



# Davenant Foundation School

## Supporting Students with Medical Conditions

**Last Reviewed:** January 2026

**Next Review:** January 2027

This policy has been reviewed and to the best of our knowledge we do not feel that it impacts on any group or individuals' equality rights within our school community

### **POLICY DETAILS**

<b>Policy Name</b>	Supporting Students with Medical Conditions	<b>Committee Responsible</b>	Standing
<b>Status</b>	Statutory	<b>Committee Person i/c</b>	JDN
<b>Produced by</b>	DHL	<b>First Agreed</b>	September 2014
<b>Date Produced</b>	September 2014	<b>Last Review Date</b>	January 2026
<b>References</b>	Allergy Policy	<b>Next Review Date</b>	January 2027

## 1. Aims

At Davenant Foundation School we understand that medical conditions requiring support at school can affect quality of life and may be life-threatening.

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

This policy aims to:

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

## 2. Legislation and statutory responsibilities

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

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

## 3. Roles and responsibilities

### 3.1 The governing board

The governing board has ultimate responsibility for making arrangements to support pupils with medical conditions.

The governing board will:

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

The governing board delegates the day-to-day implementation of this policy to Mrs J Dennison, Deputy Headteacher

### 3.2 The headteacher

The headteacher will:

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

### **3.3 Staff**

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

### **3.4 Parents/carers**

Parents/carers will:

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

### **3.5 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.

### **3.6 School nurses 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.

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

## **4. Equal opportunities**

The school will adhere to the legal responsibilities under the Equality Act 2010 and will not unlawfully discriminate against any pupils. 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/carers and any relevant healthcare professionals will be consulted.

## **5. Being notified that a child has a medical condition**

When the school is notified that a pupil has a medical condition, the process outlined in Appendix 1 will be followed to decide whether the pupil requires an IHP.

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

We will:

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

We ask that parents/carers proactively inform us by either phone call to the school 020 8508 0404 or an email to [medical@davenant.org](mailto:medical@davenant.org) if their child's medical needs change during the school year.

## **6. Individual healthcare plans (IHPs)**

The headteacher has overall responsibility for the development of IHPs for pupils with medical conditions.

The day-to-day responsibility has been delegated to the First Aid Team.

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 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
- > 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 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

## 7. 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/carers' written consent

The person administering the medicine will keep a written record.

**The only exception to this is where the medicine has been prescribed to the pupil without the knowledge of the parents/carers.**

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 recommended and maximum dosages for the pupil's age, and when the previous dosage was taken.

The school will only accept prescribed medicines that are:

- > In-date
- > Labelled

- > Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

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

All medicines will be stored safely. 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/carers to arrange for safe disposal when no longer required.

### **7.1 Controlled drugs**

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

All controlled drugs are kept in a secure cupboard in the school office.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept. Administering a controlled drug will require a signature from two members of staff.

### **7.2 Pupils managing their own needs**

Pupils must carry their own relevant devices and must always carry two prescribed auto-injectors and/or asthma inhalers whether in school or on a trip/visit.

### **7.3 Unacceptable practice**

Although school staff will use their discretion and judge each case on its merits with reference to the pupil's IHP, they will keep in mind that 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/carers
- > Ignore medical evidence or opinion
- > Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHPs
- > Send an ill pupil to the school office or medical room unaccompanied or with someone unsuitable (e.g. a fellow pupil who is not old or responsible enough)
- > 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/carers, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their pupil, including with toileting

issues. No parent/carer should have to give up working because the school is failing to support their child's medical needs

- > Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. by requiring parents/carers to accompany their child
- > Administer, or ask pupils to administer, medicine in school toilets

## **8. 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.

## **9. 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. Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the headteacher. 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 support with, their implications and preventative measures

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

## **10. Record keeping**

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

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

We will:

- > Enter each pupil's medicine need in the school's system
- > Update our records when parents/carers of pupils inform us of changes to their child's needs
- > Keep a record of changes,

- > Make sure that all staff have access to records so that they are informed about pupils' medical needs
- > Securely hold this information digitally in accordance with the UK GDPR
- > Inform parents/carers about how they can access their child's information (provided no relevant exemptions apply to their disclosure under the Data Protection Act 2018)

## **11. Liability and indemnity**

The governing board ensures that appropriate insurance is in place to cover staff providing support to pupils with medical conditions.

The school holds an insurance policy with name of policy provider covering liability relating to the administration of medication. The policy has the following requirements:

- All staff must have undertaken appropriate training.

The school holds an insurance policy with the RPA covering healthcare procedures. The policy has the following requirements:

- All staff must have undertaken appropriate training.

All staff providing such support are provided access to the insurance policies.

In the event of a claim alleging negligence by a member of staff, civil actions are most likely to be brought against the school, not the individual.

## **12. Complaints**

Parents/carers with a complaint about the school's actions in regard to their child's medical condition should discuss these directly with the relevant individual in the first instance. If the relevant individual cannot resolve the matter, they will direct parents/carers to the school's complaints procedure.

## **13. Monitoring arrangements**

This policy will be monitored by the Deputy Headteacher

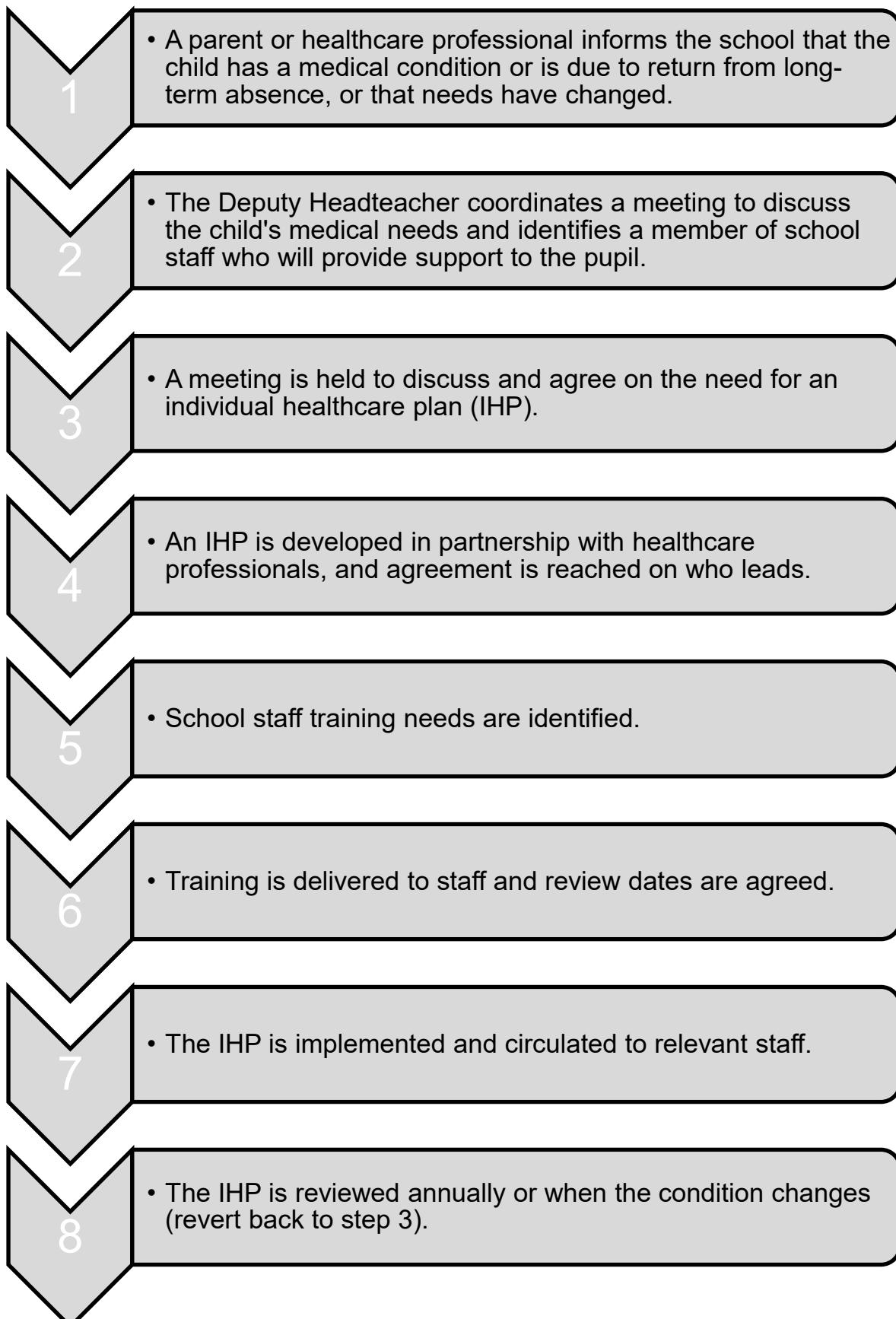
It will be reviewed and approved by the governing board every year.

## **14. Links to other policies**

This policy links to the following policies:

- > Accessibility plan
- > Complaints
- > Equality information and objectives
- > First aid
- > Health and safety
- > Safeguarding
- > SEND policy

## Appendix 1: Individual Healthcare Plan Implementation Procedure



## Appendix 1

### DAVENANT FOUNDATION SCHOOL

The school will not give your child medicine unless you complete and sign this form, and the school has a policy that staff can administer medicine.

#### Davenant Foundation School - Healthcare Plan

Name of school/Setting: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Group/Class/Form: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Child's Address: \_\_\_\_\_

Medical diagnosis or condition: \_\_\_\_\_

Date: \_\_\_\_\_

Review Date: \_\_\_\_\_

#### FAMILY CONTACT INFORMATION

Family contact 1

Family contact 2

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Phone No: (Work) \_\_\_\_\_

Phone No: (Work) \_\_\_\_\_

(home): \_\_\_\_\_

(home): \_\_\_\_\_

(mobile): \_\_\_\_\_

(mobile): \_\_\_\_\_

#### CLINIC/HOSPITAL CONTACT

Name: \_\_\_\_\_

Phone No: \_\_\_\_\_

#### GP

Name: \_\_\_\_\_

Phone No: \_\_\_\_\_

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environment issues etc:

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Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision:

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Arrangements for school visits/trips etc (is a 1:1 1st aider required to accommodate students on trips & visits) \_\_\_\_\_

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Other information: \_\_\_\_\_

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

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Who takes responsibility in an emergency (state if different for off-site activities):

Named First Aider  
Head Teacher

Offsite First Aider: \_\_\_\_\_

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Signature of Parent: \_\_\_\_\_

Date: \_\_\_\_\_

For the full details on how we use your personal information please see the school's website or call 0208 508 0404 if you are unable to access the internet.

# Appendix 2 – Asthma Procedures

## **Training and Education:**

Davenant Foundation School provides **training and education on asthma**, for relevant staff including:

- The risks associated with asthma.
- How to manage the risks and prevent the symptoms of an asthma attack.
- The early warning symptoms of asthma and the signs of an asthma attack.
- How to manage asthma in students.
- What to do in the event of a severe asthma episode.

## **Diagnosis & Medication:**

Davenant Foundation School maintains a confidential list of students who suffer from asthma.

- Relevant staff immediately update this list, when a student is newly identified as being asthmatic.
- The asthma register is easy for staff to access and allows a quick check of whether a student is recorded as having asthma, and if there is consent for an emergency inhaler to be administered.
- All staff members can summon the assistance of a designated first aider; however, staff will not delay in administering asthma treatment (if required)
- Spare student inhalers and associated medications are kept in a secure cupboard, within the school reception area. Staff know where inhalers are kept and how to use them.
- Salbutamol inhalers are only administered to students who have asthma, or who have been prescribed a reliever inhaler and written parental consent has been given.

## **Educational Trips & Visits and/or Off-Site Fixtures:**

Davenant Foundation School requires students to carry two inhalers on their person/school bag at all times. See Allergen and Anaphylaxis Policy and Educational Trips and Visits Policy.

## **Storage and Care:**

Davenant Foundation School keeps non-prescription emergency salbutamol inhalers in a secure drawer, within the school reception area.

- Parents/carers/Carers must ensure that their child always carries two spare inhalers on their person or in their school bag
- Expired spare asthma inhalers are returned to students for appropriate disposal.
- Whenever the non-prescription emergency inhaler is used, the incident **must** be recorded, indicating where the attack took place, how much medication was given, and by whom; the students' parents/carers must be informed in writing.
- Expired non-prescription emergency inhalers are returned to local pharmacy to be recycled.

# Appendix 3 - Emergency inhaler consent form

Please complete this form to provide consent for your child to receive salbutamol from an emergency inhaler in a medical emergency.

1. I can confirm that my child has been diagnosed with asthma/has been prescribed an inhaler (delete as appropriate).
2. My child has a working, in-date inhaler, clearly labelled with their name, which they will bring with them to school every day.
3. In the event of my child displaying symptoms of asthma, and if their inhaler (and spare) are not available or are unusable, I consent for my child to receive salbutamol from an emergency inhaler held by the school for such emergencies.

Signed:	Date:
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Name (print):	Child's name:
Class Teacher:	

Parent's address:	
Parent's telephone:	Parent's email

Second emergency contact name:	
Address:	
Telephone:	Email:

Davenant Foundation School fully complies with information legislation. For the full details on how we use your personal information please see the school's website, or call 020 8508 0404 if you are unable to access the internet.

## Appendix 4 - Emergency adrenaline auto-injector (AAI) consent form

As of 1 October 2017, new guidance from the Department of Health – “Guidance on the use of adrenaline auto-injectors in schools” – states that schools are allowed to keep spare AAIs for emergency use on students who have been assessed as being at risk of a severe allergic reaction (anaphylaxis).

Schools may need to administer emergency AAIs if a student does not have their medication on them, if the prescribed AAI is out of date, or if it is not working.

The AAIs we store in school are: EpiPen (0.3 miligrams). Please ensure your child can be administered with these AAIs before completing this consent form.

**Davenant Foundation School** will not administer emergency AAIs unless you complete and return this form.

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I can confirm:

1. My child has been assessed by a medical professional as being at risk of anaphylaxis.
2. I consent to my child being administered an emergency AAI if my child does not have an AAI with them, if theirs is out of date, or it is not working.
3. I understand that, in the event of a severe allergic reaction where an AAI needs to be administered as soon as possible, a trained first-aider may not be available to administer the medication. In this instance, the nearest member of staff with access to an AAI is able to administer the medication.
4. In the event that my child is administered an AAI, I will be notified as soon as it is possible.
5. I understand that any medication administered to my child is in line with **Davenant Foundation School's Supporting Students with Medical Conditions Policy**.
6. I understand I am able to withdraw my consent at any time.

Signed:	Date:
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Name of parent:	
Mobile phone number:	Home phone number:
Child's name:	Child's year group

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