions is not the responsibility of one person. Any member of staff may be asked to provide support, including administering medicines, although they are not required to do so. Staff who agree to take on this responsibility will receive suitable training and achieve the necessary competency before doing so. Teachers will take account of the needs of students with medical conditions that they teach, and all staff will know how to respond when a student needs help.

School health service and other healthcare professionals

The school health service and other healthcare professionals (such as GPs, paediatricians and specialist nurses) will notify the school, wherever possible before a student starts, when a student has a medical condition requiring support. They may support the development of IHPs, provide training and advise on staff competency.

Parents and carers

Parents/carers will:

- provide the school with sufficient, accurate and up-to-date information about their child's medical needs;
- be involved in developing and reviewing their child's IHP;
- carry out agreed actions, such as providing medicines and equipment, and ensure they or another nominated adult are contactable at all times;
- ensure medication held at school is in date, replaced when necessary and collected at the end of the relevant period; and
- inform the school promptly of any change to their child's medical condition or medication.

Students

Students are often best placed to describe how their condition affects them and, where appropriate to their age and understanding, will be involved in developing their IHP and are expected to comply with it.

5 Equal opportunities

Loreto Grammar School will not prevent students with medical conditions from participating in school trips, visits or sporting activities. Reasonable adjustments will be considered to enable full participation, and risk assessments will take account of



any steps needed, in consultation with students, parents/carers and relevant healthcare professionals.

6 Individual Healthcare Plans (IHPs)

Not every student with a medical condition will require an IHP; this will be agreed with parents/carers and, where appropriate, a healthcare professional, based on evidence of need. Where there is no consensus, the SENDCo and DSL will make the final decision. The process for agreeing an IHP is set out at Appendix A, and a template is provided at Appendix B.

The school will aim to have arrangements in place within two weeks of being notified of a new diagnosis, or by the start of the relevant term for new students. IHPs will be developed in partnership with the student (where appropriate), parents/carers, relevant school staff and a healthcare professional, and will be reviewed at least annually or sooner if the student's needs change.

Depending on the complexity of the condition, an IHP may record:

- the medical condition and its triggers, signs, symptoms and treatment;
- the student's resulting needs, including medication (dose, side effects, storage), equipment, dietary requirements and environmental considerations such as travel time between lessons;
- specific support for educational, social and emotional needs, such as arrangements for missed learning, exam access arrangements or rest periods;
- the level of support needed, including in an emergency, and whether the student self-manages their medication;
- who provides the support, their training needs and cover arrangements for when they are unavailable;
- who in school needs to be aware of the condition;
- written parental and headteacher permission for medication to be administered or self-administered;
- arrangements for school trips and other off-timetable activities; and
- what constitutes an emergency and the action to take, including who to contact.

Where a student has an Education, Health and Care (EHC) plan, the IHP will be linked to or form part of it. IHPs will be stored securely, accessible to staff on a need-to-know basis and will not be left on general display in staffrooms; life-threatening conditions will nonetheless be flagged clearly to all relevant staff, including supply staff, with parental consent.

7 Managing medicines in School

Prescription and non-prescription medicines will only be administered at school when it would be detrimental to a student's health or attendance not to do so, and with the written consent of a parent/carer (except where medicine has been prescribed to the student without the knowledge of parents/carers). Students under 16 will not be given medicine containing aspirin unless prescribed by a doctor. Anyone administering medication for pain relief will first check maximum dosage and when a previous dose was taken, and parents/carers will always be informed.

The school will only accept medicines that are in date, clearly labelled with the student's name, and provided in the original container as dispensed by the pharmacist, with instructions for administration, dosage and storage (insulin may be accepted in a pen or pump rather than its original container, provided it is in date).

- Medicines will be stored securely in a designated location, with the exception of insulin, which will be stored in a fridge.
- Inhalers, blood glucose meters and adrenaline auto-injectors will always be readily accessible to the student for whom they are prescribed, and never locked away.
- A spare, labelled inhaler or auto-injector should be provided by parents/carers to be kept at a designated location, and the school will keep emergency salbutamol inhalers and adrenaline auto-injectors for use in line with current



government guidance and with parental consent. For the school's specific arrangements for spare/emergency AAls and inhalers, including storage, dosage, consent and the process for their use, please see the Allergy Safety policy, which sets these out in detail.

- Leftover or expired medicines will be returned to parents/carers for safe disposal; sharps boxes will be collected and disposed of in line with local authority procedures.

Controlled drugs

A student prescribed a controlled drug (regulated under the Misuse of Drugs Regulations 2001) may keep it in their possession if judged competent to do so, but must not pass it to another student. Otherwise, controlled drugs will be stored securely with access limited to named staff, remaining easily accessible in an emergency, and a record will be kept of any doses used and the amount held.

Students managing their own medical needs

Competent students will be encouraged and supported to manage their own medicines and procedures, as agreed with parents/carers and reflected in their IHP, and will be able to carry their own medicines and devices wherever possible. Staff will not force a student to take medicine or undergo a procedure against their wishes; any refusal will be managed in line with the student's IHP and parents/carers will be informed.

8. Avoiding unacceptable practice

Staff should use professional judgement with reference to the student's IHP, but it is generally not acceptable to:

- prevent students from easily accessing their inhalers, medication or equipment when needed;
- assume that every student with the same condition needs the same treatment;
- ignore the views of the student or their parents/carers, or ignore medical evidence or opinion;
- send students home frequently, or prevent them from taking part in normal school activities, including lunch, unless specified in their IHP;
- send a student who becomes ill to the school office or medical room unaccompanied or with an unsuitable escort;
- prevent students from drinking, eating or taking toilet breaks as needed to manage their condition;
- create unnecessary barriers to participation in school life

9. Emergency procedures

Staff will follow the school's normal emergency procedures, including calling 999 where necessary. Every student's IHP will clearly set out what constitutes an emergency for that student and the action to take. If a student needs to attend hospital, a member of staff will remain with them until a parent/carer arrives or will accompany them by ambulance; staff should not generally transport a student to hospital in their own car without the Headteacher's permission.

All medical emergencies and incidents will be reviewed to identify how they might have been avoided, with any resulting changes made to policy, practice or risk assessments.

The school recognises that supporting a medical condition is not in itself a safeguarding matter, and a referral will not be made solely because of an incident relating to the day-to-day management of a student's medical condition. However, where concerns indicate that a student may be at increased risk of neglect, abuse or exploitation for example, where essential medical information or medication is repeatedly not provided, or a parent/carer repeatedly fails to engage with arrangements needed to keep their child safe, the school will respond in accordance with its Safeguarding and Child Protection Policy.



10. Staff training

Staff who take on responsibility for supporting students with medical conditions will receive training sufficient to give them confidence and competence in their role, agreed with the relevant healthcare professional and refreshed regularly (at least annually for emergency procedures). Training needs are identified during the development or review of IHPs, and healthcare professionals will confirm staff proficiency in specific procedures or medication.

All staff, including new starters, supply and temporary staff, will receive an overview of this policy and their role in implementing it, including preventative and emergency measures, as part of induction.

11. Record keeping and confidentiality

The school will keep accurate written records of all medicines administered, including the dose, date, time and member of staff involved (Appendix D), and parents/carers will be informed if their child has been unwell at school. IHPs will be reviewed at least annually and stored securely, with student confidentiality protected at all times. The school will seek parental consent before sharing medical information with any other party, including in an emergency.

The school processes medical information in accordance with data protection laws, namely the Data Protection Act 2018, the UK General Data Protection Regulation (UK GDPR), and the Data (Use and Access) Act 2025. Medical information is 'special category data' and is handled with particular care, but data protection laws do not prevent the sharing of information where this is necessary to keep a student safe.

12. Liability and indemnity

The Academy Trust ensures that the school is insured through the government RPA system.

13. Complaints

Parents/carers with a concern about how the school is supporting their child's medical condition should raise this in the first instance with the SENDCo or DSL. If the matter cannot be resolved informally, parents/carers may use the school's Complaints Policy, available on the school website.

14. Monitoring arrangements

This policy will be reviewed by the Governing Body at least every two years, or sooner if there is a change in legislation or DfE/Department of Health guidance. In reviewing the policy, the school will seek feedback from students, parents/carers, staff, the school nurse and other healthcare professionals, the SENDCo, DSL and Governors.



Appendix A: Process for a new medical condition

1. A parent/carer or healthcare professional informs the school that a student has a new diagnosis, is starting or returning to school, or has needs that have changed.
2. The Headteacher, DSL or SENDCo co-ordinates a meeting with key staff, the parents/carers and, where appropriate, the student, to discuss and agree whether an IHP is needed.
3. If required, an IHP is developed with input from a relevant healthcare professional.
4. Staff training needs are identified and delivered, with healthcare professionals signing off staff as competent, including a review date.
5. The IHP is implemented and circulated to all relevant staff on a need-to-know basis.
6. The IHP is reviewed at least annually, or sooner if initiated by parents/carers or healthcare professionals following a change in the student's needs.