



## MEDICAL CONDITIONS POLICY

Last Review: January 2026  
Committee: SLT  
Date Ratified: February 2026

### 1. Rationale

- 1.1 This school is an inclusive community that aims to support and welcome students with medical conditions and aims to provide all students, with all medical conditions, the same opportunities as others at the school.
- 1.2 Medical conditions, for the purpose of this policy are conditions that require specific medical treatment, such as anaphylaxis, asthma, diabetes or epilepsy. It also covers students with temporary medical conditions whilst they are under medical treatment. The policy aims to ensure that these identified students have an individual Healthcare Plan.
- 1.3 The Medical Conditions Policy is drawn up in consultation with a wide range of key stakeholders within the school and health settings and should be used in conjunction with other relevant policies, such as the Health and Safety, Safeguarding and Child Protection and Equalities policies.

### 2. Communication Plan

- 2.1 The Medical Conditions Policy is supported by a clear communication plan for staff, parents and other key stakeholders to ensure its full implementation.
- 2.2 Students are informed and regularly reminded about the medical conditions policy:
  - in personal, social and health education
  - through school-wide communication
- 2.3 Parents are informed and regularly reminded about the medical conditions policy:
  - by referencing Medical Conditions and Healthcare Plans in the Essential Information document for parents;
  - in the school newsletter;
  - when their child is enrolled as a new student parents/carers are asked to declare whether their child has a medical condition and are then contacted by the Lead First Aider;
  - via the policy which is on the school's website;
  - through school-wide communication.

2.4 School staff are informed and regularly reminded about the medical conditions policy:

- at scheduled medical conditions training;
- via the staff handbook;
- through school-wide communication e.g. staff bulletin, email, network shared documents.

### **3. What to do in an emergency**

3.1. All staff understand what to do in an emergency for the most common serious medical conditions at this school (heart conditions, anaphylaxis, asthma, diabetes, seizures).

3.2. Procedures are in place so that if requested, a copy of the student's Healthcare Plan (HCP) is sent to an emergency care setting.

3.3. If a student needs to be taken to hospital, the parent/carer will be informed. Generally, staff should not take students to hospital in their own car but there will be times when this is unavoidable. In the event of a student needing to go to hospital a member of staff will remain with the student until the parent/carer arrives to take over the duty of care.

### **4. All students understand what to do in an emergency**

All students are reminded to inform the nearest member of staff immediately in the event of a medical emergency.

### **5. Administration of emergency medication**

5.1. All students with medical conditions have **easy access to their emergency medication** as it is stored at main reception.

5.2. All students are encouraged to carry and administer their own emergency medication. All students carry their emergency medication with them at all times, except if they are controlled drugs as defined in the Misuse of Drugs Act 1971. This is also the arrangement on any off-site or residential visits.

5.3. Students who do not carry and administer their own emergency medication know where their medication is stored and how to access it.

### **6. Defibrillator Machines**

6.1. We have two defib machines on site, one at main reception and one at Penn House. No training is needed in their use and all staff/visitors are encouraged to use them in an emergency.

6.2. Their design makes it impossible to give someone a shock which they do not need so you cannot do harm. The defib machines themselves talk you through the whole process.

6.3. If specified in a child's HCP, a defib should be taken out on any callouts for that child.

## **7. Administration of general medication**

- 7.1. All use of medication defined as a controlled drug, even if the student can administer the medication themselves, is done under the supervision of a named member of staff. This school understands the importance of medication being taken as prescribed.
- 7.2. All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a student taking medication unless they have been specifically contracted to do so.
- 7.3. There are staff at this school who have been specifically contracted to administer medication and training is given.
- 7.4. All school staff have been 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 action such as administering medication.
- 7.5. Parents understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately.
- 7.6. If a student refuses their medication, staff record this and follow procedures outlined in the HCP. Parents are informed as soon as possible. A member of staff should never force a child to take medication.
- 7.7. All staff attending off-site visits are aware of any students with medical conditions 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.
- 7.8. If a student misuses medication, either their own or another student's, their parents are informed as soon as possible and the incident is recorded. These students are subject to the School's usual disciplinary procedures.

## **8. Storage of Medication at School**

- 8.1. **Safe storage – emergency medication.** Emergency medication is readily available to students who require it at all times during the school 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. Students carry their emergency medication on them at all times. Students are reminded by appropriate staff to carry their emergency medication with them.
- 8.2. **Safe storage – non-emergency medication.** All non-emergency medication is kept in a secure place, in a lockable cupboard in a cool dry place. Students with medical conditions know where their medication is stored and how to access it.
- 8.3. **Safe storage – general.** The Lead First Aider ensures the correct storage of medication at school. All controlled drugs are kept in a locked cupboard, even if students normally administer the medication themselves.

- 8.4. The Lead First Aider regularly checks the expiry dates for all medication stored at school.
- 8.5. All medication is supplied and stored 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, frequency and storage.
- 8.6. Medication is stored in accordance with instructions, paying particular note to temperature.
- 8.7. Some medication for students at this school may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled.
- 8.8. It is the parent's responsibility to ensure new and in date medication comes into school before the expiry of existing stocks.

## **9. Safe disposal**

- 9.1. Parents at this school are asked to collect out-of-date medication.
- 9.2. If parents do not pick up out-of-date medication, it is taken to a local pharmacy for safe disposal.
- 9.3. The Lead First Aider is responsible for checking the dates of medication and arranging for the disposal of any that have expired. This check is done regularly and is always documented.
- 9.4. A sharps box is used for the disposal of needles if necessary. All sharps boxes in this school are stored securely and disposed of in line with environmental regulations.
- 9.5. All students who have a requirement for their own sharps box are responsible, via their parents, for obtaining this and for its safe disposal when full.

## **10. Record Keeping and Healthcare Plans**

Enrolment forms - parents are asked if their child has any health conditions or health issues on the enrolment form, which is completed prior to the start of their academic career at the school. Parents are then requested to provide updates when changes to their child's health occur.

Drawing up Healthcare Plans - this school uses a Healthcare Plan to record important details about individual students' medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Healthcare Plan if required (**Appendix 1**).

A Healthcare Plan is sent to all parents of students with a long-term medical condition, with a covering letter:

- at enrolment
- when a diagnosis is first communicated to the school.

If a student has a short-term medical condition that requires medication/treatment during school hours, a temporary HCP is sent to the student's parents to complete, by the office at the request

of pastoral team. The parents, student and healthcare professional if appropriate, are asked to fill out the student's Healthcare Plan together. Parents then return these completed forms to the school. This school ensures that a relevant member of school staff is also present, if required, to help draw up a Healthcare Plan for students with complex healthcare or educational needs.

**School Healthcare Plan Register.** Healthcare Plans are used to create a centralised register of students with medical needs. The main office staff have responsibility for the register. The Lead First Aider follows up with the parents any further details on a student's Healthcare Plan required or if permission for administration of medication is unclear or incomplete.

**Ongoing Communication and Review of Healthcare Plans.** Parents at this school 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.

Every student with a Healthcare Plan at this school has their plan sent home and reviewed as appropriate, at least annually.

**Storage and Access to Healthcare Plans.** Parents and students are provided with a copy of the student's current agreed Healthcare Plan on request:

- Healthcare Plans are kept in a central location at school and on SIMS.
- Apart from the central copy, specified members of staff hold copies of students' Healthcare Plans. These copies are updated at the same time as the central copy.
- All members of staff who work with groups of students have access to the Healthcare Plans of students in their care via SIMS.
- It is a member of staff's responsibility when new to a student group to access and read the Healthcare Plans of students in their care.
- This school ensures that all staff protect student confidentiality, but the safety of the child is the priority.
- Permission from parents is sought as part of the HCP to allow the Healthcare Plan to be sent ahead to emergency care staff and shared with staff in the school, should an emergency happen during school hours or at a school activity outside the normal school day. This permission is included on the Healthcare Plan.

**Use of Healthcare Plans.** Healthcare Plans are used to:

- inform the appropriate staff about the individual needs of a student with a medical condition in their care
- identify common or important individual triggers for students with medical conditions at school that bring on symptoms and can cause emergencies. This information is used to help reduce the impact of common triggers
- ensure that all medication stored at school is within the expiry date
- ensure local emergency care services have a timely and accurate summary of a student's current medical management and healthcare in the event of an emergency
- remind parents of students with medical conditions to ensure that any medication kept at school for their child is within its expiry dates, including spare medication.

