Hednesford Valley High

Medical Policy

** Awaiting Governor Approval **

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Contents

1. Introduction and Rationale - Page 3
2. Aims - Page 3
3. Implementation - Page 3 - 4
4. Rules and Responsibility - Page 4
5. Governing Board - Page 4
6. Headteacher - Page 4
7. School Staff - Page 4
8. School Nurse - Page 5
9. Other Healthcare Professionals - Page 5
10. Students - Page 5
11. Parents/ Carers - Page 5
12. Local Authorities - Page 5
13. Staff Training - Page 5
14. Students Role in Managing their own Medical Needs – Page 6
15. Short Term Medical Needs – Page 6
16. Procedure to be followed when notification is received that a student has a medical condition – Page 6-7
17. Individual Healthcare Plans (IHCP) – Page 7
18. IHCP Provide clear information about: – Page 7
19. Confidentiality – Page 7
20. Managing Medication – Page 7
21. Record Keeping – Page 8
22. Hygiene/ Infection Control – Page 8
23. Emergency Procedures - Page 8
24. Unacceptable Practice – Page 8
25. Complaints – Page 8
26. Related Policies – Page 9
27. Dissemination and Review – Page 9

1. Introduction and Rationale

At HVH we understand that medical conditions impact on student's ability to learn, their confidence, self - esteem and ability to care for themselves.

We recognise that long term absences due to health problems affect student's educational attainment, impact on the ability to integrate with their peers and this influences their general wellbeing and emotional health. Equally, we know that short term and frequent absences, including those for appointments connected with a student's medical condition also need to be effectively managed and appropriate support put in place to limit the impact on the student's educational attainment and emotional and general wellbeing.

In addition to the educational impacts, there are social and emotional implications associated with medical conditions. Students may be self-conscious about their condition and some may be bullied or develop emotional disorders such as anxiety or depression connected with their medical condition.

We are also aware that parents/carers of student's with medical conditions are often concerned that their child's health may deteriorate when they are at school. This may be due to worries about student's with conditions that affect their immune system contracting infections and viruses because of being around other student's leading to absence or deterioration in their condition. It may also be because student's with complex medical condition may require on-going support, medication or care while they are in school to help them manage their condition and keep them well. Other student's may require emergency care if their condition unpredictably or rapidly deteriorates while they are in school. We therefore recognise that it is vital that parents/carers have confidence in the school's ability to provide effective support for their child and that their child feels safe.

This policy therefore sets out the arrangements we have at HVH to ensure all students at the school with medical conditions are properly supported and have full access to school life and all the educational and wider opportunities we offer.

2. Aims

- To ensure all students with medical conditions, in terms of physical and mental health are properly supported in school so they can play a full and active role in school life, remain healthy and achieve the highest standards.
- To focus on the needs of individual student's with medical conditions so they can access and enjoy the same opportunities at school as other student's.
- To ensure parents/carers feel confident that the school will provide effective support for the student's medical condition and that all students feel safe
- To seek, listen to and act appropriately on the views of parents/carers and students with medical conditions.
- To establish effective relationships with appropriate health services to seek and fully consider any advice they offer in terms of supporting student's with medical conditions.
- To ensure staff are properly trained to provide the support that students in their care need.
- To meet the requirements of the statutory guidance, 'Supporting pupils at school with medical needs' (Section 100 April 2014).

3. Implementation

The school has arrangements in place for the administration of medication or treatment, eg several staff are familiar with the procedures for administering medications required on a daily, frequent basis at least two

members of staff are trained to use/oversee any specialist equipment.

Where student's have conditions that may require emergency care (e.g prolonged seizures), all available staff are trained in administering the appropriate mediation and a care plan is available always. Care plans are found on SharePoint (school intranet).

Students with medical conditions are clearly identified on risk/analysis forms for educational out of school activities and residential visits and individual risk assessments are completed and signed by the teacher, parent/carer and a member of the Senior Leadership Team.

Individual healthcare plans are reviewed annually with parent/carer. To ensure medication for conditions requiring emergency treatment is always in date the school nurse, members of staff who administer medication regularly check expiry dates and contact parents/carers before medication needs to be renewed.

