



Supporting Pupils with Medical Conditions Policy

Document Control	
Title	Supporting Pupils with Medical Conditions Policy
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Purpose of the policy	To set out the processes for supporting pupils with medical needs
Related policies/guidance	Intimate Care Policy SEND Information Report SEN policy Accessibility Policy
Review	Full Governing Body - every 2 years
Author	Penelope Coe
Date Consultation Completed	March 2025
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Under the Public Sector Equality Duty, Manchester Hospital School has due regard to the need to eliminate discrimination, harassment and victimisation and any other conduct prohibited by the Equality Act 2010; to advance equality of opportunity between those who share a relevant protected characteristic and those who do not share it and to foster good relations across all protected characteristics. Manchester Hospital School will take into account equality considerations when policies are being developed, adopted and implemented.

Manchester Hospital School serves the needs of a very large and diverse range of children, young people and their families at times when they are extremely vulnerable. Our core purpose as a school is to uphold the child's right to Education and our policies and procedures are necessary to keep staff and children safe. We acknowledge that our students are often living with a range of very complex medical conditions including mental ill health and therefore we keep the needs of the student at the heart of all decisions. We will, therefore, work within the parameters of all statutory policies whilst seeking to understand and support the child's long term education and health needs.

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1. Introduction

This policy relates to pupils who attend the Leo Kelly School only. The medical needs of pupils attending all other sites are managed by medical professionals or their parents/carers, if they are taught in the home or online.

All children and young people who attend Manchester Hospital School have medical or mental health needs. Some of our pupils will, at some point, require short term additional support, provision or medication whilst attending school. Others will require medication and support on a long term basis to keep them well, for example, pupils with epilepsy or cystic fibrosis. In addition, some pupils may require medication and support in particular circumstances, such as children with severe allergies who may need an adrenaline injection in an emergency.



Most children with medical needs are able to attend school regularly and can take part in routine activities, sometimes with some support. However, staff may need to take extra care in supervising some activities to ensure that these children, and others, are not put at risk.

2. Aims

This policy aims to ensure that:

- Pupils, staff and parents understand how our school will support pupils with medical conditions which require additional support and provision beyond our school's universal offer
- Pupils with medical conditions are properly supported to allow them to access all aspects of school life

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 bodies to make arrangements for supporting pupils at their school with medical conditions.

It is also based on the Department for Education (DfE)'s statutory guidance on [supporting pupils with medical conditions at school](#).

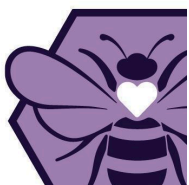
4. Roles and responsibilities

4.1 The governing body

- The governing body has ultimate responsibility to make arrangements to support pupils with medical conditions. The governing body will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

4.2 The Headteacher

- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHCPs), including in contingency and emergency situations
- Ensure that all staff who need to know, are aware of a child's condition.
- Take overall responsibility for the development of IHCPs



- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way

4.3 Whole School SENCO

- Support the Head Teacher to fulfil the above responsibilities
- Ensure that systems are in place for obtaining information about a child's medical needs and allow for information to be kept up to date
- Ensure that systems are in place which allow staff members to access relevant information about a pupil's medical condition and their IHCP

4.4 SENCO for Leo Kelly:

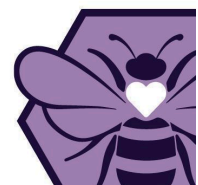
- Work with health professionals and parents/carers to ensure that all Individual Health Care Plans (and any other necessary plans) are in place for all pupils who require them
- Ensure that all Individual Health Care Plans are reviewed and up to date
- Contact the school nursing service in the case of any pupil who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse
- Ensure that medication is stored in a secure, accessible place and is in date
- Ensure that all members of staff are aware of relevant plans for pupils with medical needs and have received sufficient and suitable training

4.5 Staff

- Supporting pupils with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to support pupils with medical conditions, this includes supporting with the administration of medicines.
- Those staff who take on the responsibility to support pupils 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 pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.
- All staff will ensure that they know and understand any plans which are shared with them to support a pupil with medical needs.

4.6 Parents

- Provide the school with sufficient and up-to-date information about their child's medical needs, any necessary medications, and any changes in their child's health status.



- Be involved in the development and review of their child's IHCP and may be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the IHCP, e.g. provide medicines and equipment, and ensure they or another nominated adult are contactable at all times

4.7 Pupils

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Pupils should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHCPs. They are also expected to comply with their IHCPs.

4.8 School Nurse and other healthcare professionals

Our school nursing service will notify the school when a pupil has been identified as having a medical condition that will require support in school. This will be before the pupil starts school, wherever possible. They may also support staff to write and implement a child's IHCP.

Healthcare professionals, such as GPs and paediatricians, will liaise with the school nurse and notify them of any pupils identified as having a medical condition. They may also provide advice on developing IHCPs.