## **11. Consent to Administer Medicines**

- 11.1. If a student requires regular prescribed or non-prescribed medication at school, parents are asked to provide consent on their child's Healthcare Plan giving the student or staff permission to administer medication on a regular/daily basis, if required.
- 11.2. All parents of students with a medical condition who may require medication in an emergency are asked to provide consent on the Healthcare Plan for staff to administer medication.
- 11.3. If a student requires regular/daily help in administering their medication, then the school outlines the school's agreement to administer this medication on the student's Healthcare Plan. The school and parents keep a copy of this agreement.
- 11.4. Parents of students with medical conditions are all asked at the start of the school year on the Healthcare Plan if they and their child's healthcare professional believe the child can manage, carry and administer their own emergency medication.

## **12. Medical Action Plans**

- 12.1. If there is a deterioration in the student's condition, which may affect their attendance at school, a Medical Action Plan may also be drawn up to support the student's individual needs.
- 12.2. Medical Action Plans are drawn up by the Head of Year who may also consult any or none of the following: the parent/carer, the student, the Education Welfare Officer, local healthcare professionals, Lead First Aider and the Pastoral Support Worker. Any medical action plan which is agreed must be shared with the Lead First Aider and all relevant staff.
- 12.3. Medical action plans should be placed on SIMS on the student's record, stored in the student's file and a copy is held by parents and relevant Head of Year.

## **13. Residential Visits**

- 13.1. Parents are requested to provide details of the student's current condition and their overall health during the planning stages of residential visits as outlined in the Educational Visits Policy.
- 13.2. HCPs are taken on all trips and visits a child with an HCP attends.
- 13.3. All parents of students with a medical condition attending a school trip or overnight visit are asked as part of the trip planning procedures what additional measures need to be followed.

## **14. Common Triggers Related to Medical Conditions.**

- 14.1. This school is aware of the common triggers that can make medical conditions worse or can bring on an emergency and is committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits.
- 14.2. School staff are given training on medical conditions. This training includes detailed information on how to avoid and reduce exposure to common triggers for common medical

conditions.

14.3. This school uses Healthcare Plans to identify individual students who are sensitive to particular triggers.

14.4. Full health and safety risk assessments are carried out on all out-of-school activities before they are approved, including work experience placements and residential visits, taking into account the needs of students with medical conditions.

14.5. The school reviews medical emergencies and incidents to see how they could have been avoided. Appropriate changes to this school's policy and procedures are implemented as required.

## **15. Roles and Responsibilities**

Each member of the school and health community knows their roles and responsibilities in maintaining an effective medical conditions policy (**see Appendix 2**). This school works in partnership with all interested and relevant parties including the Governing Body, school staff, parents, employers, community healthcare professionals and students to ensure the policy is planned, implemented and maintained successfully.

## **16. Monitoring**

The Assistant Headteacher (Inclusion) and the Business Manager monitor the implementation of this policy and its application as it develops, ensuring actual procedures are in line with the documentation.

## **17. Evaluation**

This Medical Conditions Policy is reviewed, evaluated and updated regularly.

New Department for Education and Department of Health guidance is sought and fed into the review.

## Appendix 1 – Templates

1. Healthcare Plan
2. Healthcare Plan Letter
3. Medication permission
4. Emergency Protocol



### Individual Healthcare Plan

The information you provide in this document will be shared with school staff and emergency services.

**Date Form Completed:**

**Date for Review:**

**Name of Student** ..... **DOB** .....

**Tutor Group** ..... **Year Group** .....

**Medical diagnosis or condition:** .....

.....

