

---

Carshalton High School for Girls  
**CHSG**  
Excellence: everywhere, every day

---

# Supporting Students with Medical Needs

**Reviewed and Agreed by Carshalton Local Governing Body:**

Spring 2023

**Next Review:**

Spring 2026

Policy Notes may be subject to review and revision at any time by the Carshalton Local Governing Body notwithstanding that the next review date has not been reached.

Review dates are for guidance only and whilst the intention is always to arrange reviews within the stated time frame all Policy Notes will remain in force until this has taken place and been formally approved by the Carshalton Local Governing Body.

## Contents

1. Purpose.....	2
2. Procedure .....	2
3. Individual Healthcare Plan (IHP).....	3
4. Roles and Responsibilities.....	3
5. Administering Medicines .....	4
6. Storage of Medicines .....	5
7. Emergencies .....	5
9. Complaints.....	5
Appendix A.....	6
Flowchart for Individual Health Plan .....	6
Appendix B.....	7
Model letter inviting parents/carers to contribute to individual healthcare plan development.....	7

## **1. Purpose**

Carshalton High School for Girls is an inclusive community that supports students with medical conditions.

CHSG will ensure students with medical conditions including those who may also have a disability are:

- properly supported so they have access to education, including school trips and physical education to achieve their academic potential.
- effectively supported in consultation with health and social care professionals, their parents/carers and the students themselves.

This policy is written in regard to Section 100 of the Children and Families Act 2014 which places a duty on governing bodies to make arrangements for supporting students at the school with medical conditions. It also recognises that some students with medical conditions may also have a disability and ensures compliance with the Equality Act 2010.

This policy should be read in conjunction with the following policies:

- Child Protection and Safeguarding
- Equal Opportunities
- Special Educational Needs
- First Aid

## **2. Procedure**

The school is responsible for ensuring that whenever the school is notified that a student has a medical condition:

- Sufficient staff are suitably trained.
- All relevant staff are made aware of a student's condition.
- Cover arrangements are put in place in case of staff absence/turnover.
- Supply teachers are briefed.
- Risk assessments for visits and activities out of the normal timetable are carried out.
- Individual healthcare plans are monitored (at least annually).
- Transitional arrangements between schools are carried out.
- If a student's needs change, the above measures are revisited and amended accordingly.
- Where students have a temporary condition e.g. broken limb, a Personal Emergency Evacuation Plan (PEEP) is completed and staff made aware.

The timescales would normally be:

- Where students join the school at the start of the new academic year, these arrangements should be in place for the start of term.
- Where a student joins mid-term or a new diagnosis is given, arrangements should be in place as soon as possible, and ideally within two weeks.
- Where a student has a temporary condition e.g. broken limb, arrangements should be in place as soon as possible, ideally within one week.

Any student with a medical condition requiring medication or support in school should have an individual healthcare plan which details the support that student needs. If the parents/carers, healthcare professional and school agree that a healthcare plan is inappropriate or disproportionate, a record of the student's medical condition and any implications for the student will be kept in the school's medical record and the student's file. Where appropriate, a PEEP must be in place.

### **3. Individual Healthcare Plan (IHP)**

The following information should be considered when writing an individual healthcare plan:

- the medical condition, its triggers, signs, symptoms and treatments.
- the student's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues e.g. crowded corridors, travel time between lessons.
- specific support for the student's educational, social and 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, counselling sessions.
- the level of support needed, including in emergencies, as some students will be able to take responsibility for their own health needs. If a student is self-managing their medication, this should 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 when they are unavailable.
- who in the school needs to be aware of the student's condition and the support required.
- arrangements for written permission from parents/carers and the Year Leader for medication to be administered by a member of staff, or self-administered by the student during school hours.
- 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/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.
- what to do if a student refuses to take medicine or carry out a necessary procedure.
- where a student has SEND, but does not have an Education Health Care Plan (EHCP), their special educational needs should be mentioned in their Individual Healthcare Plan.

### **4. Roles and Responsibilities**

Supporting a student with a medical condition during school hours is not the sole responsibility of one person. The school will work collaboratively with any relevant person or agency to provide effective support for the student.

#### **The Local Governing Body and Senior Leadership Team**

- must ensure there are arrangements to support students with medical conditions and that this policy is available.
- must ensure sufficient staff receive suitable training and are competent to support students with medical conditions.
- must ensure that written records are kept of all medicines administered to students.
- must ensure the appropriate level of insurance is in place and appropriately reflects the level of risk.