4. Roles and Responsibilities

Supporting a student with medical conditions in school hours is not the sole responsibility of one person. Collaborative working between parents/carers, medical healthcare professionals and school is essential for this policy to be effective enabling all needs of students with medical conditions to be met effectively.

5. Governing Board

The Governing Board is responsible for ensuring that this policy has been developed and implemented so to enable all students with medical conditions to participate fully in all aspects of school life. The Governing Board is also responsible for ensuring that sufficient staff have received suitable training and are competent before taking responsibility for supporting students with specific medical conditions.

6. Headteacher

The Headteacher is responsible for ensuring all staff are aware of this policy and to understand their role in its implementation. The Headteacher is responsible for ensuring all staff are aware of individual student's conditions and that staff are trained to implement the policy, together with dealing with emergency situations. The Headteacher is also responsible for contacting the school nurse service when medical conditions require specific support at school.

7. School Staff

Any member of school staff may be asked to provide support to students with medical conditions including the administering of medicines. Although administration of medicines is not part of teachers' professional duties, they should consider the needs of students with medical conditions that they teach. School staff supporting students with medical needs receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support students with medical conditions. Teachers who have students with medical needs in their class should understand the nature of the condition and when and where the students may need extra attention. They should be aware of the likelihood of an emergency arising and what action to take if one occurs. If staff are to administer medication they may only do so if they have had appropriate training.

8. School Nurse

The school nurses are responsible for notifying the school when a student has been identified as having a medical condition which will require support in school. Wherever possible they will do this before the student starts at the school. They would not usually have an extensive role in ensuring that schools are taking appropriate steps to support student's with medical condition but may support staff on implementing a student's individual healthcare plan and provide advice and liaison for example On training. School nurses can liaise with lead clinicians locally to provide appropriate support for the student, associated staff training needs and parents/carers.

9. Other Health Professionals

The school will receive support information and advice as necessary from the following in conjunction with meeting the needs of students with medical needs:

- The local health authority
- The school health service
- The school nurse
- The general practitioner (with consent of the students' parents/carers)
- The community paediatrician.

10. Students

Students with medical condition will often be best place to provide information about how their condition affects them. They should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of and comply with, their individual health care plan if deemed appropriate.

11. Parents/Carers

Parents/Carers should provide the school with sufficient and up to date information about their child's medical needs. They may in some cases be the first to notify the school that their child has a medical condition. Parents/Carers are key partners and should be involved in the development and review of their child's individual healthcare plan. They should carry out any action they have agreed to as part of its implementation eg provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

12. Local Authorities

Under Section 10 of the Children Act 2014, the commissioners of school nurses have a duty to promote co-operation between the Governing Board, clinical commissioning groups and NHS England, with a view to improving the well-being of children in relation to their physical and mental health and their education. Local authorities are responsible for providing support advice and guidance including suitable training for school staff to ensure that the support is specified within individual healthcare plans can be delivered effectively. Local authorities should work with schools to support students with medical conditions to attend full time. Where students would not receive a suitable education in a school setting because of their health needs the local authority has a duty to make other arrangements.

13. Staff Training

All staff providing support to students with medical needs will have received appropriate training provided by the school nurse. Any further requirements recommended in the development/review of individual healthcare plans will be acted on as soon as possible and advice regarding type of level of training required recommended by the healthcare professional will be followed and kept up to date.

14. Students Role in Managing their own Medical Needs

Following discussions with parents/carers, students who are competent should be encouraged to take responsibility for managing their own medical procedures. This should be reflected in the individual healthcare plan.

Wherever possible student's should be encouraged to access their medication for self-medication quickly and easily, these student's will require some level of supervision. If this is not appropriate relevant staff should help to administer medicines and manage procedure further.

15. Short Term Medical Needs

At times, it may be necessary for a student to finish a course of medication at school. However, where possible parents/carers will be encouraged to administer the medicine outside of school hours. School staff will not give non-prescribed medication to student's. All medication given will be recorded by the member of staff administering the medication together with the member of staff overseeing the medication being given.

16. Procedure to be Followed when Notification is Received that a Student has a Medical Condition

Parent/Carer or Healthcare Professional informs school that the student has been newly diagnosed or is due to attend new school, or is due to return to school after a long-term absence or that needs have changed.

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Headteacher or Senior Leader of school staff whom this has been delegated, coordinates meeting to discuss the student's medical support needs and identifies member of school staff who will provide support to the student.

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Meeting to discuss and agree on need for individual healthcare plan to include key school staff, student, parent/carer, relevant healthcare professional and other medical/health clinician as appropriate (or to consider written evidence provided by them).

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Develop individual healthcare plan in partnership – agree who leads on writing it. Input from healthcare professional must be provided

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School staff training needs to be identified

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Healthcare professional commissions/delivers training and staff signed off as competent – review date agreed

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Individual healthcare plan implemented and circulated to all relevant staff

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Individual healthcare plan reviewed annually or when condition changes. Parent/Carer or healthcare professional to initiate

17. Individual Healthcare Plans (IHCP)

Individual healthcare plans are written in collaboration with parents/carers for student's with medical conditions. They are implemented so that the school can effectively support the students. Those who may need to contribute to the plan are:

- The Headteacher
- The parent/carer
- The student (if sufficiently mature)
- Class Teacher
- Classroom Support Staff
- School staff who have agreed to administer medication or be trained in emergency procedures
- The school health service, the student's GP or other Health Care Professional

18. IHCP Provide Clear Information About:

- The medical condition, its triggers, signs, symptoms and treatments.
- The resulting needs of the student eg access to toilet facilities, dietary requirements, access to facilities and equipment.
- Specific support that may be required including how absences will be managed.
- The levels of support required eg for the administration of medication
- Who will provide support and any training needs including cover arrangements in the event of absence
- Who requires access to information about the student's condition including confidentiality issues
- What to do in an emergency

19. Confidentiality

The school will treat medical information confidentially. The Headteacher will agree with the parent/carer who will have access to records and information about a student. If information is with-held from staff, they cannot be held responsible if they act incorrectly in giving medical assistance but otherwise in good faith.

20. Managing Medication

- When the school stores medicine it will be labelled with the name of the student, the name of and the dose of the drug and frequency of the administration.
- Where a student needs two or more prescribed medicines each should be kept in separate containers.
- Students should know where their medication is stored
- Asthma inhalers are allowed to be carried by the students if appropriate.
- Other medicines are kept in a secure place not accessible to students.
- Parents/Carers are responsible for disposal of date-expired medicines.

21. Record Keeping

Written records are kept of all medicines administered to students.

22. Hygiene/Infection Control

Staff should follow basic hygiene procedure. Staff should use protective disposable gloves and take care when dealing with blood or other body fluids and disposing of dressing or equipment.

23. Emergency Procedures

Allocated staff have regular training in First Aid and know how to call the emergency services. All students with IHCP will clearly have stated what to do in emergency situation. A student taken to hospital by ambulance will be accompanied by a member staff until the students' parents/carers arrive.

24. Unacceptable Practice

Although school staff should use their discretion and judge each case on its merits with reference to the student's individual healthcare plan, it is not generally 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; or ignore medical evidence or opinion although this may be challenged.
- Send student's with medical conditions home frequently or prevent them from staying for normal school activities including lunch, unless this is specified in their individual healthcare plans.
- If the student becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable.
- Penalise students for the attendance record if their absence is related to their medical condition eg. hospital appointments.
- Prevent students from drinking eating or taking toilet breaks whenever they need to in order to manage their medical condition effectively.
- Make parents/carers obliged to attend school to administer medication or provide medical support to their child including with toileting issues. No parent/carer should have to give up working because the school is failing to support their child's medical needs.
- Prevent student's from participating or create unnecessary barriers to student's participating in any aspect of school life including school trips eg. by requiring a parent/carer to accompany the student.

25. Complaints

Should parents/carers or students be dissatisfied with the support provided they should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they may make a formal complaint via the schools' complaint procedure.

26. Related Policies

- SEN Policy
- Medication Policy
- Positive Relationships and Behaviour Policy
- Safeguarding Policy
- PSCHE Policy
- Health and Safety Policy
- Attendance Policy
- Anti-Bullying Policy

27. Dissemination and Review

The policy will be disseminated widely both Staff and Governors through appropriate meetings.

The policy will be reviewed November 2026.