

Testwood School

Supporting Students with Medical Conditions

Key Responsibility area:	First Aid Officer/Headteacher
Last Review:	May 2026
Next Review:	May 2028

Revision History

Version	Date	Amendments	Initials
V1.1	0/04/2018	Removed D Morrissey, K. Patten, N Cully from list of First aiders and R Gadd from Epi-pen trained	AS
V2.0	25/04/19	Updated First Aiders	FJ
V3.0	27/04/20	Updated First Aiders Governors changed to Trustees Point 9 (A) and (D) changed from student to child	JB
V4.0	30/04/21	Revised dates	JBa
V5.0	29/04/22	First Aiders updated	JBa
V5.1	14/10/22	First Aiders updated	JBa
V5.2	10/05/23	First Aiders updated	JBa
V5.3	01/05/24	First Aiders updated	JBa
V5.4	28/04/26	First Aiders updated	JBa

Introduction

1. Definition

Students' medical needs may be broadly summarised as being of two types
Short-term, affecting their participation in school activities when they are on a course of medication.

(a) Long-term, potentially limiting their access to education and requiring extra care and support

2. School Ethos

Schools have a responsibility for the health and safety of students in their care. The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of students with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all students at the school. This may mean making special arrangements for particular students so that they can access their full and

equal entitlement to all aspects of the curriculum. In this case, individual procedures may be required. Testwood School is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support that students with medical conditions (long or short term) may need.

3. The Children and Families Act 2014 places a duty on schools to make arrangements for student with medical conditions. Students with medical conditions have the same right of admission to school as other students and cannot be refused admission or excluded from school on medical grounds alone. However, teachers and other school staff in charge of students have a common law duty to act 'in loco parentis' and must ensure the safety of all students in their care. To this end, we reserve the right to refuse admittance to a student with an infectious disease, where there may be a risk posed to others or to the health of the student involved. This duty also extends to teachers leading activities taking place off the school site.
4. The prime responsibility for a student's health lies with the parent/carer, who is responsible for the student's medication and must supply the school with all relevant information needed in order for proficient care to be given to the student. The school takes advice and guidance from a range of sources, including the First Aid Officer, Health professionals and the student's GP in addition to the information provided by parent/carers in the first instance. This enables us to ensure we assess and manage risk and minimise disruption to the learning of the student and others who may be affected (for example, class mates).

5. Our Aims

- a) To support students with medical conditions, so that they have full access to education, including physical education and educational visits
- b) To ensure that school staff involved in the care of student with medical needs are fully informed and adequately trained by a professional in order to administer support or prescribed medication
- c) To comply fully with the Equality Act 2010 for students who may have disabilities or special educational needs.
- d) To write, in association with healthcare professionals, Individual Healthcare Plans where necessary
- e) To respond sensitively, discreetly and quickly to situations where a student with a medical condition requires support
- f) To keep, monitor and review appropriate records

6. Unacceptable Practice

While school staff will use their professional discretion in supporting individual students, it is unacceptable to:

- a) Prevent student from accessing their medication
- b) Assume every student with the same condition requires the same treatment
- c) Ignore the views of the student or their parents / carers; ignore medical advice

- d) Prevent student with medical conditions accessing the full curriculum, unless specified in their Individual Healthcare plan
- e) Penalise student for their attendance record where this is related to a medical condition
- f) Prevent student from eating, drinking or taking toilet breaks where this is part of effective management of their condition
- g) Require parent/carers to administer medicine where this interrupts their working day
- h) Require parent/carers to accompany their student with a medical condition on a school trip as a condition of that student taking part

7. Entitlement

Testwood School provides full access to the curriculum for every student wherever possible. We believe that students with medical needs have equal entitlement and must receive necessary care and support so that they can take advantage of this. However, we also recognise that employees have rights in relation to supporting students with medical needs, as follows:

8. Employees may:

- a) Choose whether or not they wish to be involved
- b) Receive appropriate training
- c) Work to clear guidelines
- d) Bring to the attention of Senior Leadership any concern or matter relating to the support of students with medical conditions

9. Expectations

- a) Parent/carers will inform school of any medical condition which affects their child.
- b) Parent/carers will supply school with appropriately prescribed medication, where the dosage information and regime is clearly printed by a pharmacy on the container
- c) Parent/carers will ensure that medicines to be given in school are in date and clearly labelled
- d) Parent/carers will co-operate in training their child to self-administer medicine if this is appropriate, and that staff members will only be involved if this is not possible
- e) Medical professionals involved in the care of student with medical needs will fully inform staff beforehand of the student's condition, its management and implications for the school life of that individual
- f) Testwood School will ensure that, where appropriate, students are involved in discussing the management and administration of their medicines and are able to access and administer their medicine if this is part of their Individual Healthcare plan (for example, an inhaler)

- g) School staff will liaise as necessary with Healthcare professionals and services in order to access the most up-to date advice about a student's medical needs and will seek support and training in the interests of the student
- h) Transitional arrangements between schools will be completed in such a way that
Testwood School will ensure full disclosure of relevant medical information, Healthcare plans and support needed in good time for the student's receiving school to adequately prepare
- i) Individual Healthcare plans will be written, monitored and reviewed regularly and will include the views and wishes of the student and parent/carer in addition to the advice of relevant medical professionals

10. Procedure

The Trustees of Testwood School ensures that an appropriate level of insurance is in place and reflects the level of risk presented by student with medical conditions.

