



# SUPPORTING STUDENTS AT SCHOOL WITH MEDICAL CONDITIONS AND NEEDS POLICY & PROCEDURE

**THIS POLICY IS TO BE ADOPTED BY ALL SCHOOLS  
ACROSS SHARE MAT**

Version	6.1
Name of policy writer	Alyson Kimber
Last review date	December 2024
Next review due date	December 2026
Approved by Trustees	11 <sup>th</sup> December 2025

Record of Alterations  
v5 - change of DPO information  
v6 - section 8 – change to staff administration of over-the-counter medicine  
v6.1 – section 1 updated to include both mental physical health needs require equal consideration. Section 3 legislation updates. Section 14 insurance protocols updated. Section 16 SHARE phone no updated.



# CONTENTS

1. Overview
2. Statement of Intent
3. Legislation and Guidance
4. Key Stakeholders and Contributors to this policy
5. Communicating
6. Training and Awareness- Serious Medical Conditions
7. Training and Awareness- General Emergency & Procedures
8. Administration of Medication
9. Storage of Medication
10. Safe Disposal
11. Record Keeping
12. Social Interactions
13. Common Triggers and Eliminating Risk
14. Roles and Responsibility
15. Reviews and updates to this policy
16. Contact Details
17. Complaints, issues and escalation
18. Further advice

Appendix 1- Model process for developing individual healthcare plans for students



## 1. Overview

SHARE MAT has produced a policy outlining how it supports students with medical conditions or needs. SHARE MAT operates as an inclusive community that supports and welcomes all students with any form of medical condition or need. Medical conditions include both physical and mental health needs, requiring equal consideration in policy and practice.

SHARE MAT recognises its responsibility to consistently provide support to those students who are currently attending any of its schools or will attend any of its schools in the future.

SHARE MAT aims to provide any student with medical conditions or needs the same opportunities as others. SHARE MAT will endeavor to ensure that as part of the '*Every Child Matters Agenda*' that any student who has medical conditions or needs can:

- Be healthy
- Stay safe
- Enjoy themselves within school
- Achieve their best within school
- Make a positive contribution
- Achieve economic well-being
- Have access to the right support at all times

SHARE MAT will work with all staff in its schools to ensure that it meets these aims and delivers the requirements.

## 2. Statement of Intent

SHARE MAT aims, where possible, to support all students to take control of their medical condition (subject to their age, understanding of their condition and if they are responsible enough to do so). SHARE MAT will do this with the support of staff and services to give all students as much independence as possible.

SHARE MAT will work with parents and guardians of the student with a medical condition or need to ensure that they feel secure that it is delivering care and support for their child. If a parent or guardian has any concerns or issues associated to their child with medical conditions or needs, SHARE MAT will work with them to address those issues and implement better practice across its schools.

All staff are aware of their responsibility to support students with a medical condition or need and are aware of the processes that the trust follows in the event of an emergency. SHARE MAT will offer training and support to all of its staff to maintain a consistent level of awareness and ensure that staff feel confident in agreed processes and procedures.



All schools understand that certain medical conditions are debilitating and potentially life threatening, particularly if poorly managed or misunderstood. All of the trust's schools understand the importance of medication and care being taken as directed by healthcare professionals and parents. All staff understand the medical conditions that affect students at schools within the trust and are suitably trained on how to respect and protect the dignity of all students.

All staff working across the trust's schools are required to read and understand the '*Supporting Students at School Medical Conditions Policy*' and are encouraged to seek advice and support when needed.

### **3. Legislation and guidance**

It is a requirement for all Schools and Public Authorities to adhere to the necessary Health and Safety legislation set out to protect those working within all of the schools in the trust.

The following is a list of legislation that SHARE MAT adheres to and has referenced within this document and in the production of Health & Safety toolkits, documents and templates:

- Supporting Students at School with Medical Conditions (2014)
- Disability Discrimination Act, *DDA* (1995)
- Special Educational Needs and Disability Act, *SENDA* (2001 and 2005)
- Education Act (1996)
- Care Standards Act (2000)
- Health and Safety at Work Act (1974)
- Management of Health and Safety at Work Regulations (1999)
- Management of Health and Safety at Work Regulations, Medicines Act (1968)
- Health Schools Programme
- Every Child Matters, Change for Children (2004)
- National Service Framework for Children and Young People and Maternity Services (2004)
- Health and Safety of Students on Educational Visits, A Good Practice Guide (1998)
- Misuse of Drugs Act (1971)
- Home to School Travel for Students Requiring Special Arrangements (2004)
- Including Me: Managing Complex Health Needs in School and Early Years Settings (2005)
- Children and Families Act (2014)
- Equality Act (2010)

SHARE MAT reserves the right to take guidance from additional relevant legislation not outlined in the list above. The trust regularly reviews this policy and incorporates any new guidance issued to schools and student authorities.

SHARE MAT has focused within the policy on the key points outlined within some of the legislation listed below.



