

Bridlington School

Supporting Students with Medical Conditions Policy



Approved by:	Full Governing Board	Date: September 2026
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1. Aims

At Bridlington School we understand that medical conditions requiring support at school can affect quality of life and may be life threatening.

Our school will support students with medical conditions so that they have full access to education, including school trips and physical education.

This policy aims to ensure that:

- Ensures that students, staff and parents/carers understand how our school will support students with medical conditions
- Sets out the roles and responsibilities for everyone in the school community in regard to students with medical conditions
- Set out the procedure for creating, reviewing and managing individual healthcare plans (IHPs)
- Set out how we will manage medicines in school
- Reassure parents/carers that the school will help their child feel safe, supported and included

The named person for implementing this policy is: Eve Laird, Designated Safeguarding Lead

2. 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 boards to make arrangements for supporting students at their school with medical conditions.

It is also based on statutory guidance on [supporting students with medical conditions at school](#) from the Department for Education (DfE).

3. Roles and responsibilities

3.1 The Governing Board

The Governing Board has ultimate responsibility to make arrangements to support students with medical conditions.

The Governing Board will:

- Review this policy in a timely manner, in line with relevant legislation and requirements
- Make sure that the policy sets out the procedures to be followed whenever the school is notified that a student has a medical condition
- Monitor practice, and staff training, in regards to students with medical conditions, in line with this policy

The governing board delegates the day-to-day implementation of this policy to the Headteacher.

3.2 The Headteacher

The Headteacher will:

- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations
- Ensure that all staff who need to know are aware of a child's condition
- Take overall responsibility for the development and monitoring of IHPs

- Make sure that school staff are appropriately insured and aware that they are insured to support students in this way
- Manage cover arrangements in the case of staff absence or turnover, to make sure a suitable staff member is always available, and supply staff are briefed appropriately about students' medical needs
- Approve risk assessments for school visits and school activities outside the normal school timetable that involve provision for students with medical conditions
- Contact the school nursing service in the case of any student who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

3.3 Staff

Supporting students with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to students with medical conditions, although they will not be required to do so. This includes the administration of medicines.

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.

Teachers will take into account the needs of students with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a student with a medical condition needs help.

3.4 Parents/carers

Parents/carers will:

- Provide the school with sufficient and up-to-date information about their child's medical needs
- Provide evidence of appropriate prescription and written permission for medicines to be administered by staff
- Be involved in the development and review of their child's IHP and may be involved in its drafting.
- Carry out any action they have agreed to as part of the implementation of the IHP, e.g. provide medicines and equipment, and ensure they or another nominated adult are contactable at all times.

3.5 Students

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

3.6 School nurses and other healthcare professionals

The school nursing service will notify 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. They may also support staff to implement a child's IHP.

Healthcare professionals, such as GPs and pediatricians, will liaise with the school's nurses and notify them of any students identified as having a medical condition. They may also provide advice on developing IHPs.

4. Equal opportunities

The school will adhere to the legal responsibilities under the Equality Act 2010 and will not unlawfully discriminate against any students. Our school is clear about the need to actively support students with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The school will consider what reasonable adjustments need to be made to enable these students to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that students with medical conditions are included. In doing so, students, their parents/carers and any relevant healthcare professionals will be consulted.

5. Being notified that a child has a medical condition

When the school is notified that a student has a medical condition, the process outlined in **Appendix 1** will be followed to decide whether the student requires an IHP.

The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for students who are new to our school.

6. Individual healthcare plans (IHPs) see Appendix 2

The Headteacher has overall responsibility for the development of IHPs for students with medical conditions.

The day-to-day responsibility has been delegated to the First Aider, supported by the Designated Safeguarding Lead.

Plans will be reviewed at least annually, or earlier if there is evidence that the student's needs have changed.

Plans will be developed with the student's best interests in mind and will set out:

- What needs to be done
- When
- By whom

Not all students with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents/carers when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the Headteacher will make the final decision.

Plans will be drawn up in partnership with the school, parents/carers and a relevant healthcare professional, such as the school nurse, specialist or pediatrician, who can best advise on the student's specific needs. The student will be involved wherever appropriate.