5. Equal opportunities

Our school is committed to actively supporting pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so. The school considers what reasonable adjustments need to be made to enable all pupils to participate fully and safely on school trips, visits and sporting activities.

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

6. Notification that a child has a medical condition

At the point of admission, the school will request full information about existing medical conditions in order that relevant support and training can be arranged. Parents, carers and professionals may also notify the school of any new medical needs or changes to existing needs whilst the pupil attends our school.



When the school is notified that a pupil has a medical condition, the process outlined below will be followed to decide whether the pupil requires an IHCP and the details to include.

7. Individual healthcare plans (IHCPs)

IHCPs are developed and maintained by the SENCO. (See Appendix 1 for IHCP template.)

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

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

- What needs to be done
- When
- By whom

Not all pupils with a medical condition will require an IHCP. An IHCP is created when a pupil's medical needs mean that:

- they require medication to be administered during the school day, routinely or in an emergency
- additional physical support and equipment is required to support the pupil during the school day, routinely or in an emergency

For pupils with social, emotional and mental health needs who do not meet the above criteria, additional support, adaptations and equipment are detailed in their Pupil Risk Assessment and their About Me profile.

For those pupils who do require an IHCP, plans will be drawn up in partnership with the school, parents and a relevant healthcare professional, such as the school nurse, specialist or paediatrician, who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate. The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The SENCO will consider the following when deciding what information to record on an IHCP:

- The medical condition, its triggers, signs, symptoms and treatments
- The pupil'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. travel time between lessons



- Specific support for the pupil'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 and counselling sessions
- The level of support needed, including in emergencies. If a pupil 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 pupil'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 pupil'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 pupil 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 pupil can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parent/pupil, 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

Invasive or Intimate Treatment

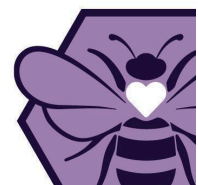
If a pupil's medical needs mean that invasive or intimate treatment is required, staff at Manchester Hospital School will follow the school's Intimate Care Policy and ensure that an Intimate Care Plan is in place.

Educational Visits

Staff supervising educational visits must find out about the medical needs of the pupils they propose to take. They must make arrangements for the administration and witnessing arrangements of prescribed medication and put in place emergency procedures including phone numbers. On most educational visits, at least one member of staff should be a trained First Aider. It is the responsibility of the teacher organising the trip to ensure that they have all the information about the needs of pupils on the trip. They should then complete the risk assessments as part of the process using the school's agreed external visits system. Extra safety precautions may need to be put in place, including detailed risk assessments. These should include emergency procedures and should form a regular part in any pre-trip staff briefing.

8. Managing medicines

8.1 Prescription Medication



Prescription-only medicines will only be administered at school:

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

If a child receives a prescription which needs to be administered during school time, parents/carers are asked to complete a form providing information to the school of the details of the medication and giving consent for it to be administered in school (See appendix 2). Any medication taken must be supervised by a first aider (unless in an emergency). Only First Aiders who are identified in the pupil's IHCP will administer medication. A full list of our First Aiders at The Leo Kelly School is published in Appendix 3.

For any unplanned administration of medication (eg. if a pupil takes their inhaler during school hours), a member of staff will notify the pupil's parents/carers over the phone or in writing. This contact will be logged on the school's management information system.

Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages 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. Pupils will be informed about where their medicines are at all times and be able to access them immediately if required. Medicines and devices such as asthma inhalers, blood glucose testing metres and adrenaline pens will always be readily available to pupils and not locked away. This medication is kept in the School Reception. Members of SLT and all First Aiders should know how to gain access to this medication in case of an emergency, in which rescue medicine is required.

All other medication will be stored in a secure, lockable cupboard in the medical room. All First Aiders should know how to gain access to this medication.

Medicines will be returned to parents to arrange for safe disposal when no longer required. If parents do not collect all medicines, they should be taken to a local pharmacy for safe disposal. Sharps boxes should always be used for the disposal of needles. Collection and disposal of the boxes is arranged with the Local Authority's environmental Services.



As long as guidance in this document is adhered to, the Headteacher will accept responsibility for school staff giving prescribed medication during the school day.

8.2 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.

All controlled drugs are kept in a secure cupboard in the School Reception 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.

8.3 Pupils managing their own needs

Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents and it will be reflected in their IHCPs. This includes pupils carrying their own inhalers unless their pupil risk assessment indicates that this is not appropriate.

If a pupil self-administers their own inhaler, they will alert a member of staff immediately and the member of staff will take responsibility for ensuring that this is recorded on the school's management information system under the pupil's medical notes.

Staff will not force a pupil to take a medicine or carry out a necessary procedure if they refuse, but will follow the procedure agreed in the IHCP. They will inform parents immediately and contact emergency services if required.

