Woodsetton School

Supporting Pupils with Medical Conditions

Date of last review: September 2025
Date of next review: September 2027
Approved: Nov 26 (Full Governors)

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Woodsetton School is an inclusive community that welcomes and supports pupils with medical conditions. This School provides all pupils with any medical condition the same opportunities as others at the school. The school makes sure all staff understand their duty of care to children and young people in the event of an emergency.

All staff feel confident in knowing what to do in an emergency.

This School understands that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood.

This School understands the importance of medication and care being taken as directed by healthcare professionals and parents.

All staff understand the medical conditions that affect pupils at this School. Staff receive training on the impact medical conditions can have on pupils.

The named member of School staff responsible for this Medical Conditions Policy and its implementation is: Mrs Sarah Allen.

This policy will be reviewed every 3 years and is next due to be reviewed in September 2029

It is available on Woodsetton School Website and paper copies are also available on request from Reception.

Complaints by parents or others should be discussed initially, as appropriate, with the Class Teacher, Phase Leader or Head Teacher. It is desirable that complaints should be dealt with informally, but if that is not possible, then a written, formal complaint should be registered with the Head Teacher, unless it is a matter concerning the Head Teacher, when it should be directed to the CEO of the Ascent Academy Trust. Parents will find a copy of the full complaint's procedure from the School Website

Policy Guidelines

- We will provide children with medical conditions with the same opportunities and access to activities (both School-based and out-of-School) as other pupils.
- No child will be denied admission or prevented from taking up a place in this School because arrangements for their medical condition have not been made.
- This School will listen to the views of pupils and parents. Pupils and parents feel confident in the care they receive from this school, and the level of that care meets their needs.
- Staff understand the medical conditions of pupils and that they may be serious, adversely affecting a child’s quality of life and impact on their ability to learn.
- All staff understand their duty of care to children and young people and know what to do in the event of an emergency.

- The whole school and local health community understand and support the medical conditions policy.
- Woodsetton School understands that all children with the same medical condition will not have the same needs.
- The school recognises that duties in the Children and Families Act and the Equality Act relate to children with disability or medical conditions.

2. Medical Conditions Policy

Woodsetton School's medical conditions policy is drawn up in consultation with a wide range of local key stakeholders within both the School, Local Authority and other health settings.

The medical conditions policy is supported by a clear communication plan for staff, parents/carers and other key stakeholders to ensure its full implementation. Pupils, parents, relevant local healthcare staff, and other external stakeholders are informed of and reminded about the medical conditions policy through clear communication channels.

3. Staff Training

All staff understand and are trained in what to do in an emergency for children with medical conditions at this School.

- All School staff, including temporary or supply staff, are aware of the medical conditions and understand their duty of care to pupils in an emergency. Information about a Student's Medical Needs can be found on the School Arbor System and the school's Medical Register.
- All staff receive training in what to do in an emergency and this is refreshed at least once a year. This School will, in partnership with parents and health care professionals, give careful consideration to whether an Individual Healthcare Plan (IHP) is appropriate or proportionate.
- The development of a plan will be led by Mrs Sarah Allen in conjunction with Parents/Carers, the School Nurse Team, Student's Teachers and, where relevant, Support Staff. A pupil's individual healthcare plan will explain what help they need in an emergency. The IHP will accompany a pupil should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing the IHP within emergency care settings.

All staff understand and are trained in the school's general emergency procedures. All staff, including temporary or supply staff, know what action to take in an emergency and receive updates at least yearly.

- If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent arrives, or accompany a child taken to hospital by ambulance. They will not take pupils to hospital in their own car.

4. Administering / Storage of Medication

Woodsetton School has clear guidance on providing care and support and administering medication. We understand the importance of medication being taken and care received as detailed in the pupil's IHP.

- We will make sure that there are several members of staff who have been trained to administer the medication and meet the care needs of an individual child. This includes escort staff for home to School transport if necessary.
- This School will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. The school has made sure that there is the appropriate level of insurance and liability cover in place.
- This School will not give medication (prescription or non-prescription) to a child under 16 without a parent's written consent unless instructed to do so by the emergency services, and every effort will be made to encourage the pupil to involve their parent, while respecting their confidentiality.
- When administering medication, for example pain relief, the school will check the maximum dosage and when the previous dose was given. Parents will be informed. This school will not give a pupil under 16 aspirin unless prescribed by a doctor.
- This School will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit, including overnight stays.
- Woodsetton School will not require parents, or otherwise make them feel obliged, to attend the school to administer medication or provide medical support to their child, including with toileting issues unless following the advice of medical professionals or until relevant training can be put into place.
- Parents at this School understand that they should let the school know immediately if their child's needs change.
- If a pupil misuses their medication, or anyone else's, their parent is informed as soon as possible, and the school's managing substance related incidents /behaviour /disciplinary procedures are followed.

Woodsetton School has clear guidance on the storage of medication and equipment at School.

- We make sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment is readily available wherever the child is in the school and on off-site activities and is not locked away.
- Pupils may carry their emergency medication with them if they wish/this is appropriate.

Other Emergency medication/equipment is stored in the Medical Cabinet within the First Aid Room.

- Pupils may carry their own medication/equipment, or they/ staff should know exactly where to access it. The school will keep controlled drugs stored securely, but accessibly, with only named staff having access. Staff at this School can administer a controlled drug to a pupil once they have had specialist training.