**Contact details (at least two separate contacts for emergency notification)**

<b>Name</b>		<b>Name</b>	
<b>Relationship to child</b>		<b>Relationship to child</b>	
<b>Home</b>		<b>Home</b>	
<b>Work</b>		<b>Work</b>	
<b>Mobile</b>		<b>Mobile</b>	

**Clinic / Hospital Contact**

<b>Name</b>	
<b>Phone No</b>	

**GP**

<b>Name</b>	
<b>Phone No</b>	

**Describe medical condition and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.**

**Will medication need to be taken during school hours? Yes / No**

**If yes, will it be self-administered? Yes / No**

**If yes, with or without supervision? With / Without**

**Does your child have any daily care requirements in school? If so, please give details below**

**Will your child need specific support for their educational, social, or emotional needs due to their medical condition? If so, please give details below:**

**Will your child need special arrangements for school visits / trips? If so, please give details below:**

**Describe what constitutes an emergency and the action to take if this occurs?**

**Please state if a medical professional has been involved in developing this plan? Yes / No**

**Staff Use:**

**Need for staff training: Yes / No**

  

**If yes, please give details:**

## **Healthcare Plan Letter**

Dear Parent / Carer

Re: The Healthcare Plan

Thank you for informing us of your child's condition.

As part of our Medical Conditions Policy, we are asking all parents of children with a medical condition to complete a school Healthcare Plan for their child/children. Please complete the plan, with the assistance of your child's healthcare professional, ensuring that your child's healthcare professional completes the relevant box on the last page of the form, and return it to the school.

Your child's completed plan will store helpful details about your child's medical condition, current medication, triggers, individual symptoms and emergency contact numbers. The plan will help school staff to better understand your child's individual condition.

Please ensure the school is kept informed about changes to your child's medical condition or medication, including any changes to how much medication they need to take and when they need to take it, so that your child's Healthcare Plan can remain up to date.

I look forward to receiving your child's Healthcare Plan.

Thank you for your help.

Kind regards,

Lead First Aider



## Parental Agreement to Administer Medicine

Oldfield School will not give your child medicine unless you complete and sign this form.

Date for review to be initiated by	
Name of school	
Name of child	
Date of birth	
Tutor Group	
Medical condition or illness	

### Medicine

Name/Type Medicine (as described on container)	
Expiry Date	
Dosage and Method	
Timing	
Special Precautions/other instructions	
Are there any side effects that the school needs to know about?	
Self-administration – Y/N	
Procedures to take in an emergency	

**NB: Medicines must be in the original container as dispensed from the pharmacy.**

### Contact details

Name of contact	
Daytime telephone number	
Relationship to child	
Address	

I understand that I must deliver the medicine personally to	Mary Goddard-Palmer
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The above information is to the best of my knowledge accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## **CONTACTING EMERGENCY SERVICES**

Request an ambulance – dial 999 ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

1. Your telephone number
2. Your name
3. Your location as follows: Oldfield School,  
Kelston Road, Bath,
4. State what the post code is BA1 9AB
5. Provide exact location of the patient within the school
6. Provide name of child and a brief description of their symptoms
7. Inform ambulance control of the best entrance to use and state the crew will be met and taken to the patient
8. Put a completed copy of this form by the phone.

## Appendix 2 – Roles and Responsibilities

### Responsibilities

The responsibilities of the Governing Body, school staff, parents, employers, community healthcare professionals and students are outlined below:

#### **The Governing Body has a responsibility to:**

- ensure the health and safety of their employees and anyone else on the premises or taking part in school 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
- make sure the Medical Conditions Policy is effectively monitored and evaluated and regularly updated
- report to parents, students and school staff about the successes and areas for improvement of this school's Medical Conditions Policy
- provide indemnity for staff who volunteer to administer medication to students with medical conditions.

#### **The Headteacher has a responsibility to:**

- ensure the school is inclusive and welcoming and that the Medical Conditions Policy is in line with local and national guidance and policy frameworks
- ensure there is communication between interested parties including students, school staff, the Special Educational Needs Coordinator, pastoral support/medical officers, teaching assistants, School Nurses, parents, Governors, the local authority transport service, 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
- assess the training and development needs of staff and arrange for them to be met

#### **The Assistant Headteacher (Inclusion) has a responsibility to:**

- ensure that information held by the school is accurate and up to date and that there are good information sharing systems in place using students' Healthcare Plans
- delegate a staff member to check the expiry date of medicines kept at school and maintain the school medical conditions register
- monitor and review the policy regularly, with input from students, parents, staff and external stakeholders
- update the policy as appropriate according to review recommendations and recent local and national guidance and legislation
- report back to all key stakeholders about implementation of the medical conditions policy.

