Supporting Pupils with Medical Conditions Policy

Policy title:	Supporting Pupils with Medical Conditions Policy
Function:	To set out the school's statutory responsibilities and procedures for managing medication safely and supporting pupils with medical needs.
Status:	Approved
Statutory guidance:	Section 100 of the Children and Families Act 2014 supporting pupils with medical conditions at school Keeping children safe in education - GOV.UK Children's Wellbeing and Schools Act 2026 Working Together to Safeguard Children Allergy and Anaphylaxis Policy
Audience:	Students, Parents, Staff, Leaders, Trustees, General public
Ownership:	Board of Trustees/Headteacher
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Reviewed by:	Board of Trustees
Next reviewed:	Annually

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1. Our Vision

At The Blue Coat School Liverpool, every student belongs, is valued, and is empowered to thrive. Guided by Non Sibi Sed Omnibus — not for oneself but for all — we honour our story with honesty while forging a modern, inclusive future.

We celebrate individuality and champion diversity, inspiring students to flourish in their own way with confidence, curiosity, resilience, and kindness.

Our vision is to ignite ambition and nurture integrity and compassion, preparing young people to shape a fairer, brighter world — in Liverpool and beyond.

2. Aims

At The Blue Coat School Liverpool, we understand that medical conditions requiring support at school can affect quality of life and may be life threatening.

Our school will support students with medical conditions so that they have full access to education, including school trips and physical education.

This policy aims to:

- Make sure that pupils, staff and parents/carers understand how our school will support pupils with medical conditions
- Set out the roles and responsibilities for everyone in the school community in regard to pupils with medical conditions
- Set out the procedure for creating, reviewing and managing individual healthcare plans (IHPs)
- Set out how we will manage medicines in school
- Reassure parents/carers that the school will help their child feel safe, supported and included

3. Legislation and statutory responsibilities

This policy meets the requirements under Section 100 of the Children and Families Act 2014, which places a duty on governing boards to make arrangements for supporting pupils at their school with medical conditions.

It is also based on the statutory guidance on supporting pupils with medical conditions at school from the Department for Education (DfE).

The school recognises that some medical conditions, including allergies, may have safeguarding implications. Information relating to medical conditions will be shared on a need-to-know basis to safeguard and promote pupil welfare, in accordance with KCSIE and data protection requirements.

4. Roles and responsibilities

4.1 The Trust Board

The Trust Board has ultimate responsibility for making arrangements to support students with medical conditions.

The Trust Board will:

- Review this policy in a timely manner, in line with the relevant legislation and requirements
- Make sure that the policy sets out the procedures to be followed whenever the school is notified that a student has a medical condition
- Monitor practice and staff training, in regards to students with medical conditions, in line with this policy

4.2 The Headteacher

The Headteacher will:

- Make sure all staff are aware of this policy and understand their role in its implementation.
- Make sure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations.
- Make sure that all staff who need to know are aware of a child's condition.
- Take overall responsibility for the development and monitoring of individual healthcare plans (IHPs).
- Make sure that school staff are appropriately insured and aware that they are insured to support students in this way.
- Manage cover arrangements in the case of staff absence or turnover, to make sure a suitable staff member is always available and supply staff are briefed appropriately about students' medical needs.
- Approve risk assessments for school visits and school activities outside the normal school timetable that involve provision for students with medical conditions.
- Make sure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date.

4.3 Staff

Supporting students with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to students with medical conditions, although they will not be required to do so. This includes the administration of medicines.

Those staff who take on the responsibility to support students with medical conditions will receive sufficient and suitable training and will achieve the necessary level of competency before doing so.

Teachers will take into account the needs of students with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a student with a medical condition needs help.

4.4 Parents/carers

Parents/carers will:

- Provide the school with sufficient and up-to-date information about their child's medical needs.
- Provide evidence of appropriate prescription and written permission for medicines to be administered by staff.
- Be involved in the development and review of their child's IHP and may be involved in its drafting.
- Carry out any action they have agreed to as part of the implementation of the IHP, e.g. provide medicines and equipment, and ensure they or another nominated adult are contactable at all times.

4.5 Students

Students with medical conditions will often be best placed to provide information about how their condition affects them. Students should be fully involved in discussions about their medical support needs and

contribute as much as possible to the development of their IHPs. They are also expected to comply with their IHPs.

4.6 Healthcare professionals

Healthcare professionals, such as GPs and pediatricians, will liaise with the School and notify us of any students identified as having a medical condition. They may also provide advice on developing IHPs.

5. Equal opportunities

The school will adhere to the legal responsibilities under the Equality Act 2010 and will not unlawfully discriminate against any students. Our school is clear about the need to actively support students with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The school will consider what reasonable adjustments need to be made to enable these students to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that students with medical conditions are included. In doing so, students, their parents/carers and any relevant healthcare professionals will be consulted.

6. Being notified that a child has a medical condition

When the school is notified that a student has a medical condition, the SENDCO will liaise with parent/carer to decide whether the student requires an IHP.

The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for pupils who are new to our school.

We will:

- For new starters, send a form to all parent/carers of pupils after their place at the school has been confirmed, but before their first school year starts, to confirm any medicine(s) their child needs. Where a student has a new diagnosis and/or a student has moved to the school mid-term, we will send a form and put arrangements in place within 2 weeks
- Send a reminder to parents/carers at the start of each year in a newsletter, as well as a form to complete if their child requires certain medicine(s)

We ask that parents/carers proactively inform us by either phone call to the school 0151 733 1407 or an email to office@bluecoatschool.org.uk if their child's medical needs change during the school year.

