



Supporting students with medical conditions Policy Kelmscott School

1. Aims and scope

Kelmscott School is an inclusive community that aims to support and welcome students with medical conditions. Kelmscott provides all students with any medical condition the same opportunities as other students at school.

This school understands that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood. Kelmscott ensures all staff understand their duty of care to children and young people in the event of an emergency. We as a school fully understand the importance of medication and care being taken as directed by healthcare professionals and parents. The aim of supporting students at school with medical conditions policy is to outline how the practice at Kelmscott will satisfy the expectations and more significantly how it will ensure all students with any medical need have access to a fully inclusive educational experience.

Overall, the policy details:

- Procedures to be followed when notification is received that a student has a medical condition;
- How Kelmscott will manage individual healthcare plans;
- The student's role in managing their own medical needs;
- Managing medicines on site;
- Statutory record keeping in line with government guidance;
- Staff training and support;
- Emergency procedures;
- Day and residential visits and sporting activities;
- Unacceptable practice.
- Complaints.

This school understands that it has a responsibility to make the school welcoming and supportive to students with medical conditions who currently attend and to those who may enrol in the future. Before students start at Kelmscott parents are asked if their child has any medical conditions that the school need to be aware of. This information is requested as part of the year 6 transition pack. This information is passed on to the Student Health Manager they will make arrangements to discuss this further with the family and to determine if an individual healthcare plan would be beneficial.

- The Student Health Manager will ensure relevant staff are made aware of the student's condition;
- Ensuring that sufficient staff are suitably trained;
- To put in place cover arrangements in case of staff absence to ensure someone is always available to provide support for the students with medical conditions;
- Monitoring of individual care plans at least annually
- Ensuring that assessments and first aiders are available for school visits, or any outside activity as required.

*Throughout this policy, the term "parent" implies any person or body with parental responsibility such as a foster parent, carer, guardian, or local authority.

2. Procedure to be followed when notification is received that a student has a medical condition

Once the school has received notification, the information will be recorded on the student's records and relevant staff will be informed, including first aiders and the student's teachers. Appropriate arrangements will be put in place by the start of the relevant school term. In cases such as a new diagnosis or a student joining the school mid-term, every effort will be made to ensure that suitable arrangements are implemented as quickly as possible, and that the student and their parent/carer feel confident in the care and support provided.

Kelmscott does not require a formal diagnosis before offering support to students. Where a student's medical condition is unclear, or where there is a difference of opinion, decisions regarding support will be made based on the available evidence. This will usually involve medical information and consultation with parents/carers to ensure the appropriate support is in place.

Where an Individual Healthcare Plan is required, a designated member of staff will be responsible for ensuring the student has full access to education and that appropriate measures are taken if medication needs to be administered.

3. Individual healthcare plans

Individual Healthcare Plans help Kelmscott to effectively support students with medical conditions by clearly outlining what support is required, when it should be provided, and who is responsible. These plans are often essential in cases where a student's condition fluctuates or where there is a high risk that medical intervention may be needed. They are also likely to be beneficial in most other situations, particularly where medical conditions are long-term or complex. However, not all students will require an Individual Healthcare Plan. The decision should be agreed by the school, healthcare professionals and parents/carers, based on available evidence, where a plan would be inappropriate or disproportionate. If agreement cannot be reached, the headteacher will make the final decision. A flowchart outlining the process for identifying a student's support needs and developing an Individual Healthcare Plan is included in Appendix 2.

Individual Healthcare Plans, including their review, may be initiated by the Student Health Manager or another member of Kelmscott staff involved in the student's care, in consultation with the parent/carer. Plans will be developed collaboratively by the school, parents/carers and relevant healthcare professionals, such as school nurses, specialist nurses or children's community nurses, who are best placed to advise on the student's specific needs. Where appropriate, students should also be involved in the process.

The overall aim of an Individual Healthcare Plan is to support the student in managing their condition, identify how support will be provided, and address any potential barriers to learning so the student can fully access their education. Responsibility for ensuring the plan is finalised and implemented lies with the school. Kelmscott will ensure that Individual Healthcare Plans are reviewed annually, or sooner if evidence indicates that the student's needs have changed i.e if the student is diabetic. Parents/carers are responsible for informing the school of any changes to their child's condition, including changes to needs, support or medication.

Each Individual Healthcare Plan will be developed with the student's best interests at the forefront and will ensure that the school appropriately assesses and manages any risks to the student's education, health and social wellbeing, while minimising disruption. Where a student has a special educational need identified within the healthcare plan, it should be linked to, or form part of, the student's Education, Health and Care Plan or relevant SEN documentation.

