



Supporting Students with Medical Needs Policy

Chew Valley School

March 2025

School Policy Approved by Local Governing Body

Signed: 

Name: Sarah Cran

Date 24.03.25

Chair of Local Governing Body

Authorised for Issue

Signed: 

Name: Gareth Beynon

Date 24.03.25

Headteacher

1. Rationale

The Children and Families Act 2014 ([Children and Families Act 2014](#)) and [Supporting pupils at school with medical conditions](#) places a duty on governing bodies to make arrangements to support young people with medical conditions, both physical and mental. This is so they can ensure that “such children can access and enjoy the same opportunities at school as any other child”. Chew Valley School is committed to enabling all its children to learn, grow and achieve.

2. Aims:

The school will:

- Identify and provide for students who have medical conditions and needs;
- Provide support and advice for all staff working with students with medical conditions and needs that may require special access, accessibility or differentiation;
- Work within the guidance of the SEND Code of Practice [SEND Code of Practice January 2015.pdf](#)
- Provide a broad and balanced curriculum, and wider extra- curricular programme for all students supporting those with special educational needs or disabilities;
- Work to remove barriers for learning and participation;
- Provide a secure environment in which all our students can flourish and achieve;
- Work in partnership with parents/carers and students, taking account of their views;
- Actively challenge discrimination and disadvantage.

Section 1: Roles and Responsibilities:

1.1 Governors:

Governors will:

- ensure that arrangements are in place to support students with medical conditions so that they can enjoy the same opportunities at school as any other student.
- ensure that the focus is on the needs of each individual student and how their medical condition impacts on their school life.
- ensure that staff are properly trained to provide the support that students need.
- guarantee that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy.
- ensure that policies, plans, procedures and systems are properly and effectively implemented.
- ensure that the Supporting students with Medical Conditions Policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation
- ensure the school keeps written records of any and all medicines administered to individual students
- ensure the level of insurance in place reflects the level of risk.

1.2 Assistant Headteacher – Pastoral

The Assistant Headteacher with pastoral support will:

- Carry out the day-to-day implementation and management of the Supporting Students with Medical Conditions Policy and procedures of Chew Valley School.
- Develop a policy to ensure that the medical needs of students are met within school and on school trips and is developed effectively with partner agencies.
- Develop Individual Healthcare Plans (IHCPs) alongside Student Services Receptionist.
- Liaise with healthcare professionals and work alongside the Assistant Headteacher (Staff Development, Transition and the Environment) to ensure that sufficient staff are suitably trained to meet the needs of children and young people with specific medical needs and deliver IHCPs in normal, contingency and emergency situations.
- If necessary, facilitate the recruitment of a member of staff for the purpose of delivering the promises made in this policy.
- Contact the school nursing service in the case of any child who has a medical condition.
- Ensure that effective communication is used so that all relevant staff will be made aware of a student’s condition.

- Liaise with the Student Services Receptionist to ensure that cover staff are briefed or notes are provided for cover lessons.
- Liaise with trips and visits co-ordinator to ensure risk assessments for school visits, holidays, and other school activities outside of the normal timetable are undertaken. Those risk assessments must take appropriate regard for the medical needs of all students.
- Liaise with Heads of House, SENCO, School Health Nurse, Student Services Receptionist, and Pastoral Support and Safeguarding Officer to ensure that IHCPs are developed, reviewed regularly and are monitored for quality.

1.3 Student Services Receptionist:

- When informed of a medical condition or need, liaise with students, parents/carers and medical professionals to set-up or review an existing IHCP. This should be in a timely fashion upon receiving information or entry into school and follow the IHCP implementation procedures.
- Inform the SIMS Data Manager, the Reception staff/First Aid team and all of the student's teachers. Inform the School Nurse if they are not already aware.
- Store the IHCP in a central space which can be easily accessible for staff and parents/carers to review, utilising the school's provision software.
- Review the plans at least annually or if and when medical needs change.
- Where students have medical needs or conditions, but parents/carers, medical professionals and staff agree, no individual plan is necessary.

1.4 Reception/First Aid Staff:

- Where practicable, they will issue the medicines for students who require support to take medicines within the school day, and support those who can self-medicate, recording this use in the record of medicine administered form.
- Check regularly that parental signatures are in place and that medicines are in date and sufficiently stocked.
- Undertake or request training for coping with students with medical needs as well as first aid training.
- Maintain individual records of training using the staff training record.
- Ensure that medication is kept locked away and named clearly for individual students' use.
- Understand the process and procedures to undertake in an emergency.

1.5 All Staff:

Are responsible for:

- Taking appropriate steps to support children with medical conditions.
- Where necessary, making reasonable adjustments to include students with medical conditions into lessons.
- Administering medication, if they have agreed to undertake that responsibility.
- Undertaking training to achieve the necessary competency for supporting students with medical conditions, if they have agreed to undertake that responsibility.
- Familiarising themselves with procedures detailing how to respond when they become aware that a student with a medical condition needs help.