11. Information

Student with medical conditions which may require emergency attention, e.g. epilepsy, diabetes, will have their names and an Individual Healthcare Plan clearly accessible in the medical room, and all adults dealing with the student will have their attention drawn to this information. All other medical conditions will be noted on student's Arbor records and this information will be provided to teachers annually.

12. In an emergency

In a medical emergency the school's First Aiders will be asked to attend. If an ambulance needs to be called, staff will:

- i. Outline the full condition and how it occurred
- ii. Give details regarding the student's date of birth, address, parents/carers names and any known medical conditions.

Student will be accompanied to hospital by a member of staff if this is deemed appropriate. Staff cars should not be used for this purpose. Parent/carers must always be called in a medical emergency, but do not need to be present for a student to be taken to hospital.

13. Administration of medicines

Only essential medicines will be administered during the school day. These will be only those prescribed by a doctor. Parent/carers must submit a written permission slip before any medicine is administered. Medicines to be given during the school day

must be in their original container. Controlled drugs can also be administered, subject to all other conditions as described in the Policy.

Essential medicines will be administered on Educational Visits, subject to the conditions above. A risk assessment may be needed before the visit takes place. Staff supervising the visit will be responsible for safe storage and administration of the medicine during the visit.

14. Only essential medicines will be administered during the school day. Parents/Carers must submit a Medicine Consent Form before any medicine (both prescription and non-prescription) can be administered. Medicines to be given during the school day must be in their original container. Prescription Medicines must be in their original container and have the pharmacy label intact. Controlled Drugs can also be administered, subject to all other conditions as described in the policy. Any student refusing to take medicine in school will not be made to do so (except in the case of emergency lifesaving medicine if this is an instruction on their IHCP or Medicine Consent Form, and parent/carers will be informed about the dose being missed. All doses administered will be recorded in the on Arbor and the parent/carer will receive an email notification.
15. All non-emergency medicines will be stored in a locked cupboard in the Medical Room. Epi-pens and Asthma Inhalers are stored in an easily accessible location in the Medical Room. School spare EpiPens and school spare inhalers may be administered to relevant students in an emergency, if the parent/carer has given prior written consent. Medicines needing refrigeration will be stored in the medical room fridge. Some emergency medicines (inhalers, etc.) may be kept in the medical room and collected by the student, for ease of access during outside activities. All medicines must be clearly labelled.

It is the First Aid Officer's duty to ensure that all medicine is within date and to contact parent/carers to ensure that medication is reviewed and updated. Medicines must be taken home at the end of the academic year and will be given to the student unless the parent/carer notifies the First Aid Officer in advance of the need to give medicine directly to the parent/carer. Any medicines left at the end of the academic year will be disposed of. For safeguarding reasons, students must not carry any medicine on their person unless with prior agreement from both the school and parent/carer.
16. Controlled drugs will be stored in a locked cupboard in the Medical Room. Controlled drugs will be logged in and out of the Medical Room in the Controlled Drug Book.
17. Staff will record any doses of medicines given on Arbor, and the Controlled Drug Book where required. Student's self-administering inhalers do not need to be recorded.
18. Asthmatic students are encouraged to look after their own inhalers, but may be stored in the medical room at parent/carer request. Students have access to these inhalers at all times, though must inform a member of staff that they are taking a dose. All

inhalers are marked with the student's name. All students with an inhaler must take them on educational visits, however short in duration.

19. Epi-pen (auto-injector) users are encouraged to look after their own epi-pens, but may be stored in the medical room at parent/carer request. Any member of staff can administer an epi-pen in an emergency. Training and refresher training is ongoing. Instructions for use can be found on each device and may differ between brands. Ambulances must be called for a student who may require epi-pen administration. IHCP will inform staff if anti-histamine is available for mild symptoms. If symptoms are more severe, the epi-pen should be given immediately. Parent/carers will be contacted after this call has been made. All students with an epi-pen must take them on off-site visits, however short the duration.
20. Complaints Should parent/carers be unhappy with any aspect of their student's care at Testwood School they must discuss their concerns with the school. This will be with the First Aid Officer in the first instance, with whom any issues should be managed. If this does not resolve the problem or allay concern, the problem should be brought to a member of the leadership team, who will, where necessary, bring concerns to the attention of the Headteacher. In the unlikely event of this not resolving the issue, the parent/carers must make a formal complaint using the Testwood School Complaints Procedure.

Trained Staff

School First Aiders (full certificate) are:

First Aid:

Mr Manning	Mrs Lee-Betti	Mrs Long	Miss Maidment
Mr Ainsworth	Miss Barbour	Mr Olney	Mr Ward
Mr Ward	Mrs Layram	Miss O'Driscoll	Mr Byrne
Mrs Barnes	Mr Blyth	Miss Lacoste	Mrs Richbell

Administration of Medicine:

Mrs Giles
Mrs Burford
Miss Wheadon
Mr Jones
Mrs Boorman

This policy was approved by the Trustees and will be reviewed bi-annually.