- This School will make sure that all medication is stored safely, and that pupils with medical conditions and support staff know where they are always and have access to them immediately
- Medication will be stored in the Medical Cabinet within the First Aid Room.
- We will store medication that is in date and labelled in its original container where possible, in accordance with its instructions. The exception to this is insulin, which though must still be in date, will generally be supplied in an insulin injector pen or a pump.
- Parents are asked to collect all long-term medications/equipment at the end of the school term, and to provide new and in-date medication at the start of each term. Once a course of short-term medication is completed, it should be collected by parents to dispose of appropriately.
- Sharps boxes are kept securely at the school and will accompany a child on off-site visits. They are collected and disposed of appropriately by parents.

5. Record Keeping

This School has clear guidance about record keeping.

- Parents at Woodsetton School are asked if their child has any medical conditions when they join the school (this includes in-year admissions). Parents are then asked, on a yearly basis to update School records / contact details.
- Changes to medical history should be given to the school immediately that there is a change by the Parents / Carers. It should not be left until the yearly update is sent out for completion.
- Where appropriate and proportionate, this School uses an IHCP (Individual health care plan) to record the support an individual pupil's needs around their medical condition. The IHCP is developed with the pupil (where appropriate), parent, School staff, specialist nurse (where appropriate) and relevant healthcare services.
- This School has a centralised register of IHCPs and identified members of staff (Nicola Morris and Abi Parsons) have the responsibility for monitoring this register and liaising with the lead for medical (Sarah Allen) within the school.
- IHCPs are regularly reviewed, at least every year or whenever the pupil's needs change.

The pupil (where appropriate), parents, specialist nurse (where appropriate) and relevant Healthcare services hold a copy of the IHCP. Other School staff are made aware of and have access to the IHCP for the pupils in their care.

The School makes sure that the pupil's confidentiality is protected.

- We seek permission from parents before sharing any medical information with any other party.
- This School meets with the pupil (where appropriate), parent, specialist nurse (where appropriate) and relevant healthcare services prior to any overnight or extended day visit to

discuss and plan for any extra care requirements that may be needed. This is recorded in the pupil's IHCP which accompanies them on the visit.

- This School keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.
- We make sure that all staff providing support to a pupil have received suitable training and on-going support, to make sure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's IHCP. This should be provided by the specialist nurse/School nurse/other suitably qualified healthcare professional and/or the parent. The specialist nurse/School nurse/other suitably qualified healthcare professional will confirm their competence (where appropriate), and this School keeps an up-to-date record of all training undertaken and by whom.

6. Physical Environment

Woodsetton School ensures that the whole School environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

- We are committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility. This School is also committed to an accessible physical environment for out-of-School activities.
- This School makes sure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended School activities and residential visits.
- All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside the school's bullying policy, to help prevent and deal with any problems. They use opportunities such as PSHE to raise awareness of medical conditions to help promote a positive environment.
- This School understands the importance of all pupils taking part in physical activity and that all relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all pupils. This includes out-of-school clubs and team sports.
- We understand that all relevant staff are aware that pupils should not be forced to take part in activities if they are unwell. They should also be aware of pupils who have been advised to avoid/take special precautions during activity, and the potential triggers for a pupil's medical condition when exercising and how to minimise these.
- This School makes sure that pupils have the appropriate medication/equipment/food with them during physical activity.
- We make sure that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at School as any other child, and that appropriate adjustments and extra support are provided.
- All staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition. This School will not penalise pupils for their attendance if their absences relate to their medical condition.

- We will refer pupils with medical conditions who are finding it difficult to keep up educationally to the person with responsibility for medical conditions within school who will liaise with the pupil (where appropriate), parent and the pupil's healthcare professional.
- This School makes sure that a risk assessment is carried out before any out-of-School visit, including work experience and educational placements. The needs of pupils with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.

7. Common Triggers and links to other policies

Woodsetton School is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. The school is actively working towards reducing or eliminating health and safety risks and has a written schedule of reducing specific triggers to support this.

- This School is committed to identifying and reducing triggers both at the school and on out-of-School visits.
- School staff have been given training and written information on medical conditions which includes avoiding/reducing exposure to common triggers. It has a list of the triggers for pupils with medical conditions at this School, has a trigger reduction schedule and is actively working towards reducing/eliminating these health and safety risks e.g. if a pupil has a severe nut allergy, the school may consider asking staff/parents of other children not to bring in peanut butter sandwiches.
- The IHP details an individual pupil's triggers and details how to make sure the pupil remains safe throughout the whole school day and on out-of-School activities. Risk assessments are carried out on all out-of-School activities, considering the needs of pupils with medical needs.

This School reviews all medical emergencies and incidents to see how they could have been avoided, and changes School policy according to these reviews.

Additional information on Allergies, Anaphylaxis and Asthma can be found in separate policies.

Each member of the school and health community knows their roles and responsibilities in maintaining and implementing an effective medical conditions policy.

- This School works in partnership with all relevant parties including the pupil (where appropriate), parent, School's governing body, all School staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

8. Reviewing of Policy

The medical conditions policy is regularly reviewed, evaluated and updated. Updates are produced every year.

- In evaluating the policy, this School seeks feedback from key stakeholders including pupils, parents, School healthcare professionals, specialist nurses and other relevant healthcare professionals, School staff, local emergency care services, Local Advisory Board Members and the School employer.
- The views of pupils with medical conditions are central to the evaluation process.