8.4 Unacceptable practice

School staff should use their discretion and judge each case individually with reference to the pupil's IHCP, but it is generally not acceptable to:

- Prevent pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every pupil with the same condition requires the same treatment
- Ignore the views of the pupil or their parents
- 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 IHCPs
- If the pupil becomes ill, send them to the School Reception or medical room unaccompanied or with someone unsuitable



- Penalise pupils for their attendance record if their absences are related to their medical condition, e.g. hospital appointments
- Prevent pupils 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 pupil, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs
- Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany their child
- Administer, or ask pupils to administer, medicine in school toilets

9. Emergency procedures

If a pupil requires urgent medical attention, staff will follow the school's normal emergency procedures by calling 999. Where a pupil's medical condition carries a risk of emergency treatment being required, their IHCP will clearly set out what constitutes an emergency and will explain what to do. For some pupils, an additional emergency plan such as an Emergency Allergy Action Plan will be provided by a medical professional and should be stored alongside the pupil's IHCP.

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

10. Training

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so. The training will be identified during the development or review of IHCPs. Staff who provide support to pupils 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 SENCO. 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 pupils
- Fulfil the requirements in the IHCPs



- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures
- Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

All staff will read this policy and understand their role in implementing it so they can recognise and act quickly when a problem occurs.

11. Record keeping

The governing body will ensure that records are kept of all medicine administered to pupils for as long as these pupils are at the school. These records are kept on the school's secure management information system. IHCPs are also stored on the school's secure management information system so that they are readily available for staff.

12. Liability and indemnity

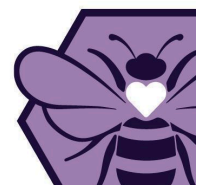
The governing body will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

13. Complaints

Parents with a complaint which relates to school support for their child's medical condition should discuss these directly with the SENCO and/or Whole School SENCO in the first instance. If the SENCO and/or Whole School SENCO cannot resolve the matter, a meeting will be arranged with the Head Teacher. If the matter is still not resolved, the Head Teacher will direct parents to the school's complaints procedure.

14. Monitoring arrangements

This policy will be reviewed and approved by the governing body every two years.



Appendix 1: Individual Healthcare Plan (IHCP) Template



Manchester
Hospital School

Individual Healthcare Plan

Pupil's name	
Date of birth	
Medical diagnosis or condition	
Date of diagnosis or condition	
Clinic/Hospital Contact	
Name	
Phone no.	
G.P.	
Name	
Phone no.	

Staff responsible for providing support in school	First aiders <ul style="list-style-type: none">● Lisa Davis● Paul McAvady● Dorian Reynolds● Rosa Rooney● Charlotte Chatburn● Ruqayya Choudhary● Mary Scott● Justine Jones
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Describe medical needs and give details of the 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, contraindications, administered by/self-administered with/without supervision

Daily care requirements:

Arrangements for school visits/trips etc.

Other information:

Describe what constitutes an emergency, and the action to take if this occurs



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Who is responsible in an emergency (<i>state if different for off-site activities</i>)
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- | |
|--|
| First aider in school or on trip <ul style="list-style-type: none">● Lisa Davis● Paul McAvady● Dorian Reynolds● Rosa Rooney● Charlotte Chatburn● Ruqayya Choudhary● Mary Scott● Justine Jones |
|--|

Plan completed by:

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Potential training requirements for staff

Member of staff	Type of training	By when

Form copied to

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Parent name:	
Parent signature:	
Date:	



Appendix 2: Parental agreement for Manchester Hospital School to administer medication



Manchester
Hospital School

Parental Agreement for School to Administer Medication

Name of child	
Date of birth	
Group/class/form	
Admission Date to Leo Kelly School	
Date form being completed	
Medical condition or illness	
If new diagnosis, date new medication began.	
<u>Time duration medication needed.</u> <i>(short/long term) if being reviewed after a period of time?)</i>	
Date for review to be initiated by School	(annually from date of form being completed)

Medication	
Name/type of medicine <i>(as described on the container)</i>	
Expiry date	



Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school needs to know about?	
Self-administration - y/n	
Procedures to take in an emergency	
Individual Health Care Plan - date completed	

Contact Details of Parent/Carer Completing this Form	
Name	
Daytime telephone no.	
Alternative Contact no.	
Relationship to child	
I understand that I must deliver the medicine personally to	[agreed member of staff]

***Medicines must be provided in the original container from the pharmacy**

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

I agree to collect and dispose of any expired medication by taking it to a pharmacy for safe disposal.



Signature(s) _____ Date _____

Appendix 3: First Aiders

Staff member	Qualification Expiry Date
Lisa Davis	17/09/27
Dorian Reynolds	22/09/25
Rosa Rooney	09/09/25
Paul McAvady	17/09/27
Charlotte Chatburn	22/03/26
Mary Scott	15/09/26
Ruqayya Choudhary	21/09/26
Justine Jones	12/01/27