When a student returns to school following a period of hospital education or alternative provision, including home tuition, Kelmscott School will work in partnership with the local authority and education providers to ensure the Individual Healthcare Plan clearly identifies the support required to support a successful reintegration. A template of Kelmscott's Individual Healthcare Plan is provided in Appendix 3.

4. Information detailed on the individual healthcare plan

Kelmscott's individual care plans will detail the following information: The medical condition, its triggers, signs, symptoms and treatments.

Step 1: **Individual Details**

Record the individual's full name, date of birth, and relevant identification details. Confirm consent and record any capacity or best-interest decisions where applicable.

Step 2: **Medical Condition**

Clearly state the medical condition(s) diagnosed or identified. Provide a brief description of how the condition affects the individual and whether it is long-term, progressive, or subject to change.

Step 3: **Triggers**

Document any known triggers that may exacerbate the condition. This may include environmental, emotional, dietary, or physical factors. Where possible, include preventative measures to reduce exposure to these triggers.

Step 4: **Signs and Symptoms**

Detail the signs and symptoms associated with the condition, including early warning signs and indicators of deterioration. Describe how symptoms typically present for the individual.

Step 5: **Treatments and Management**

Record all treatments required, including prescribed medication, dosage, method of administration, and timing. Include any non-medication interventions and identify who is responsible for providing or supporting treatment.

Step 6: **Emergency Procedures**

Outline the actions staff must take if the individual's condition worsens. Clearly state when external medical support should be sought and what information must be communicated to healthcare professionals.

Step 7: **Daily Support Arrangements**

Describe the support required on a day-to-day basis to manage the condition effectively. Include reasonable adjustments and approaches that promote comfort, safety, and wellbeing.

Step 8: **Monitoring and Review**

Specify how the condition will be monitored and how often the care plan will be reviewed. Ensure changes in health status or treatment are promptly reflected in the care plan.

Step 9: **Authorisation and Record Keeping**

Ensure the care plan is completed, signed, and dated by the responsible staff member and approved by management where required. Store the document securely and ensure it remains accessible to relevant staff.

- The student's resulting needs, including medication (dose, side-effects and storage) and other treatment, time, facilities, equipment, testing, access to food and drink where it is used to manage their condition, dietary requirements and environmental issues e.g. crowded/noisy conditions, travel times between lessons;
- Specific support for the students educational, social, 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, counseling sessions;
- The level of support needed, (some students will be able to take responsibility for their own health needs), including in emergencies. If a child 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 monitoring;
- Who in the school needs to be aware of the child's condition and support required;
- Arrangements for written permission from parents/carers and healthcare professionals for medication to be administered by a member of staff, or self-administered by the student during school hours; Templates can be seen in Appendix 4 and 5.
- 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/carer or student, the designated individuals to be entrusted with information about the student's condition;
- What to do in an emergency, including whom to contact, and contingency arrangements. Some students may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan.

Individual healthcare plans are kept in the medical room and are easily accessible to all who need to refer to them, while preserving confidentiality. The Student Health Manager will also be able to discuss any details regarding the student's condition. Plans will capture key information and actions that are required to support the students effectively. The level of detail within plans will depend on the complexity of the child's condition and the degree of support needed. This is important because different young people with the same health condition may require very different support. Where a child has a SEN but does not have a statement or EHC Plan, their SEN should be mentioned in their Individual Healthcare Plan.

5. Roles and Responsibilities

Supporting a child with a medical condition during school hours is not the sole responsibility of one person. Kelmscott School endeavour to work alongside the parent/carer and student at all times, we understand the importance of working in partnership with all school staff, healthcare professionals and where appropriate social care professionals, local authorities, to ensure the needs of the students with medical conditions are met effectively.

Governing Bodies

- Must make arrangements to support students with medical conditions in school, including making sure that a policy for supporting students with medical conditions in school is developed and implemented.

- They should ensure that a student with a medical condition is supported to enable the fullest participation possible in all aspects of school life.
- Governing bodies should ensure that sufficient staff have received suitable training and are competent before they take on responsibilities to support children with medical conditions. They should ensure that any members of Kelmscott staff who provide support to students with medical conditions are able to access information and other teaching support materials as needed.

Headteacher

- Should ensure that Kelmscott's policy is developed and effectively implemented. This includes ensuring all staff are aware of the policy for supporting students with medical conditions and understand their implementation in its role.
- Will ensure that there are sufficient trained members of staff available to implement the policy and deliver against all individual healthcare plans. A full time Student Health Manager has been employed to help support our students with medical conditions and needs to advise staff as needed.
- Will ensure Kelmscott staff are appropriately insured and are aware that they are insured to support students in this way.

Staff

- Any member of Kelmscott staff may be asked to provide support to students with medical conditions, including administering medicines, although they cannot be required to do so. Although administering medicines is not part of a teachers' professional duties, they should take into account the needs of the students with medical conditions they teach.
- Staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions.
- Staff should know what to do and respond accordingly when they become aware that a student with a medical condition needs help.

Student Health Manager

- Kelmscott School has a full time paediatric nurse who will liaise with the parent/carer and student when they are notified about a student with a medical condition. They will ensure appropriate forms and a healthcare plan is devised to support the student and if medication is needed to be administered during school hours appropriate plans can be put in place. The nurse will also liaise with staff and other healthcare professionals that may be involved in the student's care such as community nurses, specialist teams and community Student Health Managers.
- Kelmscott also has access to school nursing services and they also have a responsibility for notifying the school when a child has been identified as having a medical condition which will require school support. They would not have an extensive role in ensuring that schools are taking appropriate steps to support students with medical conditions, but may support staff on providing advice and liaison, and for example training.

Other healthcare professionals including GPs and Paediatricians

- Should provide the Student Health Manager with information when a child has been identified as having a medical condition that will require school support. They may provide advice on developing healthcare plans.

Students

- Students with medical conditions will be able to provide the best 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 healthcare plan.

Parents

- Parents should provide Kelmscott with sufficient 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 are key partners and should be involved.

Clinical commissioning groups

- They should ensure that commissioning is responsive to young people's needs, and that health services are able to cooperate with schools supporting students with medical conditions. They have a reciprocal duty to cooperate under section 10 of the Children Act 2004. Clinical commissioning groups should be responsive to strengthening links between health services and schools

6. The role of the student in managing their own needs

Kelmscott recognises that some students will be competent to manage their own health needs and medicines. After discussion with parents, students who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This decision will be reflected within the individual healthcare plan.

Wherever possible, students should be allowed to carry their own medicines and relevant devices or should be able to access their medicines for self-medication quickly and easily. Students who can take their medicines themselves or manage procedures may require an appropriate level of supervision. If it is not appropriate or a student is unable to self-medicate then trained 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 should not force them to do so, but follow the procedure agreed in the individual healthcare plan. Parents should be informed so that alternative options can be considered.

7. Managing medicines on the school premises

The following procedures should be followed for managing medicines.

- Medicines should only be administered at school when it would be detrimental to a young person's health or school attendance not to do so.
- No student should be given prescription or non-prescription medicines without their parents/carers written consent.
- Kelmscott 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 exception to this is insulin, which must be in date, but will generally be available to schools inside an insulin pen or a pump, rather than its original container.
- All medicines must be stored safely in the medical room, students should know where their medicines are at all times and be able to access them immediately. The nurse holds a key and the main office holds a spare key to the medical cupboard. Medicines such as asthma inhalers and blood glucose monitoring devices are encouraged for students to have them on them, but for the student to keep spares which will be readily available in the medical room. All students' medicines will be in the allocated medical cupboard, labelled with their name and in boxes of their year group.
- Kelmscott will keep controlled drugs that have been prescribed for the student securely stored in a non-portable container and only named staff should have access. A record should be kept of any doses used and the amount of the controlled drug held in school. (Kelmscott school keeps a controlled drug administration book) Even if the student can administer the medication themselves it must be done under supervision.
- Staff administering medicines should do so in accordance with the prescriber's instructions. A record must be kept of all medicines administered to individual students, stating what, how and how much

was administered, when and by whom. Any side effects of the medication to be administered at school should be noted. The template used can be seen in Appendix 6.

- The Student Health Manager will administer all medications when they are on site but in their absence other members of the first aid team will be allocated to administer medications. (specific training will be given if required).
- Parents at Kelmscott are informed that if their child's medication changes or is discontinued, or the dose or administration method changes, they should notify the Student Health Manager immediately.
- Other members of staff that are happy to take on the voluntary role of administering medication, for medication where no specific training is necessary, any member of staff may administer prescribed or non-prescribed medication to students under the age of 16, but only with the written consent of the parent/carer.

6. The role of the student in managing their own needs

Safe Storage

- The Student Health Manager will ensure the correct storage of medication at school.
- The Student Health Manager will check the expiry dates for all medications stored.
- Medication is stored in accordance with instructions, paying particular note to temperature.
- Some medication for students at this school need to be refrigerated, all refrigerated medication is clearly labelled and available in the medical room.
- Parents are reminded with adequate notice that their child's medication will expire by the Student Health Manager. It is their responsibility to ensure new and in date medications are brought into the school on the first day of the new academic year.

