Supporting Students with Medical Conditions Policy

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Reviewed by: Mrs R Fawcett, Operations Manager

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Contents

1. Aims 3
3. Roles and responsibilities 3
4. Equal opportunities 6
5. Being notified that a student has a medical condition 6
6. Individual Healthcare Plans (IHPs) 6
7. Managing medicines 8
8. Emergency procedures 10
9. Training 11
10. Record keeping 11
11. Liability and indemnity 12
12. Complaints 12
13. Monitoring arrangements 12
14. Links to other policies 12
Appendix 1: Being notified a child has a medical condition 13
Appendix 2: Individual Healthcare Plan 14
Appendix 3: Parental agreement for school to administer medicine 16

1. Aims

At President Kennedy 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:

- Make sure that students, staff and parents/carers understand how our school will support students with medical conditions
- Set 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 management of allergies within school is governed primarily through the school's Allergy Policy. This Supporting Students with Medical Conditions Policy should be read alongside the Allergy Policy, which sets out the school's whole-school arrangements for allergy prevention, risk reduction, training, emergency response, inclusion and communication.

The school recognises that allergies, including food and non-food allergies, can be life-threatening. We will take a proactive approach to reducing risk, ensuring staff are trained to recognise symptoms, and responding quickly and effectively to allergic reactions.

The named person with responsibility for implementing this policy is Rebecca Fawcett, Operations Manager.

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

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

This policy also complies with our funding agreement and articles of association.

3. Roles and responsibilities

3.1 The Local Governing Committee

The Local Governing Committee has ultimate responsibility to make arrangements to support students with medical conditions. They will:

- Review this policy in a timely manner, in line with the 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
- Receive assurance that Individual Healthcare Plans, staff training, medication management arrangements and emergency procedures are operating effectively.

The governing board delegates the day-to-day implementation of this policy to Rebecca Fawcett, Operations Manager.

3.2 The named persons in charge of implementing the policy

The Allergy Lead for the school is Richard Beattie, Assistant Headteacher and Designated Safeguarding Lead. He is responsible for overseeing implementation of the Allergy Policy, monitoring allergy incidents, coordinating staff training and ensuring compliance with statutory allergy requirements.

In addition to his responsibilities as Allergy Lead, the named person 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 student's condition
- Take overall responsibility for the development and monitoring of IHPs
- Ensure appropriate whole-school measures are in place to manage allergy risks, including communication, staff awareness and emergency procedures.
- 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 relevant Pastoral Manager or named member of the SEN/Inclusion Team.
- Ensure that systems are in place for obtaining information about a student'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. This includes recognising the signs of allergic reactions and anaphylaxis and responding in line with school procedures.

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
- Inform the school of any known allergies and provide up-to-date care plans, medication (including adrenaline auto-injectors where prescribed), and dietary information.

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 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 paediatricians, may liaise with school staff and notify them of any students identified as having a medical condition. They may also provide advice on developing IHPs.

4. Equal opportunities

President Kennedy 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 take reasonable steps to ensure that students with medical conditions, including those with allergies, can participate fully and safely in all aspects of school life, including educational visits, enrichment activities, dining arrangements, sporting activities and extracurricular provision.

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. This includes ensuring that students with allergies are able to participate safely without unnecessary restriction.

5. Being notified that a student has a medical condition

The school is usually made aware that a student has a medical condition when parents/carers complete the application documentation to join the school, or on returning the Student Data Collection form which is issued and updated annually.

The school may also be made aware that a student has a medical condition by a Healthcare professional.

The process outlined in Appendix 1 will be followed to decide whether the student requires an IHP.

The school will contact parents/carers to obtain further information to understand the impact of the condition on the student and clarify what support may need to be put in place. Arrangements should be in place for the start of term through transition meetings made in advance or as soon as possible thereafter. Where a student joins mid-term or a new diagnosis is given, arrangements should be in place within two weeks, or by the start of the relevant term.

Particular attention will be given to identifying students with allergies at the earliest opportunity to ensure appropriate controls and planning are in place.