IHPs will be linked to, or become part of, any education, health and care (EHC) plan. If a student has special education needs (SEN) but does not have an EHC plan, the SEN will be mentioned in the IHP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The Governing Board, Headteacher or Safeguarding Lead, will consider the following when deciding what information to record on IHPs:

- The medical condition, its triggers, signs, symptoms and treatments
- The student's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons
- Specific support for the student's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions
- The level of support needed, including in emergencies. If a student is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the student's medical condition from a healthcare professional, and cover arrangements for when they are unavailable
- Who in the school needs to be aware of the student's condition and the support required
- Arrangements for written permission from parents/carers and the Headteacher for prescribed medication to be administered by the first aider, or self-administered by the student during school hours

- Where students are responsible for the self-administration of their medicines, the risk associated with the type of medication and the amount of medication carried in school must be considered and agreed in the IHP.
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the student can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parent/student, the designated individuals to be entrusted with information about the student's condition
- What to do in an emergency, including who to contact, and contingency arrangements

7. Managing medicines

7.1 Managing medicines

Prescription and non-prescription medicines (limited to paracetamol and ibuprofen) will only be administered at school:

- When it would be detrimental to the student's health or school attendance not to do so **and**
- Where we have parents/carers' written consent. **Appendix 3**

The person administering the medicine will keep a written record. Parents/carers will always be informed on the same day the medicine has been administered, or as soon as reasonably possible.

The only exception to this is where the medicine has been prescribed to the student without the knowledge of the parents/carers.

Students under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Before giving a student any medication (for example, for pain relief) the first aider will first check the medicine is in date, the maximum dosage and when the previous dosage was taken.

The school will only accept prescribed medicines that are:

- In-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely. Students will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to students and not locked away.

Medicines will only be accepted from parents/carers at the school reception, where the form at **Appendix 3** "Parental Agreement for setting to administer medicine" must be completed, signed and dated. Any student found to be carrying medicines other than inhalers and epi-pens, or any medicines expressly permitted within an Individual Healthcare Plan, will be taken to a member of the safeguarding team for these to be confiscated in line with the "prohibited items" process. Parents/carers will be contacted to complete the form before the medicine can be accepted into first aid.

Medicines will be returned to parents/carers to arrange for safe disposal when no longer required. Any medicines not collected, but are out of date, will be safely disposed of by the school.

7.2 Students managing their own needs

Students who are competent will be encouraged to take responsibility for managing their own emergency medicines and procedures. This will be discussed with parents/carers, and it will be reflected in their IHPs. Students should be allowed to carry their own medicines and relevant devices wherever possible.

- Inhalers – these can be carried by competent students, with a spare to be held in the first aid office.
- EpiPen – competent students should carry both of their prescribed EpiPens at all times. Any student needing to use their EpiPen should inform a member of staff immediately, who should summon the first aider for assistance.

Staff will not force students to take a medication or carry out a necessary procedure if they refuse but will follow the procedure agreed in the IHP and inform parents/carers so that an alternative option can be considered, if necessary.

7.3 Unacceptable practice

School staff should use their discretion and judge each case individually with reference to the student's IHP, they will keep in mind it is generally not acceptable to:

- Prevent students from easily accessing their inhalers and EpiPens, and administering these when and where necessary
- Assume that every student with the same condition requires the same treatment
- Ignore the views of the student or their parents/carers
- Ignore medical evidence or opinion (although this may be challenged)
- 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 IHPs
- If the student becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- Penalise students 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
- Prevent students from participating, or create unnecessary barriers to students participating in any aspect of school life, including school trips, e.g. by requiring parents/carers to accompany their child

8. Emergency procedures

Staff will follow the school's normal emergency procedures (for example, calling 999). All students' IHPs will clearly set out what constitutes an emergency and will explain what to do.

- If a student needs to be taken to hospital, parents/carers will be contacted immediately, and the first aider will remain with the student until the ambulance departs. In the rare event that a parent/carer is not available, the situation will be assessed and appropriate arrangements made on a case-by-case basis.

Students with long- or short-term mobility issues, who may or may not require an IHP depending on the nature of the problem, will have a Personal Emergency Evacuation Plan (PEEP) put in place to address any support needed in the event of evacuating a building during a fire.

The PEEP will be completed by the year team and reviewed by the Finance & Operations Manager before arrangements are agreed with parents/carers.

9. Training

Staff who are responsible for supporting students with medical needs will receive suitable and sufficient training to do so.

The training will be identified during the development or review of IHPs. Staff who provide support to students with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the Assistant Headteacher for Inclusion. Training will be kept up to date.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the students
- Fulfil the requirements in the IHPs
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

10. Record keeping

The governing board will ensure that written records are kept of all medicine administered to students for as long as these students are at the school. Parents/carers will be informed if their student has been unwell at school.

IHPs are kept in a readily accessible place which all staff are aware of.

11. Liability and indemnity

The governing board will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

The details of the school's insurance policy are:

Zurich Municipal, Public Liability Insurance, policy number QLA-03U004-0013

The above policy covers the school for the administration of first aid and medicines in accordance with school policy while carrying out activities for the school both on and off site.

12. Complaints

Parents/carers with a complaint about their child's medical condition should discuss these directly with the First Aider in the first instance. If the First Aider cannot resolve the matter, they will direct parents/carers to the school's complaints procedure.

13. Monitoring arrangements

This policy will be monitored by the Finance & Operations Manager.

This policy will be reviewed and approved by the governing board annually.

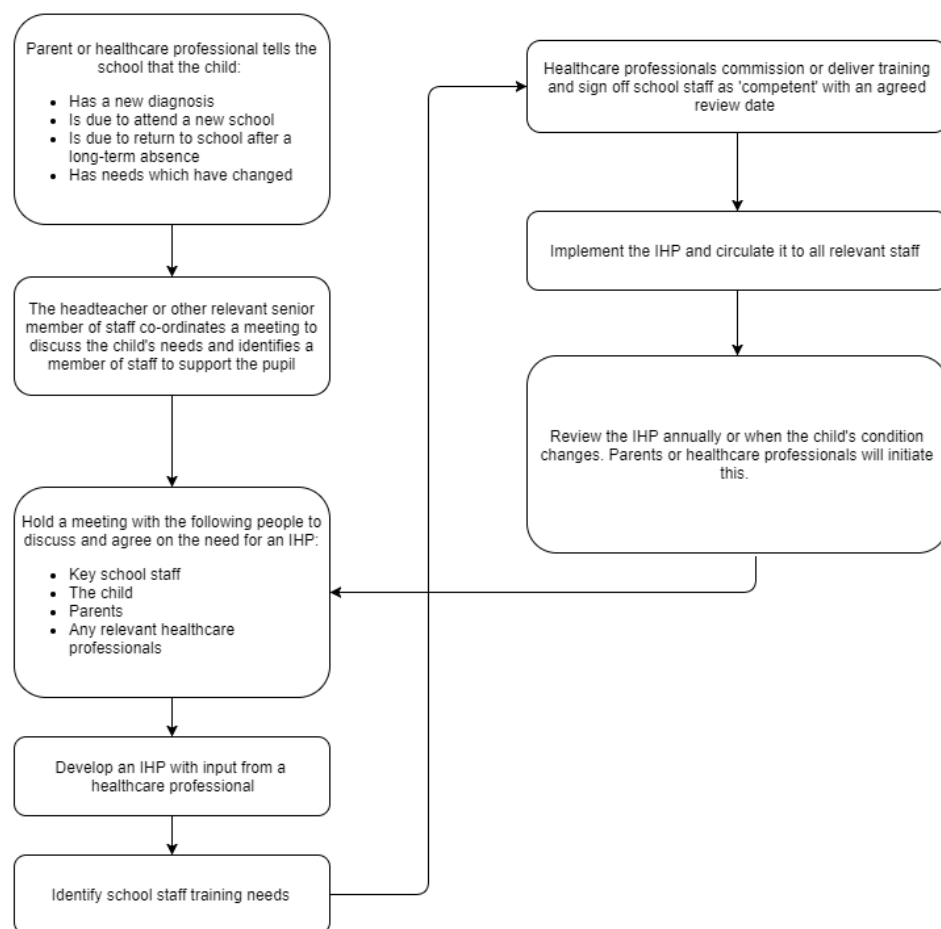
14. Links to other policies

This policy links to the following policies:

- Accessibility plan
- Complaints

- Equality information and objectives
- First aid
- Health and safety
- Safeguarding

APPENDIX 1: Being notified if a child has a medical condition



APPENDIX 2 Individual Healthcare Plan

Name of school/setting	
Child's name	
Group/class/form	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	

Family Contact Information

Name	
Relationship to child	
Contact Number	
Name	
Relationship to child	
Contact Number	

Clinic/Hospital Contact

Name	
Phone no.	

G.P.

Name	
Phone no.	

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

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

Arrangements for school visits/trips etc

Who is responsible for providing first aid support in school?

Plan developed with

Form copied to

Signed by:

Parent/Carer Date

First Aid Lead: Date

Designated Safeguarding Lead Date

Finance & Operations Manager Date

Appendix 3 Parental agreement for setting to administer medicine

Name of child	
Date of birth	
Tutor Group	
Medical condition or illness	

Medicine

Name of medicine <i>(as described on the container)</i>	
Expiry date	
Number of tablets / ml in box/bottle	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration by student – Y/N	
Procedures to take in an emergency	
Has the student taken any medication before attending school today, if so, how much & what time?	

NB: Medicines must be in the original container as dispensed by the pharmacy

Medication into school (Staff to complete)

Name of person bringing medication into school	
Date & time medication received into school	
Date & time parents/carers called by school to confirm (if not, the individual dropping off)	
Medication checked by (staff to sign)	
Date & time medication received at First aid	

Commented [HE1]: @Sarah Knight would you be able to copy in the new form into this policy please? All the formatting goes haywire when I try. Thank you!

Commented [SK2R1]: @Helen Evans I hate teams and its formatting, but think I might have done it (Fingers crossed)

Commented [HE3R1]: @Sarah Knight so much better than I managed! Thanks so much :)

First aid received by (staff to sign)

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____

Date _____