1.6 School Nurses:

The School Nurse will:

- Be responsible for notifying school of medical needs and conditions for students of new and existing students.
- Support staff to ensure that high quality IHCPs are put in place, reviewed appropriately and liaise with clinical leads for appropriate support.
- Provide support with staff training needs.

1.7 Parents and Carers:

Parents and Carers are responsible for:

- Notifying the school with sufficient and up-to-date information about their child's health and medical needs.
- Completing a parental agreement to administer medicine form before bringing medication into school.

- Providing the school with the medication their child requires and keeping it up-to-date.
- Collecting any leftover medicine at the end of the course or year.
- Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- Where necessary, assist in the development of an IHCP for their child in collaboration with all relevant professionals.

Section 2: Managing Medication on School Premises:

- Wherever possible, students will carry their own medicines and relevant devices so that they will be able to access their medicines for self-medication quickly and easily. If it is not appropriate for a student to self-manage, then relevant staff will help to administer medicines and manage procedures for them.
- If a student refuses to take medicine or carry out a necessary procedure, staff will not force them to do so, but follow the procedure agreed in the IHCP. Parents/carers will be informed so that alternative options can be considered.
- Medicines will only be administered at school when it would be detrimental to a student's health or school attendance not to do so.
- The school will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date, but may be supplied inside an insulin pen or a pump, rather than in its original container.
- Other medicines, such as migraine tablets, for infrequent use will be administered to students if written parental permission is given, the medicines are in-date and clear instructions are given about acceptable dosage.
- All medicines held by the school will be stored safely in a locked cupboard within the medical room. Some emergency medications will be held in Student Services Reception. Access to the key will be for Reception staff, First Aiders and the School Nurse. Students will know where their medicines are at all times and be able to access them immediately. This is particularly important to consider when outside of school premises e.g. on school trips.
- Controlled drugs that have been prescribed for a student will be securely stored in a non-portable container and only named staff will have access with arrangements for easy accessibility.
- The school will keep a record of all medicines administered to individual students, stating what, how and how much was administered, when and by whom, noting any adverse reaction should it occur.
- When no longer required, medicines must be returned to the parents/carers to arrange for safe disposal.
- Sharps boxes must always be used for the disposal of needles and other sharps.

Section 3: Individual Healthcare Plans (IHCPs)

Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the student, parents/carers, Student Services Receptionist, Pastoral Support and Safeguarding Officer, Head of House, Special Educational Needs Co-ordinator (SENCO) and medical professionals.

IHCPs will be easily accessible whilst preserving confidentiality.

IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.

Where a student has an Education, Health and Care Plan or special needs statement, the IHCP will be linked to it or become part of it.

Where a child is returning from a period of hospital education or alternative provision or home tuition, we will work with the Local Authority and education provider to ensure that the IHCP identifies the support the child needs to reintegrate.

Section 4: Record Keeping:

Written records must be kept of all medication issued to children. These will be held with the medicines in the Medical Room. These must be completed by the administering or issuing person.

Section 5: Emergency Procedures:

In an emergency, staff should call 999 immediately, then call parents/carers and finally consult the IHCP to check processes and procedures agreed as best practice.

Staff should stay with a student until a parent/carer arrives, this includes accompanying a student to hospital if necessary.

Students in school should be briefed about what to do in an emergency.

Section 6: Trips: Residential Visits and Sporting Activities:

Teachers should be aware of how a child's medical condition will impact on their participation and make any reasonable adjustment possible to enable students with medical needs to take part.

This will require consultation with parents/carers and students and advice from the relevant healthcare professional to ensure that students can participate safely.

Section 7: Other Issues:

Home-school transport: The school will liaise with Local Authority providers and individual bus companies when it is informed of a serious or life threatening medical condition that may need support with transport needs.

Two defibrillators are situated in school and the local NHS trust has been informed of their placement. Staff in both the Leisure Centre and Reception/First Aid staff are trained in the use of both machines.

Section 8: Avoiding unacceptable practice

Chew Valley School understands that the following behaviour is unacceptable:

- Assuming that students with the same condition require the same treatment.
- Ignoring the views of the student and/or their parents and carers.
- Ignoring medical evidence or opinion.
- Sending students home frequently or preventing them from taking part in activities at school.
- Penalising students with medical conditions for their attendance record where the absences relate to their condition.
- Making parents and carers feel obliged or forcing parents and carers to attend school to administer medication or provide medical support, including toilet issues.
- Creating barriers to children participating in school life, including school trips.
- Refusing to allow students to eat, drink or use the toilet when they need to in order to manage their condition.

Section 9: Complaints:

Parents and carers should refer complaints in the first instance to the Head of House. If they are unhappy with the school's response then the normal complaints procedures apply and information on how to complain is held on the school website.