6. Individual Healthcare Plans (IHPs)

The Headteacher has overall responsibility for the development of IHPs for students with medical conditions. This has been delegated to the relevant Pastoral Manager or a named member of the SEN/Inclusion Team and the First Aid 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. Any student with a high-risk condition requiring medication or support in school should have an IHP which details the support that student needs. 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.

The process for the school being notified of a medical condition and how this may result in an IHP being developed is outlined in Appendix 1.

Plans will be drawn up in partnership with the school, parents/carers and a relevant healthcare professional, such as a school nurse, specialist or paediatrician, 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 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 student's condition and how much support is needed. The Pastoral Manager or named member of the SEN/Inclusion Team with the First Aid Lead will consider the following when deciding what information to record on IHPs (See Appendix 2 – IHP template):

- The medical condition, its triggers, signs, symptoms and treatments (including allergens and risk factors for allergic reactions where applicable)
- 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
- Clear emergency arrangements for allergic reactions, including the location and use of adrenaline auto-injectors (AAIs)
- Who will provide this support, their training needs, expectations of their role 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/carer for medication to be self-administered by the student during school hours
- Separate arrangements or procedures required for school trips or activities, including the management of allergy risks and access to emergency medication
- Communication arrangements with parents/carers and healthcare professionals

- Where confidentiality issues are raised by the parent/carer or 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

For students with allergies, IHPs will specifically address allergen avoidance, food management, staff responsibilities, and emergency response procedures.

The IHP should be reviewed:

- At least annually
- Following any significant change in a student's condition
- Following changes to medication
- After any medical incident, emergency treatment or near miss where learning may be needed

Where a student's medical condition may impact their ability to evacuate safely in an emergency, consideration will be given to the need for a Personal Emergency Evacuation Plan (PEEP) in accordance with the school's Fire Safety and Evacuation Policy.

7. Managing medicines

Prescription and non-prescription medicines 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.

The person administering the medicine will keep a written record.

See Appendix 3 – Parental agreement for school to administer medicine

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

In such cases, every effort should be made to encourage the student to involve their parents/carers while respecting their right to confidentiality.

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

Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.

Students should only bring in medication for their own use and in a quantity for that day only.

Anyone administering any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents/carers will always be informed.

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 AAIs will always be readily available, not locked away, and easily accessible in an emergency.

Medicines will be returned to parents/carers to arrange for safe disposal when no longer required. Sharps boxes will be used for the disposal of needles and other sharps.

The school will maintain spare in-date AAIs in accordance with national guidance. These may be used in an emergency where a person is believed to be experiencing anaphylaxis and in accordance with current legislation and DfE guidance.

7.1 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 may have it in their possession if they are competent to do so, but they must not pass it to another student to use. Monitoring arrangements may be necessary. All other controlled drugs are kept in a secure cupboard in the First Aid room and only named staff have access.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

7.2 Students managing their own needs

Students who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents/carers and it will be reflected in the IHP. Where the student is reluctant to take on this responsibility, the school will support them to reach the level of responsibility agreed and documented in the IHP. If the student is self-managing their medication, the school will make appropriate arrangements for monitoring.

Students will be allowed to carry their own medicines and relevant devices wherever possible or be able to access them quickly. Staff will not force a student to take a medicine 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

Although school staff will use their discretion and judge each case on its merits with reference to the student's IHP, they will keep in mind that it is generally not acceptable practice to:

- Prevent students from easily accessing their inhalers and medication, and administering their medication 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
- Send students 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
- Send an ill student to the First Aid room or their college office unaccompanied or with someone unsuitable (e.g. a fellow student who is not old enough or responsible enough)
- 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
- Require parents/carers, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child. No parent/carer should have to give up working because the school is failing to support their child's medical needs
- 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
- Administer, or ask students to administer, medicine in school toilets

Deliberate or reckless exposure of a student to an allergen (e.g., through food or substances) will be treated as a serious safeguarding matter.

8. Emergency procedures

First Aiders will be called to any medical emergency in school. Staff must be aware of the designated First Aiders and how to contact them. A list of First Aid trained staff is held in the staff area of Sharepoint in the Health & Safety page, and is displayed in offices across the school site. The First Aider will assess each individual case and act accordingly. All accidents/incidents will be recorded in Smartlog, a cloud-based system for this purpose.

First Aiders are trained in the management of common medical emergencies and Basic Life Support, including Cardiopulmonary Resuscitation (CPR). The school holds two defibrillators, located in the First Aid room and the Sports Hall. A third defibrillator is located at the Sky Blues In The Community pavilion. First Aid training is refreshed at least every three years.

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 action should be taken.

Emergency procedures for students with allergies will be clearly set out in their IHPs and understood by relevant staff. This will include the recognition of anaphylaxis, the location of emergency medication and the arrangements for administering adrenaline auto-injectors (AAIs) where required.

If a student needs to be taken to hospital, staff will stay with them until the parent/carer arrives, or accompany the student to hospital by ambulance.

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 Pastoral Managers or named member of the SEN/Inclusion Team and First Aid Lead. 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 understand the specific medical conditions they are being asked to deal with, their implications and preventative measures
- Include awareness of allergies, recognising anaphylaxis, and administration of AAIs

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, including preventative measures and emergency procedures, enabling them to recognise and respond appropriately when a student requires support. This training will be provided as part of staff induction.

In addition, all staff, including teaching staff, support staff, catering staff, educational visits staff, temporary staff and volunteers, will receive the school's allergy awareness training. This training will be completed as part of induction and refreshed at least annually to ensure a consistent whole-school approach to allergy safety.

10. Record keeping

The Local Governing Committee will ensure that records are kept of all medicine administered to students for as long as these students are at the school. The school uses Smartlog for this purpose. Parents/carers will be informed if their child has been unwell at school.

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

All allergy incidents, allergic reactions and allergy-related near misses will be recorded and reviewed. Where appropriate, actions will be identified to reduce future risk. Lessons learned will be shared with relevant staff and incorporated into risk assessments, training and Individual Healthcare Plans.

11. Liability and indemnity

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

President Kennedy School is a member of the Department for Education's Risk Protection Arrangement (RPA).

12. Complaints

Parents with a complaint about their child's medical condition should discuss these directly with the appropriate Pastoral Manager or named member of the SEN/Inclusion Team in the first instance. If the Pastoral Managers or named member of the SEN/Inclusion Team 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 Operations Manager, including review of medical incidents, emergency medication use, healthcare plans and training requirements.

It will be reviewed and approved by the Local Governing Committee annually.