## **Disability Discrimination Act (1995) and the Special Educational Needs and Disability Acts (2001 and 2005)**

- Many students with medical conditions or needs are protected by the DDA and SENDA, even if they do not consider themselves 'disabled'.
- The *Commission of Equality and Human Rights* (CEHR), previously the Disability Rights Commission, publishes a code of practice for Schools, which sets out the duties under the DDA and gives practical guidance on reasonable adjustments and accessibility. The CEHR offers information about who is protected by the DDA, Schools responsibilities and other specific issues. School's responsibilities include:
  - Not to treat any student less favourably in any form of activities without material or sustainable justification
  - To make reasonable adjustments that cover all activities, this must take into consideration factors such as financial constraints, health and safety requirements and the safety and interests of other students. Examples of reasonable adjustments to activities can be found in the DCSF resource (*Implementing the DDA in Schools and Early Years Settings*).
  - To promote disability equality in line with the guidance provided by the DCSF and CEHR throughout the *Disability Equality Scheme*.

## **Supporting Students at School with Medical Conditions Policy (2014)**

This legislation provides guidance from the Department of Education and the Department of Health (DH) on supporting students with medical conditions. This document includes the following chapters:

- Developing a medicines policy
- Roles and responsibilities of dealing with medicines safely within school
- Developing healthcare plans and associated forms and documents
- Policy implementation
- Staff training and support
- Procedures to follow when staff becomes aware that a student has a medical condition or need
- Emergency procedures
- The student's role in managing their own medical needs (where applicable)
- Day trips, residential visits and out of school activities (including sports activities)
- Unacceptable practice
- Other issues for consideration

## **The Education Act (1996)**

This legislation (section 312, The Education Act) details children with educational needs, medical conditions, medical needs and disabilities. It outlines the provisions that need to be implemented and the requirements of the local health services to help schools and local authorities carry out their duties.



### **The Care Standards Act (2000)**

This act covers residential special schools and responsibilities for schools when handling medicines.

### **Health and Safety at Work Act (1974)**

This act outlines the duties of the employer for all health and safety related issues for anyone on their premises. This act covers all students, staff, contractors, volunteers, visitors and members of the general public whilst on site at any of the trust's premises.

### **Management of Health and Safety at Work Regulations (1999)**

These regulations outline the requirements for employers to conduct a risk assessment, manage all known risks, implement control measures and review on a regular basis. This act covers all students, staff, contractors, volunteers, visitors and members of the general student whilst on site at any of the trust's premises.

### **Medicines Act (1968)**

This act specifies the way that all medicines (unless outlined otherwise) are prescribed, supplied, administered and recorded within any of the trust's schools.

## **4. Key Stakeholders and Contributors to this Policy**

SHARE MAT consults with key stakeholders and significant contributors when writing and developing policies and guidance tools around medical conditions and needs of students. These key stakeholders include (but are not restricted to):

- Students with medical conditions or needs
- Parents and guardians
- Headteachers
- CEO of the Trust
- Teachers
- Special Educational Needs Coordinators and staff
- Pastoral and welfare staff
- First aid trained staff
- Non-teaching and support staff
- School Governors
- MAT Board of Directors
- Members of Trust
- Catering staff

The views of the students within the trust with various medical conditions and needs are actively sought and considered throughout the consultation process. The trust highly values the thoughts and ideas of its students in all of its schools.

SHARE MAT recognises the importance of providing feedback to those involved in the development process. The trust is committed to acknowledging input and providing opportunities to discuss any suggestions submitted to it.



## 5. Communicating

SHARE MAT aims to develop a clear communications process to deliver information, support and guidance across all of its schools. Information on the general communications process is contained within the '*SHARE MAT Communications Policy*' available on the website.

All students are informed on a regular basis about the '*Supporting Students at School Medical Conditions Policy*' via each school's communications platform, each school's website and in personal, social and health education classes as well as through the support and services that are available.

All parents and guardians are informed on a regular basis about the '*Supporting Students at School Medical Conditions Policy*'. This is provided to parents at the start of the academic year, on enrolment at any of the trust's schools and when any healthcare plans are sent out to parents and guardians. This policy is also available on all of the school's websites under the 'policies' page.

All staff are informed on a regular basis about the '*Supporting Students at School Medical Conditions Policy*'. This is done through induction training of all new staff to any of the trust's schools, medical condition and needs specific training sessions, where policies are on display in staff common areas, monitoring and evaluation communication channels, termly notifications sent out within each school and readily available on all school's websites.

All local health staff are informed and reminded about the '*Supporting Students at School Medical Conditions Policy*' when necessary. They are also reminded on the trust's processes and procedures when working onsite at any of its schools.

If any students, staff, volunteers, visitors, contractors or members of the general public wish to find out any more information about how SHARE MAT manages medical conditions and needs within its schools, then relevant contact details are published in all policies.

