



SUPPORTING STUDENTS WITH MEDICAL CONDITIONS POLICY

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	This policy will be reviewed annually
	Statutory Policy
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Whitley Bay High School is committed to ensuring that all students with medical conditions are properly supported so that they can access education, participate fully in school life and achieve their academic potential. We recognise that students with medical conditions may require ongoing support, medication administration, emergency intervention or reasonable adjustments to enable them to attend school safely and successfully. We also recognise our duties under the Children and Families Act 2014 and Equality Act 2010.

This policy should be read in conjunction with the Allergy and Anaphylaxis Policy.

1. Aims

This policy aims to ensure that:

- Students, staff, governors and parents understand how our school will support students with medical conditions.
- Students with medical conditions are properly supported so that they can:
 - play a full and active role in school,
 - remain healthy,
 - achieve their academic potential, and
 - access the same opportunities as other students including school trips and sporting activities.
- Parents and Students have confidence in the school's ability to provide effective support for medical conditions in school

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 bodies to make arrangements for supporting students at their school with medical conditions. It is also based on the Department for Education's statutory guidance on Supporting Students with Medical Conditions at School and the Equality Act 2010.

For the purposes of this policy, medical conditions include both physical and mental health conditions where ongoing support is required.

3. School Arrangements

To support students with medical conditions, the school has established arrangements including staff training, medication storage procedures, record keeping systems, emergency protocols, healthcare plans and suitable facilities.

4. Roles and responsibilities

We have a responsibility to put well-considered and appropriate plans in place for students with medical conditions and we do this by:

- employing staff who have the duties of administering medication and undertaking health care procedures written into their job descriptions.
- ensuring other staff are aware of their responsibilities in emergency situations,
- having record keeping procedures in place for administration of medication,
- storing medicines safely but ensuring they are accessible in emergencies,
- designating a suitable area within school for undertaking health care procedures,
- having suitable toilet facilities for students which are clean, safe and pleasant to use,
- having flexible procedures and policies which take into account medical conditions, and
- following North Tyneside Council's policy & procedures for supporting children at school with medical conditions and children who cannot attend school because of health needs.

4.1 The Governing Body

The Governing Body is responsible for ensuring that appropriate arrangements are in place to support students with medical conditions. The Governing Body will:

- Ensure this policy is implemented and reviewed annually.
- Ensure adequate resources are available to support students with medical conditions.
- Ensure sufficient staff receive appropriate training.
- Monitor the effectiveness of the school's arrangements.
- Ensure that appropriate insurance and liability arrangements are in place

4.2 The Headteacher

The Headteacher maintains ultimate responsibility for the following areas but may delegate some responsibilities to an appropriately trained and competent member of staff:

- Ensure the school is inclusive and welcoming and that the Supporting Students with Medical Conditions Policy is in line with local and national guidance and policy frameworks.
- Ensure that sufficiently trained numbers of staff are available to implement the policy and deliver against all Medical Care Plans, including in contingency and emergency situations.
- Ensure staff are aware of this policy and understand their role in its implementation.
- Ensure that all staff who need to know are aware of a child's condition.
- Liaise between students, school staff, Health Services, North Tyneside Council, parents and governors as required.
- Ensure medical information held by the school is accurate and up to date using Medical Care Plans.
- Ensure student confidentiality is maintained at all times.
- Make provision, through the Risk Protection Arrangement (RPA), to secure an indemnity for damages or compensation if a school or its trained staff are found legally liable for personal injuries resulting from medical procedures or first aid administration.
- Monitor attendance relating to medical needs and ensure appropriate arrangements are considered where a student's medical condition significantly affects their access to education.
- The headteacher needs to be aware of Section 19 responsibilities and when they would apply to students who can't attend school due to medical reasons.

4.3 All School Staff

Whilst supporting students with medical conditions during school hours is not the sole responsibility of one person, staff will not be required to administer medication or undertake healthcare procedures unless they have agreed to do so and have received appropriate training.