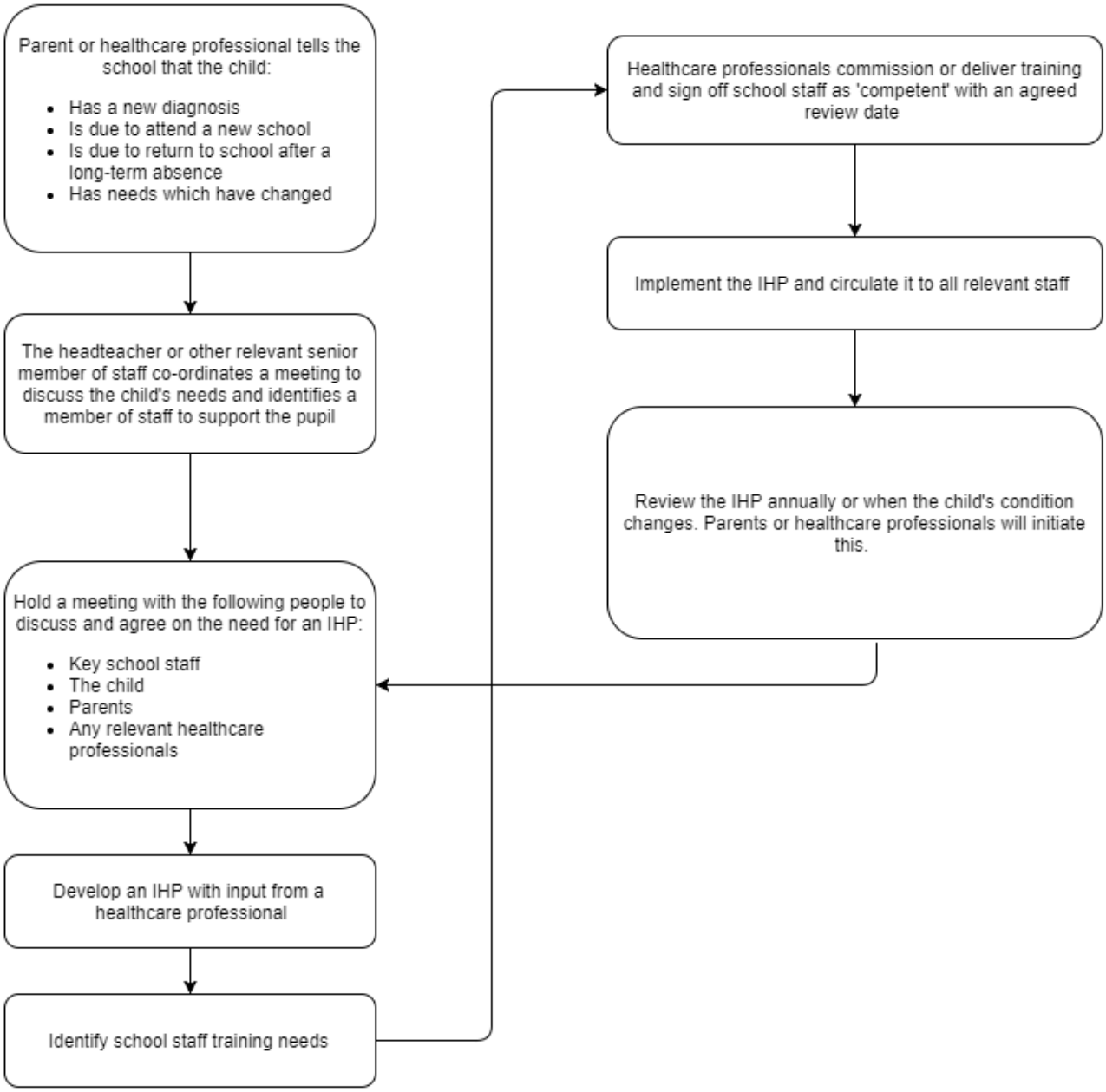
14. Links to other policies

This policy links to the following policies:

- Accessibility Plan
- Allergy Policy
- Complaints Policy
- Equality Policy – Students
- Fire Safety and Evacuation Policy
- First Aid Policy
- Health & Safety Policy
- Child Protection and Safeguarding Policy
- Special Educational Needs and Disability (SEND) Policy

These policies are reviewed in accordance with their individual review schedules and, where applicable, are published on the school website.

Appendix 1: Being notified a child has a medical condition



Appendix 2: Individual Healthcare Plan

Student Details

Name of student:	
Date of Birth:	
Tutor group:	
Student's address:	
Medical condition:	
Date of plan:	
Review date:	

Photo

Family Contact Information

Name:	
Relationship to student:	
Emergency contact numbers:	
Email:	

GP/Hospital Details

Surgery:	
Address:	
Contact number:	
Hospital contact:	

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc. Include details of allergies, known allergens, severity, and emergency response (including use of AAI if prescribed)

Name of the medication, dose, method of administration, when to be taken, side effects, contraindications, administered by / self-administered, with/without out supervision

Daily care requirements

Specific support for the student's educational, social and emotional needs

Arrangements for school visits / trips etc.

Describe what constitutes as an emergency and the action to take if this occurs

Who is responsible in an emergency?

Does this student require consideration for a Personal Emergency Evacuation Plan?

Staff training needed/undertaken?

Any other information you think maybe relevant (continue on separate sheet if necessary)

Plan developed by:

Date:	
Signed by (parent/carer):	
Signed by (school representative):	

Appendix 3: Parental agreement for school to administer medicine

President Kennedy School will not give your child medicine unless you complete and sign this form, and the school has a policy that the staff can administer medicine.

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

Medicine

Name/type of medicine *(as described on the container)*	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

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

Contact Details

Name	
Contact telephone number	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	[agreed member of staff]

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

Signature of parent/carer:
Date: