The HENRY BEAUFORT School

Supporting Students with Medical Conditions Policy

Including those who cannot attend school because of health needs

Policy Amended by:	Alison Caplin	November 2025
Reviewed and Recommended by:	Welfare Committee	January 2026
To be Reviewed	Annually	November 2026

In line with the duty, which came into force on 1st September 2014, to support students at school with medical conditions, we are committed to ensuring that all children with medical conditions, in terms of both physical and mental health, are properly supported at The Henry Beaufort School so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

No child with a reported medical condition, whether formally diagnosed or under investigation, will be denied admission or prevented from taking up a place in our school because arrangements for their medical condition have not been made.

This policy should be read in conjunction with the Accessibility Plan.

We will ensure that students' health is not put at unnecessary risk from, for example, infectious diseases therefore we will not accept a child in school at times where it would be detrimental to the health of that child or others to do so.

This policy will be reviewed annually, and it is readily accessible to parents and school staff.

Policy implementation

The named person, who has overall responsibility for policy implementation, is the Student Support Officer and the Bursar.
They will:-

- ensure that sufficient staff are suitably trained
- ensure that all relevant staff will be made aware of the child's condition
- make cover arrangements in case of staff absence or staff turnover to ensure someone is always available
- brief supply teachers
- carry out risk assessments for school visits, holidays, and other school activities outside the normal
- timetable
- monitor individual healthcare plans
- ensure all personal data follows GDPR principles as outlined in the schools Data Protection Policy

Procedure to be followed when notification is received that a student has a diagnosed medical condition or undergoing tests/receiving treatment for a suspected medical condition

It is the responsibility of all parents to let the school know, at the earliest opportunity, that a student has, or is awaiting diagnoses of, a medical condition. Parents should contact the Student Support Officer to discuss this before a student returns to school.

When our school is notified that a student has a medical condition or is awaiting diagnosis of a medical condition we will:

- understand the symptoms, triggers and treatment response of the medical condition
- make arrangements for any staff training or support
- make every effort to ensure that arrangements are put in place within two weeks
- not wait for a formal diagnosis before providing support to students

Individual Healthcare Plans

Students with a long term diagnosed medical condition, such as Epilepsy or Anaphylaxis will have been given a health management plan by their healthcare provider. In the event that a management plan is not in place an Individual Health Care plan (IHCP) form is sent to all parents reporting that their child has an ongoing medical condition or are undergoing diagnostic tests for a suspected medical condition.. It is a legal requirement that the form is completed and is updated annually. At our school, parents are required to review the health information every time the child attends a school trip, Off-site activity or event, where there has been no activity the system sends a reminder to parents every six months. We will assess and manage risks to the child's education, health and social wellbeing, and minimise disruption.

Our IHP requires information about:

- 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 (NB If a child 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 child'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 child's condition and the support required;
- arrangements for written permission from parents and the headteacher for medication to be administered by a member of staff, or self-administered by the student during school hours;
- arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate, e.g. risk assessments;
- what to do in an emergency, including whom to contact, and contingency arrangements. Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan.

Roles and responsibilities

At our school those people involved in arrangements to support students at school with medical conditions include

- Student Support Officer
- Bursar
- School Nursing Service
- School Inclusion Officer
- Head of Year
- Tutor

Staff training and support

Staff are supported in carrying out their role to support students with medical conditions through appropriate training (see training record Appendix 2). Training needs are assessed regularly and training will be accessed through first aid training providers and, for highly complex conditions, the school nursing team.
Any member of school staff providing support to a student with medical needs will have received suitable training.

No member of staff will give prescription medicines or undertake healthcare procedures without appropriate training or instruction (updated to reflect requirements within individual healthcare plans).

The child's role in managing their own medical needs

Where children are deemed competent to manage their own health needs and medicines by their parents and medical professional, they will be supported to do this. We see this as an important step towards preparing students for the next stage of their education.

Managing medicines on school premises

At our school:

- medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so.
- no child will be given prescription or non-prescription medicines without their parent's written consent
- we will never give medicine containing aspirin unless prescribed by a doctor
- medication, e.g. for pain relief will never be administered without first checking maximum dosages and when the previous dose was taken
- parents will be informed of any medication given to their child
- where clinically possible, we will expect that medicines will be prescribed in dose frequencies which enable them to be taken outside school hours
- we will only accept prescribed medicines if they:
    - **are in-date**
    - **are labelled**
    - **are provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage**. *(NB The exception to this is insulin, which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container)*
- all medicines will be stored safely.
- children will know where their medicines are at all times and will be able to access them immediately. Where relevant, they will know who holds the key to the storage facility. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will be always readily available to children and not locked away, including when students are outside the school premises, e.g. on school trips
- when no longer required, medicines will be returned to the parent to arrange for safe disposal. Sharps boxes will always be used for the disposal of needles and other sharps
- controlled drugs that have been prescribed for a student are securely stored in a non-portable container and only named staff have access. Controlled drugs can be easily accessible in an emergency. A record is kept of any doses used and the amount of the controlled drug held.
- school staff will administer a controlled drug to the child for whom it has been prescribed. Staff administering medicines will do so in accordance with the prescriber's instructions.
- a record of all medicines administered to individual children is kept, stating what, how and how much was administered, when and by whom.
- Any side effects of the medication to be administered at school will be noted in school.

The only exception to this is EpiPens. The school has spare EpiPens for each student who has them prescribed. In addition to this individual students carry their own EpiPen.