All staff are asked to:

- Be aware of potential triggers, signs and symptoms of common medical conditions and how to respond in an emergency.
- Act upon information they have been given by the designated person as to how they should respond should they become aware that a student with a medical condition needs assistance.
- Understand and adhere to the Medical Conditions Policy.
- Know which students in their care have a medical condition.
- Allow all students to have immediate access to their emergency medication.
- Facilitate effective communication with parents, including informing the first aid team if a student has been unwell at school.
- Remind students who carry their own medication or AAI to take this with them during offsite activities and trips.
- Report concerns regarding students with medical conditions who may be experiencing bullying or who may be in need of additional social support.
- Ensure that students with medical conditions are not unduly excluded from activities they wish to take part in.

4.4 Teaching staff

- Teachers are required to consider the medical needs of students when discharging their duties as classroom teachers, including providing appropriate differentiation and additional or alternative resources. Information is provided by the designated person for medical conditions to enable teachers to fulfil this duty competently. Advice and support are also available from pastoral, teaching and learning leads and the special educational needs team.
- Where a student has been absent due to a medical condition, teachers may be required to provide work to the student, family and relevant professionals (e.g. hospital or outreach team) to support a successful return to school. It may be necessary to consider phased returns, adjustments to timetables, support with missed learning and additional pastoral or social support. The Head of Year Pastoral team will provide specific guidance to teachers should this be required.
- Teachers are also required to notify the Head of Year Pastoral team if a student is falling behind with their work as a consequence of their medical condition.

4.5 First aiders

The school's designated person for medical conditions is Julie Malpeidi, Administration Assistant – First Aid. Delegated responsibilities include:

- Ensure that the Supporting Students with Medical Conditions Policy is in line with local and national guidance and policy frameworks.
- Check that sufficient trained numbers of staff are available to implement the policy and deliver against all Medical Care Plans, including in contingency and emergency situations. Report any concerns to senior staff regarding insufficiency.
- Ensure that all staff who need to know are aware of a child's condition.
- Liaise between students, school staff, Health Services, North Tyneside Council and parents as required.
- Ensure medical information held by the school is accurate and up to date using Medical Care Plans.
- Ensure student confidentiality is maintained at all times.
- Check medication held in school termly for expiry dates and dispose of accordingly.
- Inform parents when medication requires replenishment or collection for disposal.

In addition, a dedicated team of first aid administrators are available throughout the school day, based within the main office. A requirement of their role is to:

- Provide emergency first aid and routine treatment for students, staff & visitors.
- Ensure that an ambulance or other professional medical help is called whenever necessary.
- Maintain records of first aid incidents for monitoring purposes.
- Check first aid boxes, including expiration dates and replenish stock when required.
- Ensure that the medical room is tidy with resources stored correctly.
- Liaise with parents, staff and other professionals as necessary.
- Keep SIMS/staff updated with any changes to students' medical conditions.
- Undertake training in the use of evac chairs for students with a Personal Emergency Evacuation Plan (PEEP).

4.6 Special Educational Needs Co-ordinator (SENCo)

The SENCo has a responsibility to:

- To identify those students with both a medical condition and special educational need and ensure appropriate provisions are made to facilitate their learning and participation in the wider life of the school.
- Ensure that teachers of students with both a medical condition and special educational need consider, where appropriate, applying for special consideration or alternative access arrangements to facilitate exams or coursework.

4.7 Parents

Parents will:

- Inform the school if their child has or develops a medical condition.
- Inform the school office if there are any changes to their child's existing condition or prescribed medication.
- Ensure that emergency contact details remain up to date and, as far as possible, that nominated contacts are available to accept emergency calls and attend school if required.
- Ensure that school are supplied with correctly labelled and in-date medication.
- Complete all necessary paperwork e.g. request for administration of medication form.
- Collect out of date or unused medicine from school and dispose of this in line with national guidance.
- Keep their child at home if they are infectious to other people.
- Promptly fill out a medical care plan, if it is needed.
- Be contactable at all times or have communicated contingency plans to the school if this is not possible.
- Post 16 students - agree plans and protocols for times when their child is off-site during the school day.

4.8 Students

Students with medical conditions can be well placed to provide information about how their condition affects them. With that in mind, where it is appropriate to do so, students will be involved in discussions about their medical support needs, and this will be taken into account within their medical care plan.

For students with a medical condition, we will encourage them to:

- Tell a staff member if they are not feeling well, especially in an emergency situation.
- Treat all medication with care and hand misplaced medication to the main office.
- Always carry emergency medication and know how to use it.
- Share details (i.e. type and location) of emergency medication and symptoms of a medical emergency with a trusted friend in school, if comfortable doing so.
- Post 16 students - ensure they are aware of plans and protocols for times when they are off-site during the school day.

For all other students, we will encourage them to:

- Treat students with and without a medical condition equally, with both compassion and understanding.
- Tell a staff member if they become aware that another student is not feeling well, especially in an emergency situation.
- Treat all medication with care and hand misplaced medication to the main office.

5. Equal Opportunities

Whitley Bay High School is committed to ensuring that students with medical conditions are fully included in all aspects of school life and are not disadvantaged because of their condition. We will take all reasonable steps to enable students with medical conditions to access the same educational opportunities as their peers and to participate fully in the curriculum and wider school activities.

Some medical conditions may constitute a disability under the Equality Act 2010. Where this is the case, the school will comply with its duties under the Act and make reasonable adjustments to support the student's participation, learning and wellbeing.

Students with medical conditions will be encouraged and supported to take part in school trips, educational visits, physical education, enrichment activities and other aspects of school life wherever it is safe and appropriate to do so. Decisions about participation will be based on individual risk

assessments, medical advice and consultation with parents, carers and the student, rather than assumptions about a medical condition.

The school recognises that medical conditions can affect attendance, concentration, learning, emotional wellbeing and social interaction. Where necessary, additional support and reasonable adjustments will be considered to minimise any disadvantage and to ensure students can achieve their full potential. Staff will be made aware of the needs of students with medical conditions and will be asked to take these into account when planning lessons, assessments, educational visits and extracurricular activities.

Particular consideration will be given to students whose medical condition may require:

- access to medication or medical equipment;
- regular food, drink or toilet breaks;
- modifications to physical activity;
- support following periods of absence; or
- adjustments during examinations and assessments.

The school will also consider reasonable adjustments for internal and external examinations where a student's medical condition affects their ability to access assessments

6. Transition Arrangements and New Medical Conditions

The school will ensure that appropriate arrangements are made when students transfer into the school, between key stages, or to Post-16 destinations. Relevant medical information will be shared appropriately and in accordance with data protection legislation.

Notification of a student's medical condition will come initially via the school admission form in Year 8. School will be informed about newly diagnosed conditions by parents via the school office or Head of Year.

The First-Aid Administrator will then:

- Seek further information about the condition by asking parents/carers to fill out an online medical care plan or provide an NHS care plan.
- Identify any medication / health care procedures needed.
- Identify which staff will be involved in supporting the student, if needed.
- Identify what, if any, training is needed, who will provide this and when.
- Identify which staff need to know the details of the student's medical condition and inform them.
- Ensure parent or carer's permission is received for any administration of medication.
- Issue a green medical pass sticker for the student's ID card if it is needed and authorised by the Head of Year. This will allow the student to leave a lesson for medical reasons (for example to use the toilet or get a drink of water).

7. Medical Care Plans

Medical Care Plans will be developed in partnership with the students (where appropriate), parents/carers and relevant healthcare professionals.

Plans will be reviewed at least annually, or earlier if there is evidence that the students' needs have changed. Plans will set out:

- The medical condition, its triggers, signs, symptoms and treatment.
- The student's resulting needs, including medication (dose, side effects and storage).
- Any specific support needed for the student.
- What to do in an emergency, including who to contact.

8. First Aid and managing medicines

The school's adopted Health and Safety provides information regarding first aid and management and administration of medication. This is reviewed annually by the Finance and Premises Committee.

