



Document Control  
Reference: Supporting Children with  
Medical Conditions  
Version No: 3  
Version Date: 23.09.25  
Review Date: July 2026  
Page: 1 of 14



**THE  
HAYLING  
COLLEGE**

Happy, Healthy, High Performing

# Supporting Children with Medical Conditions



## Document Owner and Approval

The Hayling College is the owner of this document and is responsible for ensuring that this policy document is reviewed in line with the School's policy review schedule.

A current version of this document is available to all members of staff in the School Pool  
Q:\POLICIES\Policies

## Version History Log

| Version | Description of Change                                                                                                        | Date of Policy Release by THC |
|---------|------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| 1       | Initial Issue                                                                                                                | September 2022                |
| 2       | Key Roles and Responsibilities                                                                                               | September 2024                |
|         | All Staff                                                                                                                    |                               |
|         | Identifying Medical Conditions and Support Needs                                                                             |                               |
|         | Individual Health Care Plans                                                                                                 |                               |
|         | Record Keeping                                                                                                               |                               |
|         | Risk Assessments                                                                                                             |                               |
|         | Emergency Procedures                                                                                                         |                               |
| 3       | Changing registration from Form to Arbor (p5)                                                                                | September 2025                |
|         | Change First Aid Lead to School Nurse (throughout)                                                                           |                               |
|         | Identify who prepares IHCP and ECHP (p5)                                                                                     |                               |
|         | Remove duplicated paragraph (p10)                                                                                            |                               |
|         | Not necessary to have a prescription for medication administered throughout the day, but a letter from a legal guardian (p9) |                               |
|         | Location of storage of Controlled Drugs (p10)                                                                                |                               |
|         | Location of storage of Medication (p10 / p11)                                                                                |                               |
|         | Location of Medical Accommodation moved (p12)                                                                                |                               |



## Aims

Section 100 of The Children and Families Act 2014: Places a duty on the governing body of The Hayling College to make arrangements for supporting children at their premise with medical conditions. The Department of Education has produced statutory guidance 'Supporting Pupils with Medical Conditions' and we will have regard to this guidance when meeting this requirement.

We will endeavour to ensure that pupils with medical conditions are properly supported so that they have full access to education, including college trips and physical education. The aim is to ensure that all pupils with medical conditions, in term of both their physical and mental health, are properly supported in the Hayling College so that they can play a full and active role in college life, remain healthy and achieve their academic potential.

It is our policy to ensure that all medical Information will be treated confidentially by the Headteacher and staff. All administration of medicines is arranged and managed in accordance with the Supporting Pupils with Medical Conditions document. All staff have a duty of care to follow and co-operate with the requirements of this policy.

Where pupils have a disability, the requirement of the Equality Act 2010 will apply. Where pupils have an identified special need, the SEN Code of Practice will also apply. We recognize that medical conditions may impact social and emotional development as well as having educational implications.

## 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 Department for Education's statutory guidance on supporting pupils with medical conditions at school.

## Key Roles & Responsibilities

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

### The headteacher will:

- 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 (IHPs), including in contingency and emergency situations
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way



### **The School Nurse will:**

- Ensure that all staff who need to know are aware of a child's condition
- Take overall responsibility for the development of HCPs
- 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 systems are in place for obtaining information about a child's medical needs and that this information is kept up to date
- Administer Medications.
- Receive sufficient and suitable training and will achieve the necessary level of competency before doing so.

### **All Staff:**

- Supporting pupils with medical conditions during school hours is not the sole responsibility of 1 person. Any member of staff may be asked to provide support to pupils 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 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.

### **Parents:**

- Provide the school with sufficient and up-to-date information about their child's medical needs
- 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

### **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 IHPs. They are also expected to comply with their IHPs.

### **School Nursing Team 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 implement a child's IHP.



Prior to a pupil joining the school medical needs will be identified. Parents will register their child via the Arbor App including all information required (including emergency contact information, medical conditions, current medications).

Prior to the new academic year a report of all pupils transitioning from primary school with stated medical conditions is made available for the school.

Where new starters have joined from another Secondary school they will notified of any stated medical condition when the Pupil Registration Form is processed.

The School Nurse and/or Special Education Needs Coordinator/Leading Teacher for Inclusion will review all reports of medical conditions of pupils who will be joining the school and where relevant contact parents/carers to clarify any medical needs prior to them joining.

If necessary, an Individual Health Care Plan (IHCP), by the School Nurse, or Education, Health and Care Plan (EHCP), by the SENCo, will be developed for the pupil with the SENDCo, Head of School and associated healthcare professionals. This plan will be sent to the parent/carer and healthcare professional.

Where a pupil is already on role with the school but is returning to school having been diagnosed with a new/changed medical condition and/or after a long period of absence, then the parent/carer is responsible for notifying the school of the medical condition prior to the pupil returning to school. The school will, depending on the nature of the illness and the length of absence make provision to ensure that the impact on education and progress is minimised. They will plan and deliver this in conjunction with medical professionals and parents.

Parents/carers of pupils with pre-existing medical conditions (already notified to the school) are required to notify the school if their pupil has a medical emergency or if there have been changes to their symptoms, or their medication and treatments change.

Class teachers are continually aware of pupils' learning. If they observe that a pupil, as recommended by the 2015 SEN Code of Practice, is making less than expected progress, given their age and individual circumstances, they will seek to identify a cause.

If parents have concerns, they can also request that we look more closely at their pupil's learning. We take all parental concerns / requests seriously and investigate them all.

The SENDCos and various staff members are qualified to undertake a range of standardised tests with pupils. The SENDCos and Leading Teacher for Inclusion use these assessments to add to and inform a teacher's own understanding of the needs of the pupil. Refer to the SENDco Policy for more information.



## Equal opportunities

- Our school is clear about the need to actively support pupils 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 pupils 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 pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

## Individual Health Care Plans

The headteacher has overall responsibility for the development of IHPs for pupils with medical conditions. This has been delegated to the School Nurse

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 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. If there is no consensus, the headteacher will make the final decision.

Plans will be drawn up in partnership with the school, parents/carers 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. IHPs will be linked to, or become part of, any education, health and care (EHC) plan. If a pupil 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 governing board and the headteacher / role of the individual with responsibility for developing IHPs, will consider the following when deciding what information to record on IHPs:

- 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. crowded corridors, 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, 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/carers 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/carer or 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

## **Record Keeping**

As part of the school's admissions process and annual data collection exercise parents are asked if their pupil has any medical conditions. These procedures also cover transitional arrangements between schools. These forms are held on the pupil's school file.

The school may use an EHCP or IHCP to record the support an individual pupil needs around their medical condition. These plans are developed with the pupil (where appropriate), parent, designated named member of school staff, specialist nurse (where appropriate) and relevant healthcare services. These are stored on Arbor.

Where a pupil has health care need but does not have a statement or EHCP, their special educational needs are mentioned in their individual pupil profile or IHCP.

The parents/carers, specialist nurse (where appropriate) and relevant healthcare services are issued with a copy of the plan.



The school makes sure that the pupil's confidentiality is protected.

The school seeks permission from parents before sharing any medical information with any other party.

The school keeps an accurate record of all medication administered, including the dose, time, date and supervising staff which is kept in the medical room and then archived in the pupils personal file.

Administration of Medicine and Treatment Consent Form must be completed by parents for pupils who need medication when in school, either long-term for medical conditions or shortterm e.g. antibiotics.

### **Risk Assessments**

The aim of a risk assessment is to enable the school to take the measures necessary for the safety and health of pupils with conditions when they are in the care of the school.

If an individual health care plan has not been deemed necessary for a pupil with a particular medical condition, the school may decide to complete a risk assessment for example:

- If there is a significant chance of triggers to that medical condition being presented at school
- If the medical condition has potential to be life threatening to the pupil and or other users of the school
- If medical equipment used by a pupil may have harmful effects on themselves or others with improper use and/or storage
- If the student has had an accident and has limited mobility
- If the student has had an operation, or a procedure.

Parent/carers will have the opportunity to review and approve the risk assessment.

All risk assessments are held in the medical room, on the staff shared drive.

Additionally, a risk assessment should be completed prior to any school visits, holidays and other school activities outside of the normal timetable; this will be undertaken by the trip organizer, reviewed by the Education Visits Coordinator and Head of School in accordance with the Evolve/Outdoor Education Service's procedures and guidance.

### **Managing medicines**

Prescription and non-prescription 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
- The only exception to this is where the medicine has been prescribed to the pupil without the knowledge of the parents.





- Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor.
- Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents will always be informed.
- The college will not administer paracetamol before 12 noon to ensure the recommended four hours has passed since parents could have administered at home before school starts.
- We will also check with the pupil that they have not previously taken any medication containing paracetamol within the preceding 4 hours. One dose only can be given.
- The Hayling College will never administer aspirin or medicine containing Ibuprofen to any pupil under 16 years old unless prescribed by a doctor.
- A documented tracking system to record all medicines received in and out of the Hayling College will be put in place. The tracking system used is 'record of medicine administered to an individual pupil'
- The name of the pupil, dose, expiry date will be checked before medicines are administered.
- On occasions where a pupil refuses to take their medication the parents will be informed at the earliest available opportunity.
- We 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, their dosage and storage. Insulin is the exception, which must still be in date but will generally be available to the college inside an insulin pen or a pump, rather than its original container.
- Pupils who are able to use their own Inhalers themselves are encouraged to carry it with them. If the pupil is too young or immature to take personal responsibility for their Inhaler, staff should make sure that it is stored in a safe but readily accessible place, and clearly marked with the pupil's name.
- The college will only administer non-prescribed medicines in exceptional circumstance and on request from the parents. Medicines must be in clearly identifiable packaging and can only be given on a short term basis (where the college has concerns they will seek further guidance from their link School Nurse).
- Where clinically possible we will encourage parents to ask for medicines to be prescribed in dose frequencies which will enable them to be taken outside college hours. However, the Hayling College is responsible for ensuring children are supported with their medical needs whilst on site, therefore this may include managing medicines where it would be detrimental to a child's health or college attendance not to do so.
- Any homeopathic remedies to be administered will require a letter of consent from the pupil's doctor and will be administered at the discretion of the Head teacher.



**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. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils and not locked away.
- Medicines will be returned to parents to arrange for safe disposal when no longer required.

**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 pupil 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 pupil to use. All other controlled drugs are kept locked in the medical toilet 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.

**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 IHPs.
- Pupils will be allowed to carry their own medicines and relevant devices wherever possible. 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 IHP and inform parents so that an alternative option can be considered, if necessary.

**Storage:**

- All medication other than emergency medication will be stored safely in a locked cabinet, where the hinges cannot be easily tampered with and cannot be easily removed from the premises.
- Where medicines need to be refrigerated they will be stored in the refrigerator located in the college medical room / pastoral office in a clearly labelled airtight container. There must be restricted access to a refrigerator holding medicines.
- Pupils will be made aware of where their medicines are at all times and be able to access them immediately where appropriate. Where relevant they should know who holds the key to the storage facility.



- Medicines such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to children and not locked away once access has been gained to the medical room / pastoral office. We will also ensure that they are readily available when outside of the college premises or on college trips.
- Storage of medication whilst off site will be maintained at steady temperature and secure. There will be appropriately trained staff present to administer day to day and emergency medication and copies of individual health care plans will be taken off site to ensure appropriate procedures are followed.

### **Emergency Medicine:**

Emergency medicines will be stored in a safe location but not locked away to ensure they are easily accessible in the case of an emergency. Types of emergency medicines include:

- Injections of adrenaline for acute allergic reactions
- Inhalers for asthmatics
- Injections of Glucagon for diabetic hypo glycaemia
- Other emergency medication i.e.. Rectal diazepam or Buccal Midazolam for major seizures will be stored in accordance with the normal prescribed medicines procedures

### **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 IHPs.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the headteacher/role of individual. 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 IHPs
- 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 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 they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.



### **The pupil's role:**

- The Governing body will ensure that the college's policy covers arrangements for children who are competent to manage their own health needs and medicines.
- After discussion with parents, children who are competent should be encouraged to take responsibility for managing their own medicines and procedures. This should be reflected within individual healthcare plans. The healthcare plan will reference what will happen should a pupil who self-administers refuse to take their medication (this will normally be informing the parent/carer at the earliest opportunity).
- Where possible we will endeavour to ensure that children can carry their own medicines and relevant devices or have easy access to allow for quick self-medication. We will agree with relevant healthcare professionals/parent the appropriate level of supervision required and document this in their healthcare plan.
- We will not give prescription or non-prescription medicines to a pupil under 16 without their parent's/carers written consent (a 'parental agreement for setting to administer medicines' form will be used to record this), except in exceptional circumstances where the medicine has been prescribed to the pupil without the knowledge of the parents. In such cases, we will make every effort to encourage the pupil or young person to involve their parents while respecting their right to confidentiality.

### **Medical Accommodation**

The ground floor humanities block Pastoral Room has been assigned as the Hayling College medical accommodation room and this will be used for all medical administration/treatment purposes. This room will be made available when required.

### **Emergency Procedures**

Staff will follow the school's normal emergency procedures (for example, calling 999). All pupils' IHPs will clearly set out what constitutes an emergency and will explain what to do. If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent/carer arrives or accompany the pupil to hospital by ambulance.

### **Day trips/off site activities**

The Governing body should ensure that their arrangements are clear and unambiguous about the need to support actively pupils with medical conditions to participate in college trips and visits, or in sporting activities, and not prevent them from doing so.

The Hayling College will ensure that teachers are aware of how a pupil's medical condition will impact on their participation in any off site activity or day trip, but we will ensure that there is enough flexibility for all pupils to participate according to their own abilities within reasonable adjustments.





We will consider what reasonable adjustments we might make to enable pupils with medical needs to participate fully and safely on visits. We will carry out a risk assessment so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. We will consult with parents and pupils and advice from the relevant healthcare professional to ensure that pupils can participate safely.

### **Unacceptable practice**

The Hayling College Governing body will ensure that the college's policy is explicit about what practice is not acceptable.

Staff are expected to use their discretion and judge each pupil's Individual healthcare plan on its merits, it is not generally acceptable practice 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; or ignore medical evidence or opinion (although this may be challenged);
- send pupil's with medical conditions home frequently or prevent them from staying for normal college activities, including lunch, unless this is specified in their individual healthcare plans;
- if the pupil becomes ill, send them to reception/admin office 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 college to administer medication or provide medical support to their child. No parent should have to give up working because the Hayling college is failing to support their child's medical needs; or
- prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including college trips e.g. by requiring parents to accompany the child.

### **Liability and Indemnity**

The Hayling College Governing body will ensure that the appropriate level of insurance is in place and appropriately reflects the level of risk.

Staff at the Hayling College are indemnified under the County Council self-insurance arrangements.





The County Council's is self-insured and have extended this self-Insurance to indemnify college staff who have agreed to administer medication or undertake a medical procedure to pupils. To meet the requirements of the indemnification, we will ensure that staff at the college have parents /cares permission for administering medicines and members of staff will have had training on the administration of the medication or medical procedure.

## **Complaints**

The Governing body of the Hayling College will ensure that the College's policy sets out how complaints may be made and will be handled concerning the support provided to pupils with medical conditions.

Should parents/cares or pupils be dissatisfied with the support provided they should discuss their concerns directly with the Headteacher. If for whatever reason this does not resolve the Issue, they may make a formal complaint via the Hayling College's complaints procedure.

Making a formal complaint to the Department for Education should only occur If it comes within the scope of section 496/497 of the Education Act 1996 and after other attempts at resolution have been exhausted.

## **Policy statement**

The Hayling College is an inclusive community that aims to support and welcome pupils with medical conditions.

The Hayling College aims to provide all pupils with all medical conditions the same opportunities as others at the college to the best of our ability working alongside health professionals.

We will help to ensure they can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic well-being