



Nailsea School
& Sixth Form

Nailsea School

Medical Needs Policy

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Headteacher Mrs D. Elliott



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Medical Needs Policy

1. Rationale

- 1.1 Section 100 of the **Children and Families Act 2014** places a duty on the proprietors of the school to make arrangements for supporting students with medical conditions. 'Appropriate authorities' must have regard to this guidance when carrying out their statutory duty to make arrangements to support students at school with medical conditions. The guidance also applies to activities taking place off-site as part of normal educational activities.
- 1.2 This policy is focused on students with an ongoing medical condition

2. Purpose

- 2.1 To maintain a focus on each individual student with a medical condition and seek to give parents and students confidence in the school's ability to provide effective support for on- going medical conditions in school, and management of short-term medical arrangements.

3. Guidelines

- 3.1 It is the responsibility of Parents/Guardians to notify the school that their student has a medical condition
- 3.2 Information on a student's medical condition is shared with staff at an appropriate level to ensure the student is supported and staff are aware of symptoms. School records are updated by the Medical Officer.
- 3.3 For students whose medical condition requires additional support in school, members of the School Pastoral team including the Medical Officer will meet with the parent/guardian and/or a specialist (e.g. diabetic nurse) to prepare and agree an "Individual Health Care Plan" (IHCP) for the student.
- 3.4 The School Pastoral team will maintain a focus on each individual student with an IHCP in order to give parents/guardians and student confidence in the school's ability to provide effective support.
- 3.5 Where the IHCP (see section 4) identifies recording of information on a regular basis to assist with the student's well-being (e.g. diabetic readings) then this will be recorded by the school's first aid team. Any paperwork will be retained in a restricted access office, accessed by the first aid/pastoral team, as appropriate.
- 3.6 Students will be positively encouraged to take responsibility and this will be reflected in the IHCP however; where a student is reluctant to take on this responsibility, the school will support the



student to reach the level of responsibility agreed and documented in the IHCP.

- 3.7 Where possible students will carry their own medicines or devices or be able to access them quickly. A 'Parental Agreement to Administer Medication' form must be completed for any medicine kept in school.
- 3.8 It is the responsibility of parent/carer to inform the school that a student is taking medicine eg. 2 x paracetamol tablets, 2 x ibuprofen tablets is considered a safe amount to carry on the student and be taken within the school day period, not exceeding dose, with parent consent. Prescribed medicine or liquids can be held within first aid securely and students come to take the correct dose at the correct time, again with parent consent.
- 3.9 Students who may need an EpiPen should carry one at all times, and parents to provide a spare to be located securely in First Aid. EpiPen training is integral to FAW qualification, those who have this training will have the competency to administer. For EFAW qualification, EpiPen training has been added especially for staff likely to lead external trips.
- 3.10 Trip procedures highlight students with medical need and individual circumstances are risk assessed. A medical needs form is sent to parent/carer prior to trip commencing. For medicine the same procedure applies as in 3.7 and the responsibility is with the parent to notify the school of any medicine and complete consent form for a student needing to bring medication on the trip.

4. Individual Health Care Plans (IHCP's)

- 4.1 Individual Health Care Plans "IHCP" exist to document a student's medical needs and provision being made for those needs. They are a useful tool for the school to use to ensure that it meets the needs of the student. They are written with input from all the relevant parties including the school Pastoral Team, and parent.
- 4.2 IHCPs will be developed with student's best interests in mind and will ensure that the school assesses and manages risks to the student's education, health and social well-being and minimises disruption.
- 4.3 IHCPs will be reviewed if evidence is presented that the student's needs have changed. Parents will be reminded annually to update the school with any changes.
- 4.4 The template for the school IHCP is included in Appendix A.

5. Managing Medicines on School Premises

- 5.1 Medicines should only be administered at school when it would be detrimental to a student's



health or school attendance not to do so.

5.2 A 'Parental Agreement to Administer Medication' form must be completed by parents for ongoing conditions requiring medication to be taken during school time.

5.3 Parents are responsible for providing the school with prescribed medicines, in date, labelled.

5.4 School is responsible for storing provided medicines safely, clearly and accessible to first aid staff.

All staff will have access to the medicine in case of emergency.

5.5 It is the parents' responsibility to collect any out-of-date medication. If this isn't collected by the end of the following term once parents have been notified, a member of staff will take the out-of-date prescribed medication to a pharmacy to dispose of safely. All other medications will be disposed of suitably and safely.

5.6 If medication isn't collected within 2 weeks of a student leaving the school, a member of staff will take the prescribed medication to a pharmacy to dispose of safely. All other medications will be disposed of suitably and safely.

6. Staff Training

6.1 The school has a responsibility to ensure staff are properly trained and any member of staff providing support to a student with medical needs will receive suitable training

6.2 Staff must not administer prescription medicines

6.3 Staff are EFAW/FAW trained to deliver emergency first aid and are not expected to conduct health care procedures or give medical advice

7. Policy Approval

Nailsea School

Name	Ed Colbourn (Author)
Position	Facilities and Compliance Manager
Date	January 2025
Signature	



Local Partnership Board

Name Sue Renny

Position Chair of Local Partnership Board

Date 20 January 2025

Signature



Appendix A - IHCP template

Health Care Plan for a Student with Medical Needs

Name:	
Date of Birth:	
Condition:	
Year/Tutor Group:	

Contact 1:		Contact 2:	
Name:		Name:	
Relationship:		Relationship:	
Phone number:		Phone number:	
GP Name and phone number:			
GP phone number:			
Hospital Contact/number if applicable:			
Phone number:			
Name, description of condition(s):			
Symptoms:			
Medication:			
Student action in self-management of condition:			
Action from school to support student including emergency action:			
Any additional staff training requirement:			



IHCP reviewed on receipt of notification from parent for changes to medical condition			
Parents reminded annually to notify the school of any changes			
Signed: (Parent/Carer)		Signed: (School)	
Date:		Date:	