

St Benedict's Catholic College



Supporting students with medical conditions policy

Date reviewed	Autumn 2025
Approved by Governors	Autumn 2025
Date of next review	Autumn 2026

St Benedict's Catholic College
Supporting students with medical conditions policy



Statement of intent:

St Benedict's Catholic College wishes to ensure that students with medical conditions receive appropriate care and support at College. This policy has been developed in line with the Department for Education's guidance updated in 2017 "Supporting Students at School with Medical Conditions".

St Benedict's Catholic College places a clear emphasis on meeting the needs of students with Special Educational Needs and Disabilities (SEND) and this includes children with medical conditions. This policy has been developed using Ofsted guidance regarding students with medical needs, and with reference to DFE guidance 'Supporting Students at School with Medical Conditions' (2015), The Equality Act (2010), and The Special Educational Needs and Disability Code of Practice (2014), Education Act (1996) and (2002), The Children's Act (1989) and (2004), The NHS Act (2006).

Aims:

Students at St Benedict's Catholic College with medical conditions will be properly supported so that they have full access to education, including College trips and physical education.

Clear arrangements are in place to support students at St Benedict's Catholic College with medical conditions, so that they can play a full and active role in College life, remain healthy and achieve their academic potential.

St Benedict's Catholic College will consult with health and social care professionals, parents and students to ensure that the needs of students with medical conditions are effectively supported.

Objectives:

That on-going support to children and young people with long term and complex medical conditions is in place, monitored and reviewed.

That the College's ability to supply emergency intervention, where required, is in place.

That staff are aware of social and emotional implications of long-term ill health for individual students, and that provision is made to support students in this position.

That reintegration back into College, following long term illnesses/medical conditions is planned and supported.

That short term and frequent absences for children who have to attend frequent medical appointments are also effectively managed, and that appropriate support is put into place to limit the impact on the child's educational attainment and emotional well-being.

Definitions:

"Medication" is defined as any prescribed or over the counter medicine.

"Prescription medication" is defined as any drug or device prescribed by a doctor.

A "staff member" is defined as any member of staff employed at St Benedict's Catholic College.

1. Key roles and responsibilities

1.1 The Local Authority (LA) is responsible for:

Promoting cooperation between relevant partners and stakeholders regarding supporting students with medical conditions.

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Providing support, advice and guidance to schools and their staff.

Making alternative arrangements for the education of students who need to be out of College for fifteen days or more due to a medical condition.

1.2 The Governing Body is responsible for:

The agreeing and monitoring of the supporting students with medical conditions policy.

Ensuring that the supporting students 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. In addition, that no student with a medical condition should be denied admission or prevented from taking up a place in College because arrangements for their medical condition have not been met.

Handling complaints regarding this policy as outlined in the College's complaints policy.

Ensuring the level of insurance in place reflects the level of risk, and that suitable risk assessments are in place for College trips and other activities outside of the normal timetable.

1.3 The principal is responsible for:

Ensuring that all students with medical conditions are supported to participate in College life. Support will take into account the needs of students as individuals, and will work towards increasing the individual's confidence and ability to self-care.

Ensuring that relevant training is provided to staff members who take on responsibility for supporting students with medical conditions.

Guaranteeing that information and teaching support materials regarding supporting students with medical conditions are available to members of staff with responsibilities under this policy.

Ensuring that the relevant staff are keeping written records of any and all medicines administered to individual students and across the College population.

Ensuring that parents and students remain confident in the College's ability to provide effective support for children and young people with medical conditions at the College.

1.4 The business manager is responsible for:

The day-to-day implementation and management of the supporting students with medical conditions policy and procedures of St Benedict's Catholic College.

Ensuring the policy is developed effectively with partner agencies.

Making staff aware of this policy.

Liaising with healthcare professionals regarding the training required for staff including ensuring that the specialist medical teams are consulted in the case of any student who has a medical condition.

Making staff who need to know aware of a child's medical condition.

Developing and implementing Individual Healthcare Plans (IHCPs) in conjunction with the medical room assistant and in the case of students with SEND, Education and Health Care Plans (EHCP) in conjunction with the Special Educational Needs & Disabilities Co-ordinator (SENDCo).



Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.

If necessary, facilitating the recruitment of appropriate staff.

1.5 Staff members are responsible for:

Taking appropriate steps to support students with medical conditions.

Where necessary, making reasonable adjustments to include students with medical conditions into lessons.

Administering medication, if they have agreed to undertake that responsibility.

Undertaking training to achieve the necessary competency for supporting students with medical conditions, where the support may be emergency in nature, e.g. Administering Epipens™ or calling an ambulance.

Familiarising themselves with procedures detailing how to respond when they become aware that a student with a medical condition needs help.

Referring students to the medical room assistant if they have any concerns about a student's health. Referring students to the Designated Safeguarding Lead if they have any concerns about a student's safety or wellbeing.

1.6 Specialist Medical Teams are responsible for:

Notifying the College when a child has been identified as requiring support in College due to a medical condition.

Liaising locally with lead clinicians on appropriate support.

1.7 Parents and carers are responsible for:

Keeping the College informed about any changes to their child/children's health.

Completing a 'request for College to administer medication' (see First Aid policy) before bringing medication into College.

Providing the College with the medication their child requires and keeping it up to date. Collecting any leftover medicine at the end of the course or year.

Discussing medications with their child/children prior to requesting that a staff member administers the medication.

Where necessary, developing an IHCP for their child in collaboration with the medical room assistant, SENDCo (for EHCP), other staff members and healthcare professionals.



Procedures

2. Staff Training

Teachers and support staff will receive training on the supporting students with medical conditions policy as part of their new starter induction.

Teachers and support staff will receive regular and ongoing training as part of their development.

Teachers and support staff who undertake responsibilities under this policy will receive the First Aid at Work training

No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility.

No staff member may administer drugs by injection unless they have received training in this responsibility.

The business manager will keep a record of training undertaken and a list of staff qualified to undertake responsibilities under this policy.

3. The role of the student

Students who are competent will be encouraged to take responsibility for managing their own emergency medicines and procedures.

Where possible, students will be allowed to carry their own medicines and devices. Where this is not possible, their medicines will be located in an easily accessible location.

If students refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.

Where appropriate, students will be encouraged to take their own medication under the supervision of a member of staff.

4. Individual Healthcare Plans (IHCPs)

Where necessary, an IHCP will be developed in collaboration with the student, parents/carers, medical room assistant, SENDCo and medical professionals. For new admissions, medical information will be requested from the student's previous school, which will be reviewed by the Medical Room Assistant.

All IHCPs will be reviewed annually by the medical room assistant and shared with the parent.

IHCPs will be easily accessible whilst preserving confidentiality. IHCPs will be reviewed at least annually or when a student's medical circumstances change, whichever is sooner.

Where a student has an EHCP, the IHCP will be linked to it or become part of it.

Where a student is returning from a period of hospital education, alternative provision or home tuition, we will work with the local authority and education provider to ensure that the IHCP identifies the support the student needs to reintegrate.



5. Administering Medicines

Please see our First Aid and administering medicines policy.

6. Avoiding Unacceptable Practice

St Benedict's Catholic College understands that the following behaviour is unacceptable:

- Assuming that students with the same condition require the same treatment
- Ignoring the views of the student and/or their parents/carers
- Ignoring medical evidence or opinion
- Sending students home frequently or preventing them from taking part in activities at College because of their medical condition
- Sending the student to the medical room or College office alone if they become ill
- Penalising students with medical conditions for their attendance record where the absences relate to their condition.
- Making parents/carers feel obliged or forcing parents/carers to attend College to administer medication or provide medical support, including toilet issues, unless it is necessary to do so
- Creating barriers to children participating in College life, including College trips
- Refusing to allow students to eat, drink or use the toilet when they need to in order to manage their condition

7. Insurance

Staff who undertake responsibilities within this policy are covered by the College's insurance. Full written insurance policy documents are available to be viewed by members of staff who are providing support to students with medical conditions. Those who wish to see the documents should contact the business manager.

8. Complaints

The details of how to make a complaint can be found in the complaints policy.



Appendix 1 - Individual healthcare plan implementation procedure

1. Parent /carer or healthcare professional informs College that child has medical condition or is due to return from long-term absence, or that needs have changed.
2. The medical room assistant / SENDCo co-ordinates meeting to discuss student's medical needs and identifies member of College staff who will provide support to the student.
3. Meeting held to discuss and agree on the need for IHCP to include key College staff, student, parent/carers and relevant professionals.
4. Develop IHCP in partnership with other professionals and agree on who leads.
5. College staff training needs identified.



Appendix 2 - Individual healthcare plan template

MEDICAL CARE PLAN

Student's Name

Class / Form

Date of birth

Student's address

Medical diagnosis or condition

Date

Review Date

Family contact information

Name

Phone number work

Phone number home

Phone number mobile

Clinic / Hospital contact

Name

Phone number

GP

Name

Phone number

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Describe medical needs and give details of student's symptoms

Daily care requirements (e.g. before sport / at lunchtime)

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

Follow up care

Who is responsible in an emergency (state if different for off-site activities)

Form copied to