## 6. Training and awareness - Serious Medical Conditions

SHARE MAT ensures that all staff working in any of its schools are correctly trained and educated on how to correctly manage students with medical conditions or needs. The trust provides relevant staff with specific training upon induction and on a yearly basis thereafter to ensure that they are up to date on new processes and procedures in line with legislation. The trust also provides specific training for staff, such as using an epi-pen and responding to a student who has an epileptic seizure.

All staff are aware which students have medical conditions and needs within their school and how to assist students in the event of an emergency under common law duty of care. The trust works with staff to ensure they follow the correct processes when assisting in an emergency and publishes guidance online, via communication channels and prominently around the schools.



All schools use Healthcare Plans for students with medical conditions and need to inform appropriate staff (including any temporary and support staff that are working around that student) of the students in their care and who may need emergency help. If an emergency does occur, a copy of the student's Healthcare Plan is sent to the emergency medical staff with the student. On occasions where this is not possible, all relevant information is communicated at the earliest opportunity.

## **7. Training and Awareness- General Emergency Procedures**

All staff are aware of what actions to take in the event of a medical emergency. This includes (but is not restricted to):

- Calling the emergency services
- Who to contact within the school
- Where all emergency first aid supplies are kept
- Who can administer emergency first aid and how to contact the emergency first aider

In the event that a student needs to be taken to hospital, a member of staff will always accompany them and wait at the hospital for a parent, guardian or notified family member to arrive. Every effort will be made to send a member of staff that the student is comfortable with and familiar with. If this is not possible, a suitable trained member of staff will be selected. Staff will avoid at all costs taking students to hospital in personal cars. SHARE MAT provides guidance from the local authority on when it is appropriate for a student to be taken to hospital in a member of staff's car.

Some of the trust's schools store a defibrillator onsite for emergency situations and emergency first aid. All first aiders have been sufficiently trained on how to use this piece of equipment. The defibrillator is serviced on a regular basis by a competent contractor supplied by SHARE MAT.

Staff are given 'refresher sessions' for emergency procedures at briefings and on regular intervals. If any new processes are implemented, staff are made aware and offered training and support tools.

All schools have supporting documents available for staff within the school's internal files, displayed in prominent locations and provided at request of the staff member.

## **8. Administration of Medication**

### **Administration of Emergency Medication**

All students with medical conditions or needs and all relevant staff, have easy access to the student's emergency medication. Students and staff are informed of where this is stored and know to alert staff if/ when supplies are running low. This also includes a school's supply of emergency inhalers.

Subject to risk assessments completed by the individual school, students may carry and administer their own emergency medication, when parents/ guardians



and health specialists clarify that they are able to take responsibility for their condition. Students, when appropriate, carry their emergency medication with them at all times, except if they are controlled drugs as refined under the '*Misuse of Drugs Act (1971)*'. The trust also follows the same process for any offsite or residential visits.

Students who do not carry or administer their own medication know where their medication is stored and how to access this, including any emergency medication stored by the schools. Students are also aware of the process to follow when they require assistance from a member of staff (including which member of staff is on 'standby').

### **Administration of Medication- General**

All students that use medicine to manage a condition or need (including medicine defined as a controlled drug) are administered it under the supervision of an appropriate staff member. This is done to ensure that only prescribed medication is administered at the necessary times.

School staff can administer over-the-counter medicines, without a prescription, if a parent/carer provides written consent.

All medication must be in its original packaging, in date and must clearly state the name of the medication, dosage information and over-the-counter medication information must indicate that it is suitable for the child in question (i.e. appropriate for their age or medical need).

All staff are aware that there is not a legal or contractual duty for any member of staff to administer medication or supervise a student taking medication unless they have specifically been contracted to do so. All appropriate staff members are aware if it is their contractual obligation to do so. Each school ensures that there are sufficient numbers of staff who can assist in the administration of medication to students.

For medication that does not require specialist training to be administered, any member of staff may assist with the written consent of the student or parent. When consent is collected, the trust ensures that all information regarding dosage, timings and any other relevant information is also collected and appropriately stored.

Where specific training is required in order to administer medication, staff are provided with training in-house or where appropriate, by a recommended specialist provider. All staff are informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent in an emergency situation. This may include taking actions such as administering medication.

In some circumstances medication is only administered by an adult of the same gender as the students and overseen by another adult.



Parents and guardians are aware that it is their responsibility to alert their child's school if there are any changes to their child's medication, such as dosage, administration methods and the discontinuation of medicine.

If a student refuses to take their medication, staff records this in a log and follow the procedures set out in that student's healthcare plan. Parents and guardians are alerted at the earliest convenience by the school.

All staff attending off-site visits are aware of any students with medical conditions or needs on the visit. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed. All of this information is communicated to staff in advance of any off-site visits.

If a trained member of staff, who is usually responsible for administering medication, is not available the school makes alternative arrangements to provide the service. This is always addressed in the risk assessment and management arrangements for off-site activities.

If a student misuses medication, their own or that of another student, their parents or guardian are informed as soon as possible. These students are subject to the individual school's usual disciplinary procedures.

If a student has been assessed as needing supervision or requiring access to medication during home to school journeys, and transport is organised by the local authority, where necessary appropriately trained escorts are provided. All escorts have the appropriate training, know what to do in a medical emergency and are aware of any students in their care who have specific needs. If they are expected to supervise or administer emergency medication they are properly trained and have access to the relevant Healthcare Plans.

## **9. Storage of Medication**

### **Safe Storage- Emergency Medication**

Emergency medication is readily available to student's and/or staff required to administer it at all times during the day or at off-site activities. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available and not held personally by members of staff.

Subject to a risk assessment, any students who carry their own emergency medication should keep it securely. Student's at any of the trust's schools are reminded to carry their emergency medication with them at all times.

Student's whose healthcare professionals and parents/guardians advise the school that their child is not yet able, subject to their age or understanding to self-manage and carry their own emergency medication, know exactly where to access their emergency medication.

### **Safe Storage - Non- Emergency Medication**



All non-emergency medication is kept securely in a lockable cupboard in a cool dry place. Student's with medical conditions or needs know where their medication is stored and how to access it.

Staff ensures that medication is only accessible to those for whom it is prescribed.

### **Safe Storage- General Medication**

There is a designated member of staff who ensures the correct storage of medication at each of the trust's schools. All responsible staff members are outlined in the '*Health and Safety Policy*' under the responsible user's section.

All controlled drugs are kept in a locked cupboard and only named staff have access, even if a student would normally administer the medication themselves. The identified member of staff checks the expiry dates for all medication stored at each school on a regular basis and ensures that it is always documented.

The identified member of staff, along with the parents or guardians of a student with medical conditions or needs, ensures that all emergency and non-emergency medication brought in to the school is clearly labelled with the student's name, dose of the medication and the frequency of dose. This includes all medication that students carry themselves.

All medication is supplied and stored, wherever possible, in its original containers. All medication is labelled with the student's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency. The only exception to this will be insulin pens which have daily variable doses. Medication is stored in accordance with instructions, paying particular note to temperature.


Some medication may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. Refrigerators used for the storage of medication are in a secure area, inaccessible to unsupervised students or lockable as appropriate.

All medication is sent home with the student when the student leaves the school and at the end of each academic year or is disposed of in the correct manner. It is the parents' responsibility to ensure that new and in date medication comes into the school on the first day of the new academic year or when a new student starts at the school.

## **10. Safe Disposal**

Parents and guardians have a responsibility to collect out-of-date medication. A named member of staff is responsible for checking the dates of stored medication. This check is carried out regularly and always documented.

Sharps boxes are used for the disposal of needles. Parents obtain sharps boxes from the student's GP or designated medical professional on prescription. All sharps boxes in the trust's schools are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis. If a sharps box is needed on an off-site or residential visit, a named member of



staff is responsible for its safe storage and return to a local pharmacy or to the school or the student's parent or guardian.

## **11. Record Keeping**

### **Enrolment Forms**

Parents and guardians at each school are asked if their child has any health conditions or needs or health issues on the enrolment form, which is filled out at the start of each academic year or session or when the service is first provided. Parents of students starting at other times during the year are also asked to provide this information on enrolment forms.

### **Drawing up Healthcare Plans**

SHARE MAT uses a Healthcare Plan to record important details about individual students' medical needs at each school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Healthcare Plan if required.

A Healthcare Plan is completed for all students where additional support is required for the medical condition. This is completed and/or reviewed by the trust at the start of the academic year, at enrolment, when a diagnosis is first communicated to the school by the parent.

It is a joint responsibility for the parents or guardians, healthcare professional, the school and where appropriate the student with a medical condition, to complete the student's Healthcare Plan together. The school should then implement and monitor its effectiveness.

For student's with more complex medical conditions or needs and/or life threatening conditions or needs, an 'Individual Healthcare Plan' must be drawn up together with parents and other representatives (as appropriate). Parents are expected to provide information from the child's GP and/or consultant. It may be appropriate for the individual school to have a healthcare professional e.g. the school's designated nurse or other representatives e.g. the school's caterer, if required, to help draw up the Healthcare Plan or have a role in managing the child's condition. (see Appendix A)

If a student has a short-term medical condition that requires medication during school hours, a medication form must be completed by the parents.

### **Healthcare Plan Register**

Healthcare Plans are kept in a centralised register of students with medical needs. An identified member of staff has responsibility for this register. The responsible member of staff follows up with the parents any details missing on a student's Healthcare Plan or if permission for administration of medication is unclear or incomplete.

### **Ongoing communication and review of Healthcare Plans**



Parents and guardians are regularly reminded to update their child's Healthcare Plan if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication and treatments change.

Staff uses appropriate opportunities and communication systems to check that information held by the school on a student's condition is accurate and up to date. Every student with a Healthcare Plan has their plan discussed and reviewed by the trust at least once a year.

## **12. Social Interactions**

SHARE MAT ensures the needs of students with medical conditions or needs are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school hours as required.

SHARE MAT ensures the needs of students with medical conditions or needs are adequately considered so they have full access to extended school activities such as school discos, breakfast club, productions, clubs and residential visits, where these are provided, organised and managed by the school. Where these are provided by others then parents need to ensure that information on their child's medical conditions or needs has been provided and that health care plans are in place. Parents will be required to co-operate with other settings policies and procedures which will be similar to this.

All staff in each school are aware of the potential social problems that students with medical conditions or needs may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the SHARE MAT's anti-bullying and behavior policies. Staff use opportunities such as personal, social and health education lessons to raise awareness of medical conditions or needs amongst students and to help create a positive social environment.

### **Exercise and Physical Activities**

SHARE MAT understands the importance of all students taking part in sports, games and activities. SHARE MAT ensures all classroom teachers; PE teachers and sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all students where possible.

Heads of Department will complete a risk assessments on all high risk activities in order to deliver reasonable adjustments to include all students.

Under the '*Disability Discrimination Act (DDA)*' if, after reasonable adjustments have been planned, the risk assessment indicates there is an unacceptable risk to the health and safety of the individual or the group then this fact overrides the DDA. This information will be recorded within the risk assessment for that activity.

Teachers and sports coaches are aware of students in their care who have been advised to avoid or to take special precautions with particular activities. SHARE MAT ensures all PE teachers, classroom teachers and school sports coaches, youth workers, etc. are aware of the potential triggers for students' medical conditions



or needs when exercising and how to minimise these triggers. SHARE MAT ensures all students have the appropriate medication or food with them during physical activity and that students take them when needed. Students with medical needs have the same access to extended school activities as other students where reasonable adjustments have been made.

## **Education and Learning**

SHARE MAT will take every reasonable measure to ensure full access to the curriculum, irrespective of medical conditions or needs, but that this should not encroach unduly on the overall objectives of the activity or the rest of the group. SHARE MAT ensures that students with medical conditions or needs can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided.

If a student is missing a lot of time at school, they have limited concentration or they are frequently tired, all teachers understand that this may be due to their medical condition. Teachers at all schools are aware of the potential for students with medical conditions or needs to have special educational needs (SEN).

Students with medical conditions or needs who are finding it difficult to keep up with their studies are referred to the SEN coordinator based at each school. Each school's SEN coordinator consults the student, parents/guardians and the student's healthcare professional to ensure the effect of the student's condition on their school work is properly considered. SHARE MAT ensures that lessons about common medical conditions or needs are incorporated into health education lessons and other parts of the curriculum. Students at all schools learn about what to do in the event of a medical emergency.

## **Residential Visits**

SHARE MAT will take every reasonable measure to ensure that off-site visits are available and accessible to all, irrespective of medical conditions or needs, but that this should not encroach unduly on the overall objectives of the activity or the rest of the group.

The school will complete a risk assessment on all planned residential visits in order to deliver reasonable adjustments to include all students.

Under the '*Disability Discrimination Act (DDA)*' if, after reasonable adjustments have been planned, the risk assessment indicates there is an unacceptable risk to the health and safety of the individual or the group then this fact overrides the DDA. Risk assessments are carried out by each school prior to any out-of-school visit and medical conditions or needs are considered during this process. A personal or individual risk assessment is carried out where appropriate. Factors that are considered include:

- How all students will be able to access the activities proposed
- How routine and emergency medication will be stored and administered
- Where help can be obtained in an emergency
- If there are enough emergency first aiders available for the full duration of the planned residential visit, if not, can enough be allocated

- Are all staff sufficiently trained to support the administration of medication to students?

SHARE MAT understands that there may be additional medication, equipment or other factors to consider when planning residential visits. SHARE MAT considers additional medication and facilities that are normally available at each school.

Risk assessments are carried out before students start any work experience or off-site educational placement. These should be shared with the parents/guardians. It is each school's responsibility to ensure that the placement is suitable, including travel to and from the venue for the student. Permission is sought from the student and their parents or guardian before any medical information is shared with an employer or other education provider.

### **13. Common Triggers and Eliminating Risk**

SHARE MAT is committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both in school and on out-of-school visits. Staff at all schools have been given training on medical conditions or needs. This training includes detailed information on how to avoid and reduce exposure to common triggers for common medical conditions or needs. Information about how to avoid common triggers for medical conditions or needs has been provided to staff.

SHARE MAT uses Healthcare Plans to identify individual students who are sensitive to particular triggers. Full health and safety risk assessments are carried out on all off-site activities before they are approved, including work experience placements and residential visits, taking into account the needs of students with medical conditions or needs. Each school reviews medical emergencies and incidents to see how they could have been avoided with the support of the Compliance Officer. Appropriate changes to SHARE MAT's policy and procedures are implemented after each review.

### **14. Roles and Responsibilities**

SHARE MAT schools work in partnership with all interested and relevant parties e.g. the governing body, all staff, parents, employers, community healthcare professionals, students and students in our care to ensure the policy is planned, implemented and maintained successfully.

The following roles and responsibilities are identified within the Supporting Students at School with Medical Conditions Policy. These roles are understood and communicated regularly with all schools in the Trust.

**Each school** has a responsibility to:

- Ensure the health and safety of their employees and anyone else on the premises including those taking part in activities (this includes all students). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips



- Ensure health and safety policies and risk assessments are inclusive of the needs of students with medical conditions or needs
- Make sure the medical conditions or needs policy is effectively monitored and evaluated and regularly updated
- Provide indemnity for staff members who volunteer to administer medication to students with medical conditions or needs

**The Board of Directors** has a responsibility to:

- Ensure this policy is adopted or adapted to reflect the actual arrangements in each school
- Ensure this policy is formally communicated by specific training to all staff and that this is recorded on personal files
- Ensure that formal monitoring is undertaken to provide confidence that the policy is being followed as the trust's has intended
- Ensure that suitable and appropriate insurance cover is obtained and in place
- Ensure someone is appointed to take the 'lead' on these issues in each school

**The Headteacher** has a responsibility to:

- Ensure the school is inclusive and that the Supporting Students at School with Medical Conditions Policy is in line with local and national guidance and policy frameworks
- Liaise between the trust and interested parties including students, as appropriate, staff, special educational needs coordinators, pastoral support/welfare officers, teaching assistants, school nurses, parents, the board of directors and school governors, the school health service, local health care professionals, the local authority transport service, catering providers and local emergency care services
- Ensure the policy is put into action with good communication of the policy to all
- Ensure every aspect of the policy is maintained
  
- Ensure that information held by the school is accurate and up to date and that there are good information sharing systems in place using Healthcare Plans
- Ensure Confidentiality
- Identify the training and development needs of staff and organise for them to be met
- Ensure all temporary and new staff, including trainees and work placements and those on work experience, know the emergency procedures
- Delegate a staff member to check the expiry date of stored medicines kept at the school and maintain the onsite medical conditions or needs register
- Schools must confirm staff are covered by insurance when administering medication or providing care.
- Monitor and review the policy at least once a year, with input from students, parents, staff and external stakeholders (as appropriate)
- Review the policy at least once a year according to review recommendations and recent local and national guidance and legislation
- Report to parents, guardians, students, staff and the local authority and other key stakeholders about the implementation, successes and areas for improvement of the medical conditions or needs policy

**All Staff** have a responsibility to:



- Be aware of the potential triggers, signs and symptoms of common medical conditions or needs and know what to do in an emergency
- Understand the school's medical conditions or needs policy
- Know which students in their care have a medical condition or need and be familiar with the content of the student's Healthcare Plan
- Allow all students where appropriate to have immediate access to their emergency medication
- Maintain effective communication with parents including informing them if their child has been unwell
- Ensure students who carry their medication with them have it with them at all times including off site visits or where they may be relocated to another part of the school
- Be aware of students with medical conditions or needs who may be experiencing bullying or need extra social support
- Understand the common medical conditions or needs and the impact it can have on students (students should not be forced to take part in any activity if they feel capable)
- Ensure all students with medical conditions or needs are not excluded unnecessarily from activities they wish to take part in
- Ensure students have the appropriate medication or food with them during any exercise and are aware of when to take it when needed.

**Teachers** at each school have a responsibility to:

- Be aware that medical conditions or needs can affect a student's learning and provide extra help when students need it
- Liaise with parents, the student's healthcare professionals, special educational needs coordinator and welfare officers if a student is falling behind with their work because of their condition
- Use opportunities within the curriculum to raise student awareness about medical conditions or needs.

**The School Nurse, Health Visitor, Healthcare Professionals or Welfare Officer** has a responsibility to:

- Help update the schools Supporting Students at School with Medical Conditions Policy
- Help provide regular training for staff in managing the most common medical conditions or needs at this setting
- Provide information about where the school can access other specialist training.

**First Aiders** based at each school have a responsibility to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards within the school
- Give immediate help to casualties with common injuries or illness on out-of-school activities and residential visits
- When necessary, ensure that an ambulance or other professional medical help is called and as prescribed in the healthcare plan.

**Individual Doctors and Healthcare professionals** caring for who attend any of the schools have a responsibility to:



- Assist in the completion of the student's Healthcare Plans provided by parents or guardians
- Where possible, and without compromising the best interests of the student, try to prescribe medication that can be taken outside of school hours
- Offer every student (and their parents or guardians) a written care/self-management plan to ensure they know how to self-manage their condition subject to their age and understanding and where mature enough to do so
- Ensure the student knows how to take their medication effectively
- Ensure students have regular reviews of their condition and their medication
- Provide the school with information and advice regarding individual students with medical conditions or needs (with the consent of the student and their parents)
- Understand and provide input in to the trust's Supporting Students at School with Medical Conditions Policy.

**Students** at each school (where reasonably possible) have a responsibility to:

- Treat other students with and without a medical condition or need equally
- Tell their parents or teacher or nearest staff member when they are feeling unwell
- Let a member of staff know if another student is feeling unwell
- Treat all medication with respect
- Know how to gain access to their medication in an emergency
- Subject to their age and understanding, to know how to take their own emergency medication and to take it when they need it
- Ensure a member of staff is called in an emergency situation

**Parents and Guardians** have a responsibility to:

- Tell the school if their child has a medical condition or need
- To assist in completing an up-to-date Healthcare Plan for their child if they have a medical condition or need
- Inform the school about the medication their child requires whilst in their care
- Inform the school of any medication their child requires while taking part in visits, outings or field trips and other off-site activity
- Tell the school about any changes to their child's medication, what they take, when, and how much
- Inform the school of any changes to their child's medical condition or need
- Ensure their child's medication and medical devices are labelled with their child's full name
- Provide the school with appropriate spare medication labelled with their child's name
- Ensure that their child's medication is within expiry dates
- Keep their child at home if they are not well enough to attend school
- Ensure their child catches up on any school work they have missed
- Ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional
- Ensure their child has a written care/self-management plan from their doctor or specialist healthcare professional to help their child manage their condition
- Where a child has home to school transport, it is the parents' responsibility (not the schools) to inform school transport of any medical needs that their child suffers from before they sign the contract.

**The Catering Provider** at each school has a responsibility to:



- Establish communications and training for all school food service staff and related personnel at the school where they operate
- Develop and review policies and procedures regarding the provision of special diets and severe food allergies
- To assist Headteachers to determine whether a school meal can be provided to students with food allergies and/or food intolerances.

**The Head of the Kitchen** within each school has a responsibility to:

- Receive information from the Headteacher regarding students with food allergies and food intolerances
- Ensure arrangements are in place so all kitchen staff including temporary staff know which students have a life threatening allergy (the school will provide information including a photograph which should be displayed in a discreet area in the kitchen, this will be reviewed by the trust and updated on a regular basis by the school)
- Maintain contact information with vendors and purveyors to access food content information.

**The Catering Staff** within each school have a responsibility to:

- Be able to recognise those students with a life-threatening allergy (using the information provided by the school)
- Have knowledge of menus, a la carte items, vending machines, recipes, food products and ingredients, food handling practices, cleaning and sanitation practices in relation to life threatening allergies.
- Know who to ask if they are unsure of what food contains ingredients that may contain products which cause allergic reactions to some students.

**Lunchtime Support Staff** have a responsibility to:

- Call the nearest trained volunteer in administering the adrenalin auto-injector in the event of a suspected allergic reaction
- Call the emergency medical services will be called immediately (999)
- Support colleagues, where appropriate, with an emergency medical situations.

**Home to school transport staff** have a responsibility to:

- Carry out a risk assessment for each student to determine whether transport can be provided to transport the student safely
- Pass on appropriate information to drivers and escorts on students who are placed in their care whilst being transported between setting and home and vice-versa
- Train escorts in exceptional procedures including the administration of medication in extreme circumstances
- Ensure school bus drivers and escorts are trained by appropriate personnel in risk reduction procedures, recognition of allergic reactions and implementation of bus emergency plan procedures
- Ensure each vehicle used for home to school transport has some form of communication by which to summon help in an emergency.



## **15. Reviews and updates to this policy**

SHARE MAT's 'Supporting Students at School with Medical Conditions Policy' is reviewed by the trust, evaluated and updated annually in line with SHARE MAT's policy review timeline. All appropriate legislation and guidance is considered when this policy is under review.

In evaluating the policy, SHARE MAT seeks feedback on the effectiveness and acceptability of the medical conditions or needs policy with a wide range of key stakeholders within the trust and health settings. These key stakeholders include:

- Students
- Parents
- School nurses and/or school healthcare professionals
- Headteachers
- CEO of the Trust
- Teachers
- Special education needs coordinator
- Pastoral support/Welfare officer
- First aiders
- Other school staff
- Local health professionals
- School Governors
- MAT Board of Directors
- Transport providers
- Catering providers.

The views of students with various medical conditions or needs are actively sought and considered central to the evaluation process.

## **16. Contact Details**

Any questions or concerns regarding a student's medical conditions and needs should be directed to the Governance professional and Data Protection Officer:

**Jayne Newson**

Email- [jayne.newson@sharemat.co.uk](mailto:jayne.newson@sharemat.co.uk)

Telephone- 01484 955007

Address - Shelley College, Huddersfield Road, Shelley, HD8 8NL.

## **17. Complaints, issues and escalation**

SHARE MAT takes any complaints about collection, management and use of personal data very seriously.

Concerns relating to the appropriateness and fairness of processing personal data should be directed to the Governance professional and Data Protection Officer in the first instance.

Issues that are not resolved internally to the satisfaction of the complainant should be directed to the Information Commissioners Office:



- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

## 18. Further advice and resources

Below is a list of recommended advice and support associated with student's medical conditions and needs.

<p><b>The Anaphylaxis Campaign</b>          PO Box 275          Farnborough, Hampshire          GU14 6SX          Call- 01252 5460100          Fax- 01252 377140  <a href="mailto:info@anaphylaxis.org.uk">info@anaphylaxis.org.uk</a>  <a href="http://www.anaphylaxis.org.uk">www.anaphylaxis.org.uk</a></p>	<p><b>Asthma UK</b>          Summit House          70 Wilson Street, London          EC2A 2DB          Call- 0207786 4900          Fax- 020 7256 6075  <a href="mailto:info@asthma.org.uk">info@asthma.org.uk</a>  <a href="http://www.asthma.org.uk">www.asthma.org.uk</a></p>
<p><b>Diabetes UK</b>          Macleod House          10 Parkway London          NW1 7AA          Call- 020 7424 1000          Fax- 020 7427 1001  <a href="mailto:info@diabetes.org.uk">info@diabetes.org.uk</a>  <a href="http://www.diabetes.org.uk">www.diabetes.org.uk</a></p>	<p><b>Epilepsy Action</b>          New Anstey House          Gate Way Drive          Yeadon          Leeds LS19 7XY          Phone- 0113 210 8800          Fax- 0113 391 0300  <a href="mailto:epilepsy@epilepsy.org.uk">epilepsy@epilepsy.org.uk</a>  <a href="http://www.epilepsy.org.uk">www.epilepsy.org.uk</a></p>
<p><b>Long-Term Conditions or needs Alliance</b>          202 Hatton Square          16 Baldwins Gardens          London EC1N 7RJ          Phone- 020 7813 3637          Fax- 020 7813 3640  <a href="mailto:info@ltca.org.uk">info@ltca.org.uk</a>  <a href="http://www.ltca.org.uk">www.ltca.org.uk</a></p>	<p><b>Department for Children, Schools and Families</b>          Sanctuary Buildings          Great Smith Street          London SW1P 3BT          Phone- 0870 000 2288          Text phone/Minicom- 01928 794274          Fax- 01928 794248  <a href="mailto:info@dcsf.gsi.gov.uk">info@dcsf.gsi.gov.uk</a>  <a href="http://www.dcsf.gov.uk">www.dcsf.gov.uk</a></p>
<p><b>Council for Disabled Children</b>          National Children's Bureau          8 Wakley Street          London EC1V 7QE          Phone- 020 7843 1900          Fax- 020 7843 6313  <a href="mailto:cdc@ncb.org.uk">cdc@ncb.org.uk</a>  <a href="http://www.ncb.org.uk/cdc">www.ncb.org.uk/cdc</a></p>	<p><b>National Children's Bureau</b>          National Children's Bureau          8 Wakley Street          London EC1V 7QE          Phone- 020 7843 6000          Fax- 020 7278 9512</p>
<p><b>Medical Conditions at School</b>  <a href="http://www.medicalconditionsatschool.org.uk">http://www.medicalconditionsatschool.org.uk</a></p>	



## Appendix 1- Model process for developing individual healthcare plans for students

SHARE MAT will use this tool across all of its schools to correctly implement, maintain and manage all Individual Healthcare Plans.

### **Step 1- Inform School**

Parent or healthcare professional informs school that student has been newly diagnosed, or is due to attend new school, or is due to return to school after a long-term absence, or that medical conditions or needs have changed

### **Step 2- Coordinate Initial Meeting**

Headteacher or senior member of school staff to whom this has been delegated, co-ordinates meeting to discuss student's medical support needs; and identifies member of school staff who will provide support to student

### **Step 3- Arrange Meeting to Discuss IHCP**

Meeting to discuss and agree on need for IHCP to include key school staff, student, parent, relevant healthcare professional and other medical/health clinician as appropriate (or to consider written evidence provided by them)

### **Step 4- Develop IHCP Partnership**

Develop IHCP in partnership – agree who leads on writing it. Input from healthcare professional must be provided.

### **Step 5- Training Arrangement for Staff**

Staff training is identified and healthcare professional commissions/delivers training and staff signed off as competent – review date agreed

### **Step 6- IHCP Implemented in the School**

Plan is correctly implemented in the school and correctly communicated to all relevant staff across the school

### **Step 7- IHCP Reviewed Annually**

The existing IHCP plan is reviewed by the trust on an annual basis OR where changes occur to the student's medical conditions or needs. The review is initiated by the parent/ guardian or healthcare professional.