Safe Disposal

- When medications are no longer required, they should be returned to the parent/carer.
- Parents at Kelmscott are asked to collect out of date medication.
- If parents do not pick up out of date medication, or at the end of the school year, medication is taken to the local pharmacy for safe disposal.
- Sharps boxes should always be used for disposal of needles and other sharps, if a sharps box is needed on an off-site or residential trip a named member of staff is responsible for its safe storage and return.
- Collection and disposal of sharps boxes is arranged with LBWF environmental services.

8. Staff training and support

- Kelmscott school recognises that any member of staff providing support to a student with medical needs should have suitable training. This will be identified during the development or review of the individual healthcare plan.
- It may be that some staff already has knowledge of the specific support needed by a student with a medical condition and so extensive training may not be required.
- The relevant healthcare professionals should normally lead on identifying and agreeing with the school, the type and level of training required, and how this can be obtained. Kelmscott may choose to arrange training themselves and will ensure these remain up to date.

- Training of staff should be sufficient to ensure that staff are competent and have confidence in their ability to support students with medical conditions, and to fulfil the requirements as set out in individual healthcare plans. They will need an understanding of the specific medical conditions they are being asked to deal with, their implications and preventable measures.
- Healthcare professionals, including the Student Health Manager, can provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.
- When a student has a medical condition this is added to their profile so staff are made aware.
- Heads of Year and relevant staff who teach the student will be made aware of their medical needs and appropriate training can be arranged. This may be from the Student Health Manager or from specialists from an outside agency.

9. Statutory record keeping

Written records are kept of all medicines administered to students. Records offer protection to staff and students and provide evidence that agreed procedures have been followed. Parents should be informed if their child has been unwell and a school letter is sent home with the student, if unwell or unable to stay in school the parent/carer will be called. Appendix 7

10. Emergency Procedures

Where a student has an individual healthcare plan, this should clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other students in the school should know what to do in general terms such as informing a teacher immediately if they think help is needed.

If a student needs to be taken to hospital, staff should stay with the student until the parent/carer arrives, or accompany a student taken to hospital by ambulance. Kelmscott ensure a copy of the student's details go with them to the hospital. On occasions where this may not be possible, the information will be communicated to the hospital as soon as possible.

Staff would be expected to alert the Student Health Manager and nearest first aiders if any emergency should arise. Staff should be aware of how to contact the emergency services and what information to give.

11. Day trips, residential visits and sporting activities

Teachers and other school staff should be aware of how a student's medical condition will impact on their participation, but there should be enough flexibility for all students' to participate according to their own abilities and with any reasonable adjustments. Kelmscott will consider what reasonable adjustments they might make to enable students with medical needs to participate fully and safely on visits. A risk assessment will be carried out so that planning arrangements take into account any steps needed to ensure students with medical conditions are included.

This will require discussions with parents/carers, the student and in some cases advice from the relevant healthcare professional.

12. Unacceptable practice

Although Kelmscott 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;

- Assume that every student with the same condition requires the same treatment
- Ignore the views of the student or their parents; or ignore medical evidence or opinion, (although this may be challenged)
- If the student becomes ill, send them to the medical room unaccompanied or with someone unsuitable.
- Send students with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plan.
- Penalise students for their attendance record if their absences are related to their medical condition e.g. hospital appointments
- Prevent students from easily accessing their inhalers and medication also from administering their medication when and where necessary.
- Prevent students from drinking, eating or taking toilet 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 to accompany their child.

13. Liability and Indemnity

Kelmscott School will ensure that the appropriate level of insurance is in place and appropriately reflects the level of risk.

Kelmscott's insurance policies will provide liability cover relating to the administration of medicine, but individual cover may need to be arranged for any healthcare procedures. The level and ambit of cover required must be ascertained directly from the relevant insurers. Any requirements of the insurance such as the need for staff to be trained should be made clear and complied with.

In the event of a claim alleging negligence by a member of staff, civil actions are likely to be brought against the employer.

13. Complaints

Should parents or students be dissatisfied with the support provided they should discuss their concerns directly with Kelmscott. If for whatever reason this does not resolve the issue, they may make a formal complaint via Kelmscott's Complaints Policy.

14. Policy Administration

Policy Adoption date:	June 2025
Signed by Chair of Governing Body: (Name & Signature)	

Electronic copies of this plan are available	School Website/ Google drive - Policies
Hard copies of this plan are available from	
Date of next review	June 2026