

POLICY TITLE: Supporting Students with Medical Conditions

STATUS: Statutory

DATE of REVIEW: September 2025



Introduction

The Children and Families Act 2014 includes a duty for schools and colleges to support children with medical conditions. Where children have a disability, the requirements of the Equality Act 2010 will also apply.

Where children have an identified special need, the SEN Code of Practice will also apply.

All children have a right to access the full curriculum, adapted to their medical needs and to receive the on-going support, medicines or care that they require to help them manage their condition and keep them well. The Latimer Arts College recognises that medical conditions may impact on social and emotional development as well as having educational implications. We will build relationships with parents and carers, healthcare professionals and other agencies in order to effectively support students with medical conditions

Policy statement

The Latimer Arts College is an inclusive school that aims to support and welcome students with medical conditions. The School aims to ensure all students with medical conditions can access and enjoy the same opportunities as others at the School. The School understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.

We will commit to ensure all relevant staff are made aware of a child's condition and will endeavour to ensure:

- Staff understand their duty of care to children and young people in the event of an emergency.
- Staff feel confident in knowing what to do in an emergency.
- Staff understand the common medical conditions that affect children at the School.
- Staff receive training on the impact medical conditions can have on students.
- Staff understand the importance of medication being taken as prescribed.
- Student confidentiality.

Individual Healthcare Plans (IHCPs)

The Latimer Arts College will use an Individual Healthcare Plan (IHCP) to record important details about a child's medical needs at School, their triggers, signs, symptoms, medication and other treatments.

An IHCP will be written for students with a medical condition that is long term and complex that will clarify what needs to be done, when and by whom and include information about the child's condition, special requirements, medicines required, what constitutes an emergency and action to take in the case of an emergency.

Where a child has SEN but does not have a statement or Education Health and Care plan (EHC), their special educational needs will be mentioned in their IHCP.

IHCPs will be reviewed annually, or earlier if evidence is provided that a child's needs have changed.

Roles and Responsibilities

The Latimer Arts College will endeavour to ensure that each member of the School and health community knows and understands their roles and responsibilities in maintaining and implementing this policy. The School will ensure that all staff are aware of the policy and their role in any situation that requires intervention by them

The Governing Body - will ensure arrangements are in place to support students with medical conditions in School, including making sure that the policy for supporting students with medical conditions is developed and implemented.

The Principal – will ensure that the School policy is developed and effectively implemented with partners. They will also:

- ensure the School is inclusive and welcoming and that any medical conditions policy conforms to local and national guidance and policy frameworks;
- liaise between interested parties;
- ensure the policy is put into action as a working document and that all relevant parties are made aware of the policy;
- ensure student confidentiality;
- assess the training and development needs of staff and ensure they are met;
- ensure all relevant School staff are aware of their roles and responsibilities in dealing with medical conditions, documenting information and handling of medicines and medical equipment in stored in the School;
- monitor and review the policy at least once a year.

School staff – any member of School staff may be asked to provide support to students with medical conditions. They will:

- ensure students who have been unwell have the opportunity to catch up on missed work;
- be aware that medical conditions can affect a student's learning and provide extra help when students need it;
- liaise with parents and carers, the student's healthcare professionals, the SENCO and welfare officers if a child is falling behind with their work because of their condition;
- be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency;
- understand the School's medical conditions policy and know which students in their care have a medical condition and be familiar with the content of the student's IHP;
- allow all students to have immediate access to their emergency medication and ensure students who carry their medication with them have it when they go on a school visit or out of the classroom;
- maintain effective communication with parents and carers including informing them if their child has been unwell at school;
- ensure that no student should not be forced to take part in any activity if they feel unwell;
- ensure all students with medical conditions are not excluded unnecessarily from activities they wish to take part in;

- ensure students have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

School nurses – The Latimer Arts College will work in partnership with the school nursing service and will ensure that students and families/carers have access to this service. The school nurses will:

- help provide regular training for School staff in managing the most common medical conditions at School;
- provide information about where the School can access other specialist training.

Other healthcare professionals, including GPs and paediatricians – should notify the school nurse when a child has been identified as having a medical condition that will require support at School. Specialist local health teams may be able to provide support for children with particular conditions (e.g. asthma, diabetes, epilepsy).

Students – with medical conditions will 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 healthcare plan. The School will ensure that all students:

- treat other students with and without a medical condition equally;
- tell the nearest staff member when they are not feeling well or let a member of staff know if another student is feeling unwell;
- will treat all medication with respect;
- know how to gain access to their medication in an emergency.

Parents/Carers – are key partners and will help in the development and review of their child's individual healthcare plan, and may be involved in its drafting. They should carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times. Parents and carers will:

- Inform the School if the child has a medical condition;
- inform the School about the medication their child requires during School hours or whilst taking part in visits, outings or field trips and other out-of-School activities;
- tell the School about any changes to their child's medication, what they take, when, and how much;
- inform the School of any changes to their child's condition;
- ensure their child's medication and medical devices are labelled with their child's full name;
- provide the School with appropriate spare medication labelled with their child's name;
- ensure that their child's medication is within expiry dates;
- ensure their child catches up on any School work they have missed;
- ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional.

Equality Statement

The Latimer Arts College will do all it can to ensure that this policy does not discriminate, directly or indirectly. We will do this through regular and appropriate monitoring and evaluation of this policy.

Individual healthcare plan



Child's name

Form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

Who is responsible for providing support in school

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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

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

Arrangements for school visits/trips etc

Other information

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

Who is responsible in an emergency (*state if different for off-site activities*)

Parental agreement for setting to administer medicine



The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by

Name of child

Date of birth

Form

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

Daytime telephone no.

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 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(s) _____

Date _____

Record of medicine administered to an individual child



Name of child

Date medicine provided by parent

Form

Quantity received

Name and strength of medicine

Expiry date

Quantity returned

Dose and frequency of medicine

Staff signature _____

Signature of parent _____

Date

Time given

Dose given

Name of member of staff

Staff initials

Date

Time given

Dose given

Name of member of staff

Staff initials

Date

Time given

Dose given

Name of member of staff

Staff initials

Record of medicine administered to an individual child (Continued)

Date

Time given

Dose given

Name of member of staff

Staff initials

Date

Time given

Dose given

Name of member of staff

Staff initials

Date

Time given

Dose given

Name of member of staff

Staff initials

Date

Time given

Dose given

Name of member of staff

Staff initials

Date

Time given

Dose given

Name of member of staff

Staff initials

The Latimer Arts College

[illegible]

Staff training record – administration of medicines



Name of school/setting

Name

Type of training received

Date of training completed

Training provided by

Profession and title

I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [name of member of staff].

Trainer's signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Suggested review date _____

Contacting emergency services



Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

1. your telephone number
2. your name
3. your location as follows [insert school/setting address]
4. state what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code
5. provide the exact location of the patient within the school setting
6. provide the name of the child and a brief description of their symptoms
7. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8. put a completed copy of this form by the phone

DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Dear Parent / Carer,

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting students at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support each student needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents, students, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts on their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will involve [the following people]. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I [or another member of staff involved in plan development or student support] would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely