



## Hawkeye High School

**POLICY NAME:** Supporting pupils with medical conditions

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**REVIEW PERIOD:** Annually

**SIGNATURE:** *W. Fruehly*



### **Version Control 1**

<b>Responsibility for Policy:</b>	Senior Assistant Headteacher / SENDCO
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## **1. Key roles and responsibilities:**

### **1.1 The Local Authority (LA) is responsible for:**

- 1.1.1 Promoting cooperation between relevant partners and stakeholders regarding supporting pupils with medical conditions.
- 1.1.2 Providing support, advice and guidance to schools and their staff.
- 1.1.3 Making alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a medical condition.

### **1.2 The Governing Body is responsible for:**

- 1.2.1 The overall implementation of the Supporting Pupils with Medical Conditions Policy and procedures at Hawkley Hall High School.
- 1.2.2 Ensuring that the Supporting Pupils with Medical Conditions Policy, as written does not discriminate on any grounds including, but not limited to; ethnicity/national origin, culture, religion, gender, disability, or sexual orientation.
- 1.2.3 Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- 1.2.4 Ensuring that all pupils with medical conditions are able to participate fully in all aspects of school life.
- 1.2.5 Ensuring that relevant training provided by the LA is delivered to staff who take responsibility to support pupils with medical conditions.
- 1.2.6 Guaranteeing that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy.
- 1.2.7 Keeping written records of any and all medicines administered to individual pupils and across the school population.

### **1.3 The Head of School is responsible for:**

- 1.3.1 The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures at Hawkley Hall High School.
- 1.3.2 Making all staff aware of this policy.
- 1.3.3 Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver Individual Medical Healthcare Plans (IMHCP) in normal, contingency and emergency situations.
- 1.3.4 If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the standards of this policy.

### **1.4 Staff members are responsible for:**

- 1.4.1 Taking appropriate steps to support pupils with medical conditions.
- 1.4.2 Administering medication if they have agreed to undertake that responsibility.
- 1.4.3 Undertaking training to achieve the necessary competency for supporting pupils with medical conditions if they have agreed to undertake that responsibility.

- 1.4.4 Familiarizing themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition requires intervention.
- 1.4.5 Qualified First Aiders, Epi-pen, Jext pen, and Diabetes trained persons can administer injections if they have agreed to undertake that responsibility.
- 1.4.6 Any member of staff can administer prescribed drugs “where this is for saving a life in an emergency” as stated in the Medicine Act 2012 (Regulation 238 p137)

#### **1.5 Medical Healthcare Plan Co-Ordinator is responsible for:**

- 1.5.1 Liaising with healthcare professionals regarding the training required for staff.
- 1.5.2 Developing Individual Healthcare Plans.
- 1.5.3 Making all staff aware of a pupil’s medical condition.
- 1.5.4 Co-ordinating annual training for staff with regards to medical conditions.
- 1.5.5 Keeping IMHCPs up to date.
- 1.5.6 Ensuring staff have access to pupils IMHCPs.
- 1.5.7 Liaising with pupil, parents, senior management, and relevant professionals when a medical condition has been identified.

#### **1.6 School nurses are responsible for:**

- 1.6.1 Notifying the school when a child has been identified with requiring support in school due to a medical condition.
- 1.6.2 Liaising locally with lead clinicians on appropriate support.

#### **1.7 Parents and carers are responsible for:**

- 1.7.1 Keeping the school informed about any changes to their child/children’s health.
- 1.7.2 Completing a parental agreement for school to administer medication form before bringing medicine into school.
- 1.7.3 Providing the school with the medication their child/children require and keeping this up to date.
- 1.7.4 Collecting any leftover or out of date medication at the end of each course or year.
- 1.7.5 Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- 1.7.6 Where necessary, developing an Individual Healthcare Plan for their child in collaboration with the Individual Healthcare Plan Co-Ordinator, healthcare professionals and any other person(s) deemed necessary.

## **2. Training of staff**

- 2.1 Teachers and support staff will receive training on Supporting Pupils with Medical Conditions Policy as part of the school's annual whole staff training schedule.
- 2.2 Teachers and support staff will receive regular and ongoing training.
- 2.3 Teachers and support staff who undertake differing roles and responsibilities under this policy will receive the relevant external training, which could:
  - Emergency First Aid
  - First Aid at Work
  - Diabetes training
  - Epilepsy training
  - Asthma training
- 2.4 No staff member may administer prescription medicines without written consent from parents.
- 2.5 No staff member may administer drugs by injection unless they have received training in this responsibility or for the purpose of saving a life in compliance with the Medicines Act 2012 (Regulation 238)
- 2.6 A designated person will keep a record of training undertaken and a list of staff qualified to undertake responsibilities under this policy.

## **3 The role of the child:**

- 3.1 Pupils who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- 3.2 Where possible, pupils will be allowed to carry their own medicines and devices. Where this is not possible, their medicines will be located in an accessible location.
- 3.3 If pupils refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- 3.4 Where appropriate, pupils will be encouraged to take their own medication under the supervision of the teacher.

## **4. Individual Medical Healthcare Plans (IMHCPs)**

- 4.1 Where necessary, an Individual Medical healthcare Plan will be developed in collaboration with the pupil, parents/carer and if necessary, the Head of School, Special Educational Needs Co-Ordinator (SENCO) and medical professionals.
- 4.2 IMHCPs will be easily accessible whilst preserving confidentiality.

- 4.3 IMHCPs will be reviewed annually or when a pupils medical circumstances change, whichever is sooner.
- 4.4 Where a pupil has an Education and Healthcare Plan or statement of Special Educational Needs, the IMHCP will be linked to it or become part of it.
- 4.5 Where a child is returning from a period of hospital education, alternative provision, or home tuition, we will work with the LA and medical professionals to ensure the IMHCP identifies the support the pupil needs to reintegrate back into school life.

## **5. Medicines**

- 5.1 Where possible, it is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside of school hours.
- 5.2 If this is not possible, prior to staff administering any medication, the parents/carers of the pupil must complete and sign a parental agreement for the school to administer medicine form.
- 5.3 No pupil will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- 5.4 Where a pupil is prescribed medication with or without their parents'/carers', every effort will be made to encourage the pupil to involve their parents while respecting their right confidentiality.
- 5.6 No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- 5.7 Medicines must be in date, labelled and provided in the original packaging (except in the case of insulin and epi-pen and Jext pen which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- 5.8 A maximum of four weeks supply of medication may be provided to the school at one time.
- 5.9 Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence which will be dealt with under our Drugs and Alcohol Policy.
- 5.10 All medicines will be kept securely in Inclusion office and/or SSO office.
- 5.11 Any medications left over at the end of the course or year will be returned to the student's parents'/carers.
- 5.12 A written record will be kept of all medication brought into the school.
- 5.13 A written record will be kept of all medications administered to pupils.
- 5.14 Pupils will not be prevented from accessing their medication.

- 5.16 The school cannot be held responsible for any side effects or reactions that occur when medication is taken.
- 5.17 Paracetamol will not be administered before 12 o'clock unless parental consent has been received.

## **6. Emergencies**

- 6.1 Medical emergencies will be dealt with under the school's emergency procedures.
- 6.2 Where an Individual Medical Healthcare plan is in place it should detail:
- What constitutes an emergency.
  - Clear instructions on what to do in an emergency.
- 6.3 Pupils will be informed in general terms of what to do in an emergency.
- 6.4 If a pupil needs to be taken to hospital, a member of staff will remain with them until their parent arrives.

## **7. Understanding Pupils and their medical conditions**

- 7.1 Hawkley Hall High School will ensure that:
- Every pupil requires and will receive different support and treatment, even with the same medical condition.
  - Every pupil is listened to, and their concern addressed.
  - Medical advice is to be sought and followed.
  - Students feeling unwell and have an IMHCP in place must be accompanied by another person when being sent for first aid.
  - No pupil will be penalised for their attendance record when it relates to their medical condition, although a medical note may be requested.
  - Pupils will have access to all school activities including those off site.
  - Pupils who need to eat, drink, or carry out certain testing will be allowed to do so even when this does not follow the normal daily routine of school.

## **8. Insurance**

- 8.1 Staff who undertake responsibilities within this policy are covered by the school's insurance.
- 8.2 Full written insurance policy documents are available to be viewed by staff who are providing support to pupils with medical conditions. Those who wish to see the document should contact the Business Manager.

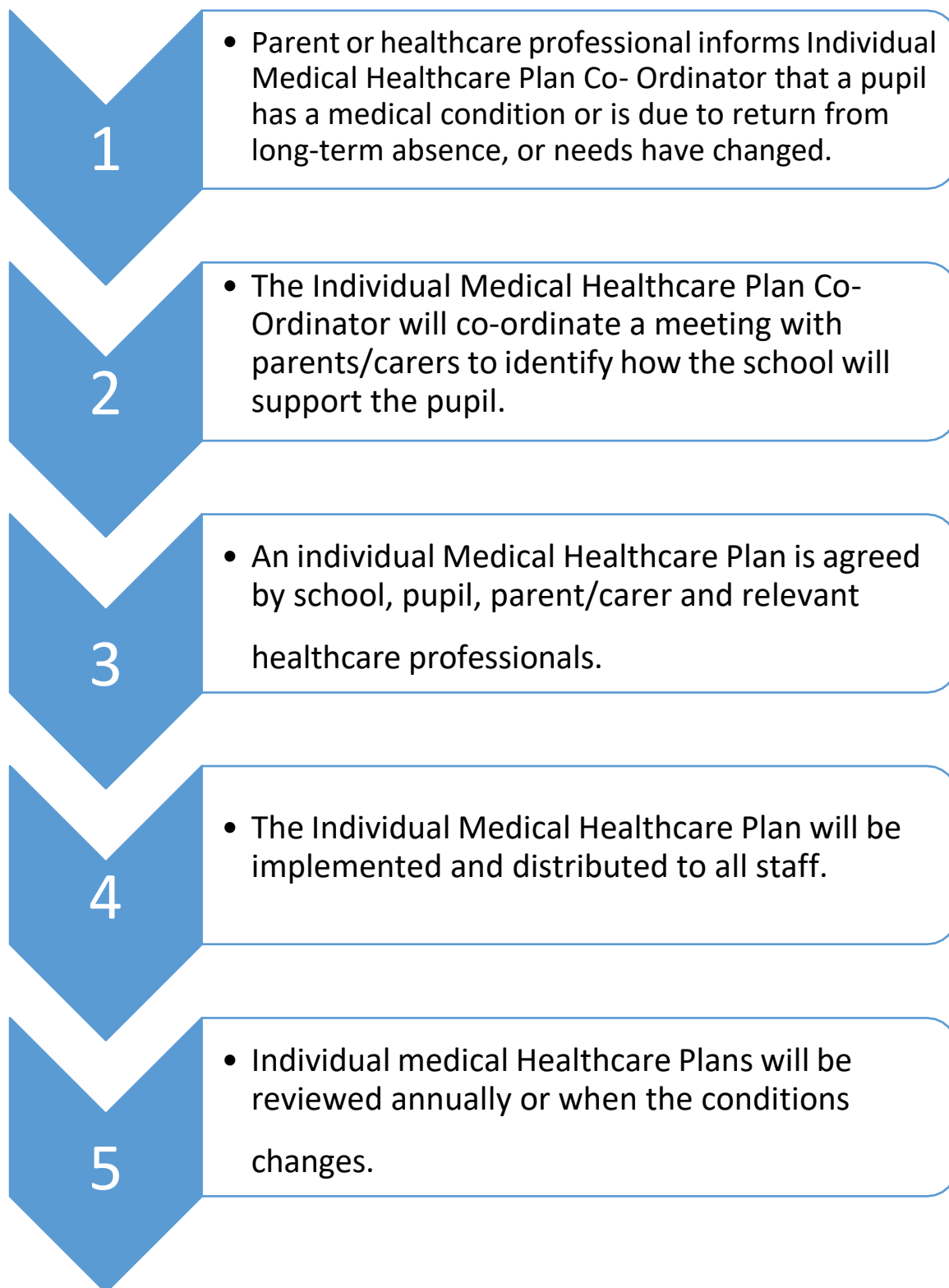


## **9. Complaints**

9.1 The details of how to make a complaint can be found in the Complaints Policy



## Individual Medical Healthcare Plan implementation





# Medical Information Form

## Hawkey Hall High School Medical information form

### 1. Students Details

Surname:	First Name:	Date of birth:
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Address:
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### 2. Next of kin name and address details

Contact 1:		
	Telephone No:	Alternative Telephone No:

Contact 2:		
	Telephone No:	Alternative Telephone No:

### 3. Medical and dietary details

Doctors Name:	Doctors Telephone No:
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Doctors Address:
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Please give details of any medical conditions/disabilities e.g., diabetes, epilepsy, allergic to plasters, Asthma (inhaler needed to go on the trip)

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Would you consider your child's condition to be life threatening? Yes/No

Current medical treatment including medication:

How is your child's medication managed? (Please circle)

At home

at home and school

Preferred method of administration (If student is needing medication during the school day)

Student to administer

Staff member to administer

Student to administer with staff supervision.

Any additional comments regarding administration:

Details of any special dietary needs:

#### 4. Statement

I confirm that the information above is correct. I understand that the details on this form will be used by the school trips, visits and residentials and that it is my responsibility to inform Hawkley Hall High School of any changes. I am happy for the school to contact me to discuss any of the above.

Signed:

Date:

(Parent/Guardian)