#### **The Head of Year**

- should ensure all staff are aware of this policy and understand their role in its implementation.
- should ensure all staff who need to know are informed of a student's condition.
- should ensure sufficient numbers of staff are trained to implement the policy and deliver IHP's and PEEP's to include emergency and contingency situations, and they are appropriately insured.
- is responsible for the development of IHP's and PEEP's.

- should contact the school nursing service in the case of any student with a medical condition who has not been brought to the attention of the school nurse.

### **School Staff**

Any staff member may be asked to provide support to students with medical conditions, including the administering of medicines, although they cannot be required to do so. They:

- should receive sufficient and suitable training and achieve the necessary level of competency before taking on the responsibility of supporting students with medical conditions.
- should know what to do and respond accordingly when they become aware that a student with a medical condition needs help.

### **School Nurse**

- is responsible for notifying the school when a student has been identified as having a medical condition which will require support in school.
- may support staff on implementing a student's IHP and provide advice and liaison.

### **Other healthcare professionals**

- should notify the school nurse when a student has been identified as having a medical condition that will require support at school.
- may provide advice on developing healthcare plans.
- Specialist local teams may be able to provide support for particular conditions eg. asthma, diabetes.

### **Students**

- should, wherever possible, be fully involved in discussions about their medical support needs and contribute to, and comply with, their IHP.

### **Parents/Carers**

- provide the school with sufficient and up-to-date information about their child's medical needs.
- are the key partners and should be involved in the development and review of their child's IHP.
- should carry out any action they have agreed to as part of the IHP implement.
- should provide any medication written into the Individual Healthcare Plan that is required by the student.

## **5. Administering Medicines**

A record is completed by staff, usually the Principal First Aider, every time medicine is administered to a student. The record is kept in a folder in the main office.

Staff will not give medication (prescription or non-prescription) to any student without a parent/carer written consent. If the medication is only required for a short time, parents must send in a signed letter with specific instructions for the medication which will be attached to the agreement form by the Principal First Aider.

Prescribed and over the counter medicines (including eye drops) must be in the original packaging or they will not be accepted by the school. Medication must be handed in to the Principal First Aider (or to a member of the office staff in their absence), clearly marked with the student's name and tutor group. If a student refuses to take medicine that their parents have requested, the refusal should be recorded on SIMS and parents informed by the Principal First Aider.

Some students may self-administer medication, e.g. Inhaler for asthma, if this has been directed by the parents/carers when completing a 'Parental Agreement' form. The school will not deal with

any requests to renew the supply of the medication. If a student misuses their or someone else's medication, parents/carers will be informed.

## **6. Storage of Medicines**

- Medication that requires storage in a fridge will be stored in the main office
- Tablets and any form of pain relief will be stored securely with the Principal First Aider
- EpiPens should be clearly labelled and in date and be easily accessible in the main office, as well as the student carrying one on their person
- Asthma inhalers should be clearly labelled and in date and easily accessible in the main office, as well as the student carrying one in their person.
- Students should not be carrying any medication without parent/carer first contacting the School.
- Medicines that have expired are to be returned to parent/carer or disposed of safely taken back to chemist.

## **7. Emergencies**

The school makes sure that all relevant staff understand what constitutes an emergency for an individual student and makes sure that an emergency plan and medication/equipment is readily available whenever the child is in the school, or taking part in off-site activities. Students may carry their emergency medication with them if this is appropriate or they should know exactly where to access it.

The school has been provided with a spare emergency asthma pump and adrenalin auto-injector. Where permission has been given by the parent/carer in advance, these will be used in an emergency if the student does not have their medication in school. Parents will be informed.

## **8. Other Information**

The school does not have to accept a student identified as having a medical condition at times when it would be detrimental to the health of that student or others to do so.

The following practices are considered unacceptable:

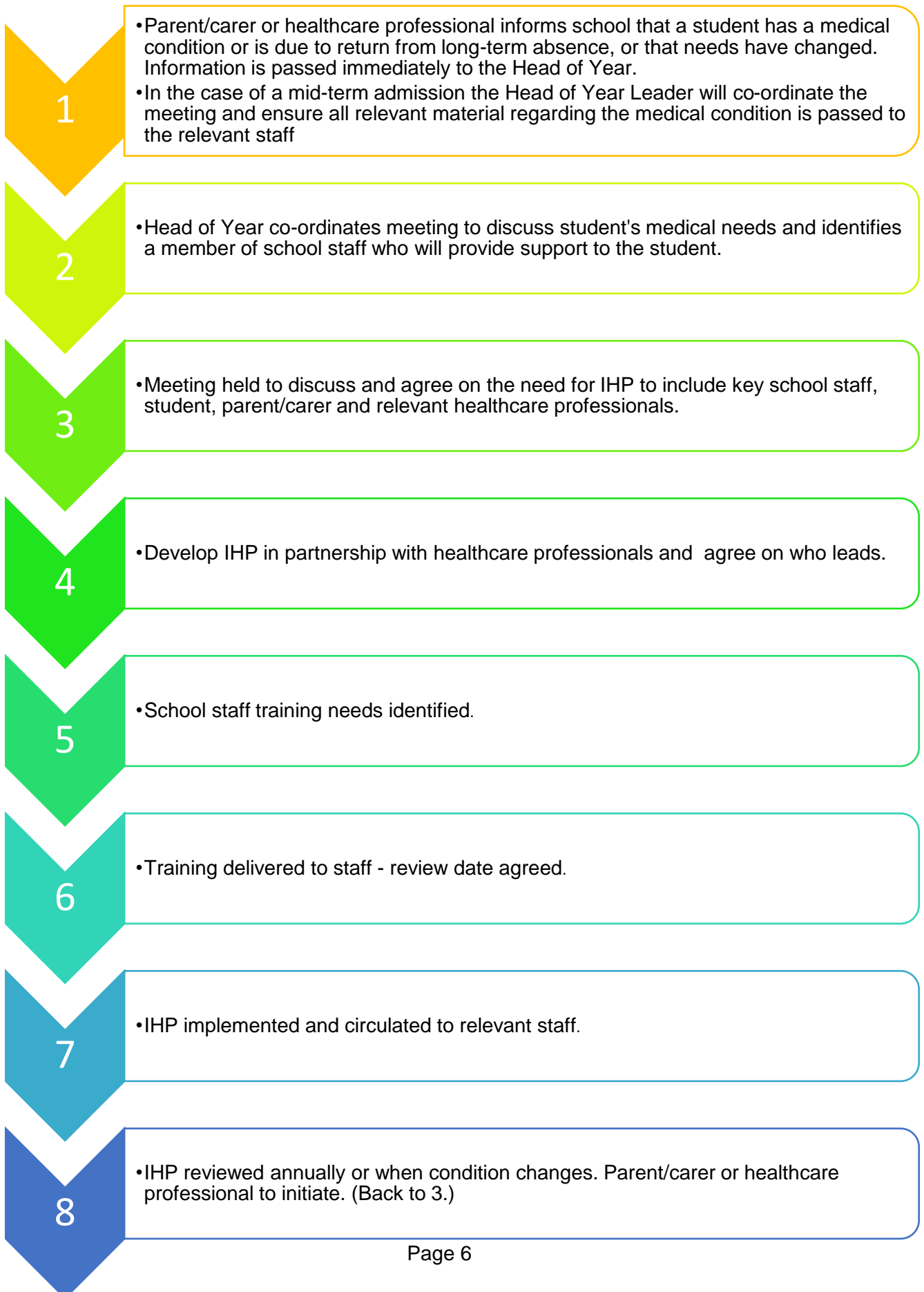
- preventing students from easily accessing their medication and administering it when and where necessary.
- assuming students with the same condition require the same treatment.
- ignoring the views of the student, their parents/carers; ignoring medical advice or opinion.
- sending students with medical conditions home frequently or preventing them from staying for normal school activities, unless specified in IHP.
- penalising students for their attendance record if their absences are related to their medical condition that is recognised under this policy.
- preventing students from drinking, eating or taking toilet breaks whenever they need to in order to manage their medical condition effectively.
- to require parents/carers to attend school to administer medication or provide medical support to their child, including toileting issues. No parent/carer should have to give up working because the school is failing to support their child's medical needs.
- preventing students from participating, or create unnecessary barriers to students participating in any aspect of school life, including school trips, such as requiring parents/carers to accompany their child.

## **9. Complaints**

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

## Appendix A

### Flowchart for Individual Health Plan



## Appendix B

### Model letter inviting parents/carers to contribute to individual healthcare plan development

Dear xxxxx,

#### RE: DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

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 with the school, parents/carers, 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 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 include add details of team. 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 add name of other staff lead would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely,





**Carshalton High School for Girls  
Individual Health Care Plan**

Student's name

Tutor group

Date of birth

Student's address

Medical diagnosis or condition

Date

Review date

**Family Contact Information**

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to student

Phone no. (work)

(home)

(mobile)

**Clinic/Hospital Contact**

Name

Phone no.

**G.P.**

Name

Phone no.

Who is responsible for providing support in school

Describe medical needs and give details of student'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*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to