Non-prescribed medicines

At our school we will administer non-prescription medicines.

Following on from 'Supporting Students with Medical Conditions December 2015' we have decided to review and renew our policies and procedures. Students are not permitted to bring any non-prescribed medication to school. In school we keep a small stock of over-the-counter remedies, such as you may have at home, which will include:

- Paracetamol tablets and Liquid Paracetamol
- Ibuprofen
- Cooling gel for burns

- Germolene/Savlon cream
- Anthisan – anti bite and sting cream
- Antihistamine

These will only be administered when it would be detrimental to the child not to give the medication and only with parents permission.

Before administering any medicines the student's medical details on Arbor will be checked; it is the parents responsibility to keep these details up to date. Where possible we will contact parents to discuss the administering of these medicines.

Record keeping

We will ensure that written records are kept of all medicines administered to children.
We recognise that records offer protection to staff and children and provide evidence that agreed procedures have been followed. Parents will be informed if their child has been unwell at school.

Emergency procedures

Our school's Business Continuity plan sets out what should happen in an emergency situation.

Related policies and plans

Fire Safety and Evacuation Plan Lockdown Procedure
Personal Emergency Evacuation Plans (PEEPs)

Please contact the school if you require a copy of these procedures. School staff can find these documents on the school SharePoint pages.

Day trips, residential visits and sporting activities

We always actively support students with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

As a school we believe it to be unacceptable practice to

- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- assume that every child with the same condition requires the same treatment;
- ignore the views of the child or their parents; or ignore medical evidence or opinion (although this may be challenged);
- send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
- if the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable;
- penalise children for their attendance record if their absences are related to their medical condition, e.g. hospital appointments;
- prevent students from drinking, eating or taking toilet or other breaks whenever they need to, in order to manage their medical condition effectively;
- require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs; or
- prevent children from participating or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the child. Ensuring a good education for children who cannot attend school because of health needs

Children unable to attend school because of health needs should be able to access suitable and flexible education appropriate to their needs. The nature of the provision must be responsive to the demands of what may be a changing health status. The Local Authority and the school will work together to provide a full-time education for any child who is not able to attend school due to medical conditions. This will usually be the HCC 'Place 2 Learn' provision or Hospital School.

Reintegration back to school will be anticipated and planned to ensure that the child is able to return to school. Appropriate measures will be put in place to ensure that the child is able to catch up if there are educational gaps as a result of the period away from school.

If this affects public examinations, awarding bodies will make special arrangements for children with permanent or long-term disabilities or learning difficulties, and with temporary disabilities, illness and indispositions, when they are taking public examinations.

The LA (or the school where applicable) should submit applications for special arrangements to awarding bodies as early as possible.
Those providing education to a child not in school should provide advice and information to the school to assist it with such applications.

Emergency Asthma Inhalers
Since 2015 schools may hold asthma inhalers for emergency use. This is entirely voluntary, and the Department of Health has published a protocol which provides further information. As a school we have agreed to purchase and keep emergency inhalers. These will only be used for those children who are already prescribed asthma inhalers. They will only be used in an emergency and, at all times, the school will seek to use the child's prescribed inhaler if possible.

Liability and indemnity

Maintained schools with a Service Level Agreement with HCC will be insured as long as all appropriate training and risk assessment has taken place.

Complaints

If you have a complaint about how your child's medical condition is being supported in school please contact the Headteacher and the Chair of Governors in the first instance.

Appendix 1: Resources and Further information

Please note that these are some suggested documents to use. The student may have a different individual healthcare plan from their health professional which would be acceptable.

Asthma UK school asthma card
https://www.asthma.org.uk/c58384a9/globalassets/health-advice/resources/schools/school-asthma-card2020_download.pdf

BAS allergy action plans
http://www.bsaci.org/about/download-paediatric-allergy-action-plans

Diabetes UK sample individual healthcare plan
https://www.diabetes.org.uk/resources-s3/2020-03/national-ihcp-2020.pdf

Young Epilepsy sample individual healthcare plan
http://www.youngepilepsy.org.uk/dmdocuments/IHP-child-form.pdf

Health Conditions in School Alliance generic individual healthcare plan
http://medicalconditionsatschool.org.uk/documents/Individual%20Healthcare%20plan__Part%202.pdf

Bladder and Bowel conditions individual healthcare plan
http://medicalconditionsatschool.org.uk/documents/IHP-Bowel-Bladder-conditions.pdf

Appendix 2 – Staff Training Record

	Provider	Qualification	Type	Date Taken	EXPIRE
Student Support Officer	St Johns Ambulance	Schools First Aid	1	15/02/2024	**14/02/2027**
	Epileptic Nurse – Student awareness	n/a			
Admin Assistant	St Johns Ambulance	Schools First Aid	1	25/05/ 2025	**24/05/2028**
Admin Assistant	St Johns Ambulance	Schools First Aid	1	20/10/2024	**19/10/2027**
Admin Assistant	St Johns Ambulance	First Aid at work	3	29/06/2024	**28/06/2027**
Bursar	St Johns Ambulance	First Aid at Work	3	09/08/2024	**08/08/2027**
Whole School Training	External Provider	whole school training on First Aid (Diabetes, Asthma, Anaphylaxis, Epilepsy)	Directed Time	21/11/2024 and 29/11/2024 (non teaching staff)	

Appendix 3 – IHCP Form

Individual healthcare plan

Name of school/setting	
Child's name	
Group/class/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	

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 pupil'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