9. School Trips

Staff organising school visits and trips are required to:

- seek information about any medical needs which may require management during a school trip. This is specifically relevant for residential visits when students may require medication / procedures that they would not normally require during the daytime.
- ensure that any medication and medical care plans are taken with them.
- consider in their risk assessment how medical conditions will be managed on the trip.

10. Emergency procedures

We are aware that certain medical conditions are serious and can be potentially life-threatening. All students' medical care plans will clearly set out what constitutes an emergency and explain what to do.

If a student needs to be taken to hospital, an ambulance will be called. If parents are not available, a member of staff will accompany the student, and school will phone the parent/s to meet the ambulance at hospital. Health professionals are responsible for any decisions on medical treatment in the absence of a parent.

Staff will not take a student to hospital in their own car unless it is an absolute necessity. Where urgent hospital treatment is required, an ambulance will normally be called and parents/carers informed immediately. Staff should not routinely transport students to hospital in private vehicles. However, in exceptional circumstances, where it is considered necessary in the interests of the student's welfare and alternative arrangements are not available, a member of Senior Leadership Team may authorise transport in a private vehicle following appropriate risk assessment and, where practicable, consultation with parents/carers and emergency services.

Bespoke Personal Emergency Evacuation Plans are also put in place for those students who require assistance to safely evacuate during an emergency such as a fire.

The main office team are aware of how to access emergency medication and relevant Medical Care Plans in the event of an emergency.

11. Training

Staff who support students with specific medical conditions must receive additional training from a registered health professional. Training requirements are determined via medical care plans.

The school's Staff Development Manager maintains all staff training records and ensures cyclical training is refreshed at appropriate intervals.

12. Record keeping

Written records are maintained for all medication that is administered to students. Records are retained for the duration of the student's time at the school. These records support safe practice, ensure accountability, and provide an audit trail in line with retention procedures.

The following records are maintained:

Name of record	Location of record	Responsible staff
Individual medication record (for students requiring regular medication)	Main Office – secure filing cabinet	First Aid Administrator and Office Staff
Photographic list of students with allergies and serious health conditions	SharePoint (restricted access)	First Aid Administrator

List of students with medical conditions	SharePoint (restricted access)	First Aid Administrator
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13. Defibrillators

The school has four defibrillators on site. The local NHS ambulance service has been notified of the location of publicly available devices and staff receive appropriate training in their use, including the access code.

The First Aid Administrator and Facilities Manager are responsible for ensuring that all defibrillators are maintained in good working order. Checks are carried out monthly and pads are replaced when required.

14. Data Protection

Medical information is treated as special category personal data under General Data Protection Regulation (GDPR).

The UK GDPR defines health data in Article 4(15):

“‘data concerning health’ means personal data related to the physical or mental health of a natural person, including the provision of health care services, which reveal information about his or her health status”.

To maintain compliance, the school will:

- Only collect information necessary to support students’ safety.
- Share information only with staff who need to know.
- Obtain parental consent where appropriate.
- Store medical information securely.
- Ensure staff understand their responsibilities regarding confidentiality and data protection through training and guidance.

Further information can be found in the school's Data Protection Policy, available on the school website.

15. Liability and indemnity

The school is a member of the Department for Education’s Risk Protection Arrangement (RPA), which provides liability cover for staff administering medication and undertaking healthcare and first aid procedures as part of their role.

Staff are required to act in accordance with this policy and follow appropriate training to maintain this indemnity.

Where necessary, staff will seek additional advice to ensure that suitable arrangements and training are in place for any specific or complex healthcare procedures, prior to intervention.

Relevant documentation, including Medical Care Plans, will be shared with appropriate services where required, and with parental consent, to aid development and management of medical care plans.

16. Complaints

Where at all possible complaints will be dealt with informally between the school and the complainant.

Where this has been tried and proven unsuccessful, complaints will be dealt with via the school’s adopted Complaints Policy. A copy of this policy is available on the school website.

17. Monitoring arrangements

This policy will be reviewed by the Governing Body annually.