



# Supporting Students with Medical Conditions Policy

September 2025

Draft

**Governors' Committee Responsible:**  
**Governor Lead:**  
**Nominated Lead Member of Staff:**  
**Status & Review Cycle:**  
**Next Review Date:**

Culture and Safeguarding Committee  
Miss Kim Bent  
Statutory Annual  
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### Statement of intent

Fullbrook wishes to ensure that students with medical conditions/mental health conditions receive appropriate care and support at school. This policy has been developed in line with the Department for Education’s guidance released in April 2014 – “Supporting students at school with medical conditions”.

Fullbrook is an inclusive community that aims to support and welcome students with medical/mental health conditions,

This school also aims to provide all students with medical/mental health conditions the same opportunities as others at school.

Ofsted places a clear emphasis on meeting the needs of students with SEN and Disabilities and this includes children with medical/mental health conditions.

### Signed by

**Principal:** \_\_\_\_\_

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

**Chair of Governors:** \_\_\_\_\_

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

## **I. Key roles and responsibilities**

### **I.1. The Local Authority (LA) is responsible for:**

- Promoting cooperation between relevant partners and stakeholders regarding supporting students with medical/mental health conditions.
- Providing support, advice, suitable training and guidance to schools and their staff.
- Making alternative arrangements for the education of students who need to be out of school for fifteen days or more due to a medical/mental health condition.

### **I.2. The Governing Body is responsible for:**

- The overall implementation of the Supporting Students with Medical Conditions Policy and procedures of Fullbrook.
- 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.
- Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- Ensuring that all students with medical/mental health conditions are able to participate fully in all aspects of school life including school trips and visits or sporting activities.
- Ensuring that relevant training provided by the LA is delivered to staff members who take on responsibility to support children with medical/mental health conditions, including how their condition impacts on school life.
- Guaranteeing that information and teaching support materials regarding supporting students with medical/mental health conditions are available to members of staff with responsibilities under this policy.
- Keeping written records of any and all medicines administered to individual students and across the school population. This will be monitored by the governor with responsibility for safeguarding.
- Ensuring the level of insurance in place reflects the level of risk.

### **I.3. The Principal is responsible for:**

- The day-to-day implementation and management of the Supporting Students with Medical Conditions Policy and procedures of Fullbrook.
- Ensuring the policy is developed effectively with partner agencies.
- Making staff aware of this policy, including staff covering lessons and supply staff. (Students are also responsible for drawing staff attention to their medical/mental health needs if necessary or appropriate. See Section 4.)
- Liaising with healthcare professionals regarding the training required for staff.
- Making staff who need to know aware of a child's medical/mental health condition including how this impacts on school life.
- Developing Individual Healthcare Plans (IHCPs).
- 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 a member of staff for the purpose of delivering the promises made in this policy.
- Ensuring the correct level of insurance is in place for teachers who support students in line with this policy.
- Contacting the school nursing service in the case of any child who has a medical/mental health condition.

#### **1.4. Staff members are responsible for:**

- Taking appropriate steps to support children with medical/mental health conditions.
- Where necessary, making reasonable adjustments to include students with medical/mental health conditions into lessons.
- Ensuring that they are aware of the needs and procedures for students with medical/mental health conditions attending trips and visits.
- Administering medication, if they have agreed to undertake that responsibility.
- Undertaking training to achieve the necessary competency for supporting students with medical/mental health conditions, if they have agreed to undertake that responsibility.
- Familiarising themselves with procedures detailing how to respond when they become aware that a student with a medical/mental health condition needs help.

#### **1.5. School nurses are responsible for:**

- Notifying the school when a child has been identified with requiring support in school due to a medical condition.
- Liaising locally with lead clinicians on appropriate support.
- Providing advice, for example on the type or level of training for a student's medical needs.

#### **1.6. Parents and carers are responsible for:**

- Keeping the school informed about any changes to their child/children's health.
- Completing a parental agreement form to administer medicine before bringing medication into school.
- Providing the school 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 Individual Healthcare Plan (IHCP) for their child in collaboration with the staff member with responsibilities for physical difficulties, other staff members and healthcare professionals.
- Where parents require support with completing the form Fullbrook will provide this through relevant staff.

## 2. 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 Fullbrook, including teachers.

## 3. Training of staff

- Teachers and support staff will receive training on the Supporting Students with Medical Conditions Policy as part of their NQT and new staff induction.
- In year joiners will receive training on this policy along with their Child Protection training.
- All staff will receive annual awareness training on the relevant medical/mental health conditions and their responsibilities under this policy.
- Training will involve an understanding of the most prevalent medical/mental health conditions, their implications and preventative measures.
- Teachers and support staff will receive regular and ongoing training regarding specific students’ conditions as required.
- Teachers and support staff who undertake responsibilities under this policy will receive training externally based on need and advice from the School Nurse.
- The clinical lead for any training will be identified as needed.
- No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering.
- A first aid certificate does not constitute appropriate training for intervention for children with medical conditions. Beyond basic first aid, emergency services will be contacted. See Appendix 6.
- No staff member may administer drugs by injection unless they have received training in this responsibility
- The school will keep a record of training undertaken and a list of teachers qualified to undertake responsibilities under this policy.
- Training requirements and provision will be reviewed annually.

## 4. The role of the child

- Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- Students will be allowed to carry their own medicines and devices for allergies, asthma and diabetes. All other medication is to be kept in student services.
- Epipens will be kept in the office behind receptions, this is never to be locked away
- If students refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored. Staff may not force a student to take medicines or carry out a procedure.

- Where appropriate, students will be encouraged to take their own medication under the supervision of a member of staff.
- If it is not appropriate for a child to self-administer then relevant staff should help to administer medicines and manage procedures for the student.
- This will be referenced in the IHCP unless the self-administration form has been completed by the parents. (Appendix 3).

## **5. Individual Healthcare Plans (IHCPs)**

- Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the student, parents/carers, Inclusion Manager, medical professionals and any staff who are trained to support the student's medical or mental health needs.
- IHCPs will be easily accessible whilst preserving confidentiality. A flag will be placed on BromCom and the school's Additional Needs Register and this will be monitored by the governor with safeguarding responsibilities.
- IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- Where a student has an Education, Health and Care plan (EHCP) or special needs statement, the IHCP will be linked to it or become part of it.
- Where the student has Special Educational Needs (SEN) but does not have a statement or EHCP, their SEN should be mentioned in their individual health care plan.
- Where a child is returning from a period of hospital education or alternative provision or home tuition, we will work with the LA and education provider to ensure that the IHCP identifies the support the child needs to reintegrate.
- IHCPs will include details of training required and which staff will be involved in supporting the student's medical/mental health needs.

## **6. Medicines**

- Where possible, it is preferable for medicines to be prescribed in frequencies that allow the student to take them outside of school hours unless this would be detrimental to the student's health.
- If this is not possible, prior to staff members administering any medication, the parents/carers of the student must complete and sign a parental agreement for a school to administer medicine form and for which condition.
- Ibuprofen or medication containing ibuprofen will not be given to students without a prescription
- No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- Where a student is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage the student to involve their parents while respecting their right to confidentiality.

- No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- Medicines MUST be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- Medication, e.g. for pain relief, will never be administered without first checking maximum dosages and when the previous dose was taken. Appropriate records will be made via Appendices 3 and 4.
- SMS text message will be sent home, with time, dosage of which medication only for students that don't take regular medication
- A maximum of four weeks supply of the medication may be provided to the school at one time.
- Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence which will be dealt with under our Drug and Alcohol Policy.
- Medications will be stored in the student services area so that they are readily available to children and to staff arranging trips and visits.
- EpiPen medication will be kept in the office behind reception, this is never locked away.
- Any medications left over at the end of the course will be returned to the child's parents for disposal.
- Written records will be kept of any medication administered to children. See appendix 4.
- Students will never be prevented from accessing their medication.
- Fullbrook cannot be held responsible for side effects that occur when medication is taken.

## 7. Emergencies

- Medical/mental health emergencies will be dealt with under the school's Health and Safety policy, Mental Health policy and First Aid policy.
- Where an Individual Healthcare Plan (IHCP) is in place, it should detail:
  - What constitutes an emergency.
  - What to do in an emergency.
  - Which staff are aware of emergency symptoms and procedures
- Students will be informed in general terms of what to do in an emergency such as telling a teacher/going to reception.
- If a student with an IHCP needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.
- There is currently 4 defibrillators located in the office behind reception, main lobby area of the gym, outside F6 office and downstairs prep area (referenced in First Aid policy).

- Fullbrook holds 2 epipen's and 2 inhalers with spacer. These can be administered to students that parents have given permission, when there has been an issue with the students own epipen and or inhalers
- There are kept in the office behind reception

## 8. Avoiding unacceptable practice

- Fullbrook 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.
  - Ignoring medical evidence or opinion.
  - Sending students home frequently or preventing them from taking part in activities at school
  - Sending the student to the medical room or school office alone if they become ill.
  - Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues.
  - Creating barriers to children participating in school life, including school trips.
  - Refusing to allow students to eat, drink or use the toilet when they need to in order to manage their condition.

## 9. Insurance

- Staff who undertake responsibilities within this policy are covered by the school's insurance.
- The School's public liability insurance covers the legal liability to pay compensation including legal costs for negligence resulting in death or bodily injury (or damage to third party property) in the course of the school's activities.
- 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.

## 10. Complaints

- The details of how to make a complaint can be found in the Complaints Policy on the Academy Trust website.

## 11. Links with other policies

Mental Health policy  
policy

Child protection & Safeguarding policy

Health & Safety

SEND policy

Accessibility policy

Data Protection policy

First Aid policy

- 1.** Parent/medical professional informs school of student's medical/mental health condition, or student is due to return from a long-term absence
- 2.** Inclusion Manager and Senior LSA for PD to meet with parents to discuss the medical needs of the student
- 3.** IHCP is created in partnership with school, parents and medical professionals
- 4.** Staff training needs identified and implemented
- 5.** IHCP circulated to relevant staff
- 6.** IHCP review to take place annually or if condition changes



**Fullbrook School  
Individual Health Care Plan**

**In case of an emergency:**

**Symptoms:**

**Staff must do:**

**Contact:**

**Personal information**

Name:	DOB:
Tutor group:	Link staff member:
Medical/mental health diagnosis or condition:	
Education, Health and Care Plan?	Yes <input type="checkbox"/>
	No <input type="checkbox"/>
SEN register?	Yes <input type="checkbox"/>
	No <input type="checkbox"/>

**Document Details:**

Start Date:	Review date:
Plan created with:	

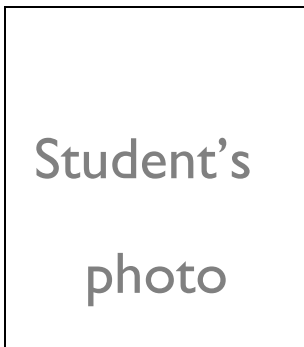
## Medical Information

Symptoms of diagnosis/condition	
Triggers of symptoms	
Current treatment in place  <i>Outside agency involvement</i>	
Current medication  <i>Where/when taken</i>  <i>Will student carry medication</i>  <i>Self-administer</i>	
Medication administration form completed?	Yes <input type="checkbox"/>  No <input type="checkbox"/>
Daily care requirements	

<p>Additional equipment/facilities required</p>	
<p>Environmental issues</p> <p><i>E.g. downstairs classrooms needed</i></p>	
<p>Staff training</p> <p><i>Needed/undertaken</i></p> <p><i>By who</i></p> <p><i>What training</i></p> <p><i>When completed</i></p>	
<p>Arrangements for offsite activities</p>	
<p>Medical card issued</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Information on card:</p>
<p>Risk assessment in place</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
<p>Interventions in place</p>	
<p>Adjustments made</p> <p><i>FSA/AP/lesson checks</i></p>	

<p style="text-align: center;">Medical professionals involved</p>	<p>Name &amp; job role</p>	<p>Service</p>	<p>Contact email/No.</p>

Appendix 3



Student Medication Form

Name	
Tutor	
Parent/Carers name	
Medical condition/ illness	
Home phone number	
Work phone number	

Name of medicines	
Dose and method	
Frequency/times	
Expiry date	
Special precautions/ other instructions	
Allergies	
Self-administration	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If no, I agree to members of staff administering medicines/providing treatment to my child as stated above</p>

**NB: medicines must be in the original container as dispensed by the pharmacy and in date.**

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

Note where possible the need for medicines to be administered at school should be avoided. Parents are therefore requested to try to arrange the timing of doses accordingly.

Signature: ..... Date: ...../...../.....



## Appendix 5 – Staff training record: administration of medicines

Name of school/setting:

Name:

Type of training received:

Date of training completed:

Training provided by:

Profession and title:


I confirm that .....has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated by.....

Trainer's signature .....

Date .....

**I confirm that I have received the training detailed above.**

Staff signature .....

Date .....

Suggested review date.....

A copy of this form should be given to the member of staff responsible for CPD and a copy to the staff member with responsibility for first aid.

## **Appendix 6 – 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.**

- Your telephone number – **01932 349301**
- Your name.
- Your location as follows:
  - **Fullbrook**, Selsdon Road, Addlestone, KT15 3HW
- The exact location of the patient within the school.
- The name of the child and a brief description of their symptoms.
- The best entrance to use and state that the crew will be met and taken to the patient.

Put a completed copy of this information by the phone.

## Appendix 7 – Model letter inviting parents to contribute to individual healthcare plan development

Dear Parent,

RE: writing an Individual Health and Care Plan (IHCP) for your child

Thank you for informing us of your child's medical/mental health condition. I enclose a copy of the school's policy for supporting students at school with medical conditions and/or the Mental Health policy for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support each student needs and how this will be provided. Individual healthcare plans are developed in partnership with the school, parents/carers, students, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical/mental health condition impacts their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will include add details of team. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I or add name of other staff lead would be happy for you contact me [them] by email or to speak by phone if this would be helpful. Yours sincerely,

Your Name