



Dame Alice Owen's School
The Dame Alice Owen Foundation - 1613

POLICY FOR SUPPORTING STUDENTS WITH MEDICAL CONDITIONS

Agreed by the Governing Body Curriculum Committee
To be reviewed
(*reviewed annually*)

May 2025
Summer 2026

To be monitored by the Governing Body Curriculum Committee

1. Purpose, Scope and Principles

The purpose of this policy is to provide a framework to enable Dame Alice Owen's School to meet the needs of the students of the school with long-term medical conditions.

The principles include:

- As far as reasonably possible, Dame Alice Owen's School will provide children with medical conditions the same opportunities and access to activities (both school based and out-of-school) as other students.
- Dame Alice Owen's School will listen to the views of students and parents/carers.
- Students and parents/carers should feel confident in the care they receive from Dame Alice Owen's School and that what can reasonably be offered meets their needs.
- Staff will be helped to understand the medical conditions of students on roll at Dame Alice Owen's School including the fact that such conditions may be serious and adversely affect a child's quality of life and therefore impact on the child's ability and confidence.

- Dame Alice Owen's School understands that all children with the same medical condition will not have the same needs and as such we will focus on the needs of each individual student.
- Dame Alice Owen's School recognises their duties as detailed in Section 100 of the Children and Families Act 2014. (Other related legislation is referenced in DfE guidance p21).
- Some students with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Where this is the case, Dame Alice Owen's School will comply with their duties under that Act.
- Some may also have special educational needs (SEN) and may have an Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision. For students with SEN, this policy should be read in conjunction with the Special educational needs and disability (SEND) code of practice.

2. Legislation and Guidance

DfE statutory guidance on [Supporting Pupils with Medical Conditions \(2015\) for governing bodies of maintained schools and proprietors of academies in England](#) states that Governing Bodies should ensure schools develop a policy for supporting students with a medical conditions which is reviewed regularly and is readily accessible to parents and school staff. The policy should include details on how the school's policy will be implemented effectively, including a named person who has overall responsibility for policy implementation. Details should include:

- who is responsible for ensuring that sufficient staff are suitably trained
- a commitment that all relevant staff will be made aware of the student's condition
- cover arrangements in case of staff absence or staff turnover to ensure someone is always available for First Aid
- risk assessments for school visits, holidays, and other school activities outside of the normal timetable
- monitoring of individual healthcare plans.

3. Communication

The policy is supported by a clear communication system for staff, parent/carers and other key stakeholders to ensure its full implementation. These systems include the use of email, the Staff Bulletin, Staff briefings and InTouch messages to inform and update all stakeholders.

4. Training

- All staff will be made aware of the medical conditions at Dame Alice Owen's School and understand their duty of care to students in an emergency. through new staff induction
- All staff will be made aware of the content of this policy, know what action to take in an emergency and receive as part of new staff induction
- The school medical team will provide training for common conditions e.g. asthma, allergies, epilepsy and diabetes.
- Dame Alice Owen's School will make sure that all staff providing support to a student receive suitable training and ongoing support to ensure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the student's Individual Health Plan (IHP). This should be provided by the specialist nurse/school nurse/other suitably qualified healthcare professional and/or parent/carer. A member of the school medical team will provide training and will keep an up to date record of all training undertaken and by whom.

5. Individual Healthcare Plan (IHP)

All students with medical conditions that are complex, long term, or where there is a high risk that emergency intervention will be required will have an Individual Healthcare Plan (IHP). The plan will explain what help they need in an emergency. The IHP will accompany a student should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing the IHP within emergency care settings.

6. Medical Emergencies

If a student needs to attend hospital, a staff member (preferably known to the student) will stay with them until a parent/carer arrives, or accompany a student

taken to hospital by ambulance. Staff will **not** take students to hospital in their own car or by public transport.

7. Administering Medication

The school understands the importance of medication being taken and care received as detailed in the student's IHP.

- Medication will only be administered when it would be detrimental to a student's health or school attendance not to do so.
- As far as reasonably possible, Dame Alice Owen's School will make sure that there are sufficient members of staff who are able to administer the medication and meet the care needs of an individual student.
- Medication (prescription or non-prescription) will not be administered to a student under 16 without a parent's written consent except in exceptional circumstances, and every effort will be made to encourage the student to involve their parent/carer, while respecting their confidentiality.
- When administering medication, for example pain relief, Dame Alice Owen's School will check the maximum dosage and when the previous dose was given. Parents/carers will be informed if pain relief is issued including at what time this was given. Pain relief will not be issued to students after 2pm and will not give a student under 16 medicine containing aspirin unless prescribed by a doctor.
- Dame Alice Owen's School has chosen to hold an emergency salbutamol inhaler for use by students who have been prescribed a reliever inhaler and for whom parental consent for its use has been obtained. The emergency inhaler is located in the Back Office. (see Appendix 3 for further information)
- Dame Alice Owen's School has chosen to hold an emergency automatic adrenaline injector (AAI) for use by students who have been prescribed an AAI and for whom parental consent for its use has been obtained. These are located in the First Aid room, PE Department and Food Technology.
- Dame Alice Owen's School will make sure that members of staff accompanying a student with a medical condition on an off-site visit, including overnight stays, are informed of their medical condition and how this needs to be managed where reasonable to expect school staff to be able to do so.

- Parents/carers must understand that they should let the school know immediately if their child needs a change in their medical plan. This includes a change in medication.
- If a student misuses their medication, or anyone else's, their parent/carer will be informed as soon as possible and our behaviour procedures followed.