#### **School Staff have a responsibility to:**

- be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency

- understand the school's Medical Conditions Policy
- know which students in their care have a medical condition and be familiar with the content of the student's Healthcare Plan
- allow all students to have immediate access to their emergency medication
- maintain effective communication with parents including informing them if their child has been unwell at school
- ensure students who carry their medication with them have it when they go on a school visit or out of the classroom
- be aware of students with medical conditions who may be experiencing bullying or need extra social support
- understand the common medical conditions and the impact it can have on students (students should not be forced to take part in any activity if they feel unwell)
- ensure all students with medical conditions 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 allowed to take it when needed.

**Teaching Staff have a responsibility to:**

- ensure students who have been unwell catch up on missed school work
- be aware that medical conditions 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 child is falling behind with their work because of their condition
- use opportunities such as PSHE and other areas of the curriculum to raise student awareness about medical conditions.

**Lead First Aider/First Aid Team have a responsibility to:**

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards with the school
- when necessary ensure that an ambulance or other professional medical help is called.
- notify the relevant Head of Year about major incidents involving students with medical conditions from their Year
- to maintain all central medical records
- to maintain the safe storage and disposal of medicines
- to maintain a record of all medication administered to students and inform parents on the same day.

**The Main office team have a responsibility to:**

- cross check records to ensure students with medical conditions, or students presenting with new medical conditions have a Healthcare Plan, and if they do not, initiate the procedure to create one.

**The SENCO has the responsibility to:**

- know which students have a medical condition and have special educational needs because of their condition

- ensure teachers make the necessary arrangements if a student needs special consideration or access arrangements in exams or coursework.

**Heads of Year/Pastoral Support Officers have the responsibility to:**

- know which relevant students have a medical condition and which have special educational needs because of their condition
- ensure all relevant students with medical conditions are not excluded unnecessarily from activities they wish to take part in.

**Local Doctors and Specialist Healthcare Professionals.** Individual doctors and specialist healthcare professionals caring for students who attend this school, have a responsibility to:

- complete the student's Healthcare Plans provided by parents
- where possible, and without compromising the best interests of the child, try to prescribe medication that can be taken outside of school hours
- offer every child or young person (and their parents) a written care/self-management plan to ensure children and young people know how to self-manage their condition
- ensure the child or young person knows how to take their medication effectively
- ensure children and young people have regular reviews of their condition and their medication
- provide the school with information and advice regarding individual children and young people with medical conditions (with the consent of the student and their parents).

**School Nurse or School Healthcare Professional has a responsibility to:**

- help provide regular training for school staff in managing the most common medical conditions at school
- provide information about where the school can access other specialist training.

**Students have a responsibility to:**

- treat other students with and without a medical condition equally
- tell their parents, teacher or nearest staff member when they are not feeling well
- let a member of staff know if another student is feeling unwell
- let any student take their medication when they need it, and ensure a member of staff is called, if necessary
- treat all medication with respect
- know how to gain access to their medication in an emergency
- know how to take their own medication and to take it when they need it
- ensure a member of staff is called in an emergency situation.

**Parents/Carers have a responsibility to:**

- tell the School if their child has a medical condition
- ensure the School has a complete and up-to-date Healthcare Plan for their child
- inform the School about the medication their child requires during school hours
- inform the School of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities
- 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 condition
- ensure their child's medication and medical devices are labelled with their child's full name, the dosage, the name of the medication and who prescribed it and in its original containers
- 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.

## Appendix 3 : Useful Legislation

- **Supporting Students with Medical Conditions in Schools [Dec 2015]** - [Supporting pupils with medical conditions at school - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484242/Supporting_pupils_with_medical_conditions_at_school.pdf)
- **Special Educational Needs and Disability Code of Practice: 0 – 25 years** [SEND code of practice: 0 to 25 years - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484242/SEND_code_of_practice_0_to_25_years.pdf)
- **Health and Safety at Work Act 1974** This act places duties on employers for the health and safety of their employees and anyone else on their premises. This covers the head teacher and teachers, non-teaching staff, students and visitors.
- **Management of Health and Safety at Work Regulations 1999 plus Amendments (2006)** These regulations require employers to carry out risk assessments, manage the risks identified and to communicate these risks and measures taken to employees.
- **Medicines Act 1968** This act specifies the way that medicines are prescribed, supplied and administered.