The school recognises that allergies and anaphylaxis are medical conditions that may require specific support arrangements. Students with diagnosed allergies will be assessed to determine whether an Individual Healthcare Plan (IHP) is required. Allergy management arrangements will be implemented in accordance with the school's Allergy and Anaphylaxis Policy.

7. Individual healthcare plans (IHPs)

The SENDCO has overall responsibility for the development of IHPs for students with medical conditions. Where a student has a diagnosed allergy, the IHP will be developed and maintained in accordance with the school's Allergy and Anaphylaxis Policy and any supporting medical advice.

Plans will be reviewed at least annually, or earlier if there is evidence that the student's needs have changed.

Plans will be developed with the student's best interests in mind and will set out:

- What needs to be done
- When
- By whom

Not all students with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents/carers when an IHP would be inappropriate or disproportionate. This will be based on evidence.

Plans will be drawn up in partnership with the school, parents/carers and a relevant healthcare professional, who can best advise on the student's specific needs. The student will be involved wherever appropriate.

IHPs will be linked to, or become part of, any education, health and care (EHC) plan. If a student has special educational needs (SEN) but does not have an EHC plan, the SEN will be mentioned in the IHP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The SENDCO will consider the following when deciding what information to record on IHPs:

- 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, additional support in catching up with lessons, counselling sessions etc.
- The level of support needed, including in emergencies. If a student 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 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 headteacher 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 or student, the designated individuals to be entrusted with information about the pupil's condition
- What to do in an emergency, including who to contact and contingency arrangements

8. Managing medicines

Prescription and non-prescription medicines will only be administered at school:

- When it would be detrimental to the student's health or school attendance not to do so, **and**
- Where we have parents/carers' written consent.

The person administering the medicine will keep a written record.

Students under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Anyone giving a student any medication (for example, for pain relief) will first check recommended and maximum dosages for the student's age, and when the previous dosage was taken.

The school 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 school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely. Students will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to students and not locked away.

Medicines will be returned to parents/carers to arrange for safe disposal when no longer required.

8.1 Controlled drugs

Controlled drugs are prescription medicines that are controlled under the Misuse of Drugs Regulations 2001 and subsequent amendments, such as morphine or methadone.

A student who has been prescribed a controlled drug may have it in their possession if they are competent to do so, but they must not pass it to another student to use. All other controlled drugs are kept in a secure cupboard in the school office and only named staff have access.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

8.2 Students managing their own needs

Students who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents/carers, and it will be reflected in their IHPs.

Students will be allowed to carry their own medicines and relevant devices wherever possible.

IHPs will include procedure for staff to follow if a student refuses to carry out a necessary procedure or take medicine.

8.3 Unacceptable practice

Although school staff will use their discretion and judge each case on its merits with reference to the student's IHP, they will keep in mind that it is not generally acceptable practice to:

- Prevent students from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every student with the same condition requires the same treatment
- Ignore the views of the student or their parents/carers
- Ignore medical evidence or opinion
- 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 IHPs
- Send an ill student to the school office or medical room unaccompanied or with someone unsuitable (e.g. a fellow student who is not old or responsible enough)

- Penalise students 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
- 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/carers to accompany their child
- Administer, or ask students to administer, medicine in school toilets.

9. Emergency procedures

Staff will follow the school's normal emergency procedures (for example, calling 999). All students' IHPs will clearly set out what constitutes an emergency and will explain what to do.

Where anaphylaxis is suspected, staff must follow the emergency procedures set out in the Allergy and Anaphylaxis Policy, including the immediate administration of an adrenaline auto-injector where appropriate and contacting emergency services.

If a student needs to be taken to hospital, staff will stay with the student until the parent/carer arrives, or accompany the student to hospital by ambulance.

10. Training

Staff who are responsible for supporting students with medical needs will receive suitable and sufficient training to do so.

The training will be identified during the development or review of IHPs. Staff who provide support to students with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the SENDCO. Training will be kept up to date.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the students
- Fulfil the requirements in the IHPs
- Help staff to have an understanding of the specific medical conditions they are being asked to support with, their implications and preventative measures

Relevant staff will receive allergy awareness and anaphylaxis training, including the recognition of allergic reactions, emergency response procedures and, where appropriate, the administration of adrenaline auto-injectors (AAIs).

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

All staff will receive training so that they are aware of this policy and understand their role in implementing it – for example, with preventative and emergency measures so that they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

11. Record keeping

The Trust Board will ensure that written records are kept of all medicine administered to pupils for as long as these pupils are at the school. Parents/carers will be informed if their child has been unwell at school.

IHPs are kept in a readily accessible place that all staff are aware of.

We will:

- Enter each student's medicine need in the school's system
- Update our records when parents/carers of pupils inform us of changes to their child's needs
- Keep a record of changes, labelling the most recent record for each child
- Records relating to allergies, Individual Healthcare Plans, risk assessments and emergency medication will be maintained securely and reviewed regularly.
- Make sure that all staff have access to records so that they are informed about students' medical needs
- Securely hold this information digitally in accordance with the UK GDPR
- Inform parents/carers about how they can access their child's information (provided no relevant exemptions apply to their disclosure under the Data Protection Act 2018)

12. Monitoring, review and evaluation

The Board of Trustees will ensure that the procedures and practices of this policy are monitored, reviewed and evaluated.

The Headteacher will ensure that the Board of Trustees is provided with the necessary information to rigorously evaluate the effectiveness of the school's arrangements for managing medication. This includes data on medication administration, staff training and compliance with statutory guidance.

The school will regularly review the circumstances of students requiring medication and the arrangements in place to support them, to ensure that practices do not unfairly disadvantage any student on the basis of health condition, disability, or other protected characteristics. This includes ensuring reasonable adjustments are implemented where required and that procedures remain equitable and inclusive.