8. Storage of Medication and Equipment

- All relevant staff understand what constitutes an emergency for an individual student and make sure that emergency medication/equipment, e.g. asthma inhalers, auto-injectors etc. are readily available wherever the student is in the school and on off-site activities, and are not locked away.
- All medication must be handed to first aid for safe keeping and students must not carry their own medication/equipment unless it is life saving medication such as AAI, inhalers or insulin.
- Dame Alice Owen's School will store controlled drugs securely in a non-portable container, with only named staff having access. Staff can administer a controlled drug to a student once they have had specialist training.
- All medication is stored safely, and that students with medical conditions know where they are at all times and have access to them immediately. Under no circumstances will medication be stored in first aid boxes.
- Dame Alice Owen's School will only accept medication that is in date, labelled and in its original container including prescribing instructions for administration. The exception to this is insulin, which though must still be in date, will generally be supplied in an insulin injector pen or a pump.
- Parents/carers are asked to collect all medications/equipment at the end of the school year, and to provide new and in-date medication at the start of each year.
- Dame Alice Owen's School will dispose of needles and other sharps in line with local policies. Sharps boxes are kept securely at school and will accompany a child on off-site visits. They are collected and disposed of in line with local authority procedures.

9. Record Keeping

- As part of our admissions process and annual data collection exercise parents/carers are asked if their child has any medical conditions. These procedures also cover transitional arrangements between schools.
- An IHP will record the support an individual student needs around their medical condition. The IHP is developed with the student (where appropriate), parent/carer, designated named member of school staff, specialist nurse (where appropriate) and relevant healthcare services.
- Dame Alice Owen's School will have a centralised register of IHPs, and an identified member of staff has the responsibility for this register. The First Aid Officer is the member of staff responsible for the centralised register.
- IHPs are regularly reviewed, whenever the student's needs change.
- The student (where appropriate) parents/carers, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the IHP. School staff are made aware of, and have access to, the IHP for the students in their care. IHPs are available to download from SIMS and hard copies can be found in the First Aid Room.
- Dame Alice Owen's School shall seek permission from parents/carers before sharing any medical information with any other party and will ensure that the student's confidentiality is protected.
- Dame Alice Owen's School will keep an accurate record of all medication administered, including the dose, time, date and supervising staff.

10. Physical Environment

Dame Alice Owen's School is committed to providing a physical environment accessible to students with medical conditions and students are consulted to ensure this accessibility. Dame Alice Owen's School is also committed to providing, so far as is reasonably practicable, an accessible physical environment for out-of-school activities.

- Dame Alice Owen's School will ensure the needs of students with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits, as far as reasonably practicable.

- All staff will be made aware of the potential social problems that students with medical conditions may experience and use this knowledge, alongside Dame Alice Owen's School [Positive Behaviour and Anti-Bullying Policy](#), to help prevent and deal with any problems. Opportunities such as PSHRE and science lessons will be used to raise awareness of medical conditions to help promote a positive environment.

11. Physical Activity and Offsite visits

- Dame Alice Owen's School understands the importance of all students taking part in off site visits and physical activity and that all relevant staff make reasonable and appropriate adjustments, as far as reasonably practicable, to such activities in order they are accessible to all students. This includes out-of-school clubs and team sports. Risk assessments will be conducted as part of the planning process to take account of any additional controls required for individual student needs.
- Dame Alice Owen's School will ensure all relevant staff are aware that students should not be forced to take part in activities if they are unwell. They should also be aware of students who have been advised to avoid/take special precautions during activity, and the potential triggers for a student's medical condition when exercising and how to minimise these.
- Dame Alice Owen's School will make sure that a risk assessment is carried out before any out-of-school visit, including work experience and educational placements. The needs of students with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.

12. Participation in curriculum

At Dame Alice Owen's School, we will seek to ensure, so far as is reasonably practicable, that students with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided.

- All staff appreciate that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a student's medical condition.
- Students will not be penalised for their attendance if their absences relate to their medical condition.

- Students with medical conditions who are finding it difficult to keep up educationally will be referred to the relevant Pastoral Directors in the first instance who will inform with the Deputy Headteacher (Student Progress). The Deputy Headteacher (Student Progress) will liaise with the student (where appropriate), parent/carer and the student's healthcare professional.

13. Common Triggers That Can Make Common Medical Conditions Worse Or Can Bring On An Emergency

Dame Alice Owen's School is committed to identifying and reducing triggers both at school and on out-of-school visits:

- Our staff receive training and written information on medical conditions which includes avoiding/reducing exposure to common triggers.
- The IHP details an individual student's triggers and details how to make sure the student remains safe throughout the whole school day and on out-of-school activities. Risk assessments are carried out on all out-of-school activities, taking into account the needs of students with medical needs.
- The First Aid Officer will review all medical emergencies and incidents to see how they could have been avoided, and suggest changes to the Senior Leadership Team to amend school policy according to these reviews.

14. Roles and Responsibilities

Dame Alice Owen's School works in partnership with all relevant parties including the student (where appropriate), parent/carer, school's governing body, all school staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully. Key roles and responsibilities are outlined in Appendix 1.

15. Early Identification of students whose attendance has been affected

Dame Alice Owen's School is committed to the early identification of students whose attendance has been affected by their medical condition:

- All staff take responsibility for the identification of the students who are on school roll but are absent from school with a medical need which may impact on their ability to access the curriculum. This will be monitored through the Designated Teacher (the Deputy Headteacher - Pastoral) and key staff identified.
- Parents support the Designated Teacher to establish, where possible, the amount of time a student might be absent. The Designated Teacher will work

with school staff to identify ways in which the school can support the student in the short term e.g. providing work to be completed at home in the first instance.

- The Designated Teacher will have the responsibility for liaising with the Local Authority, parents or carers and various agencies where students are too ill to attend school.

16. Referrals - if a referral to the Local Authority is required

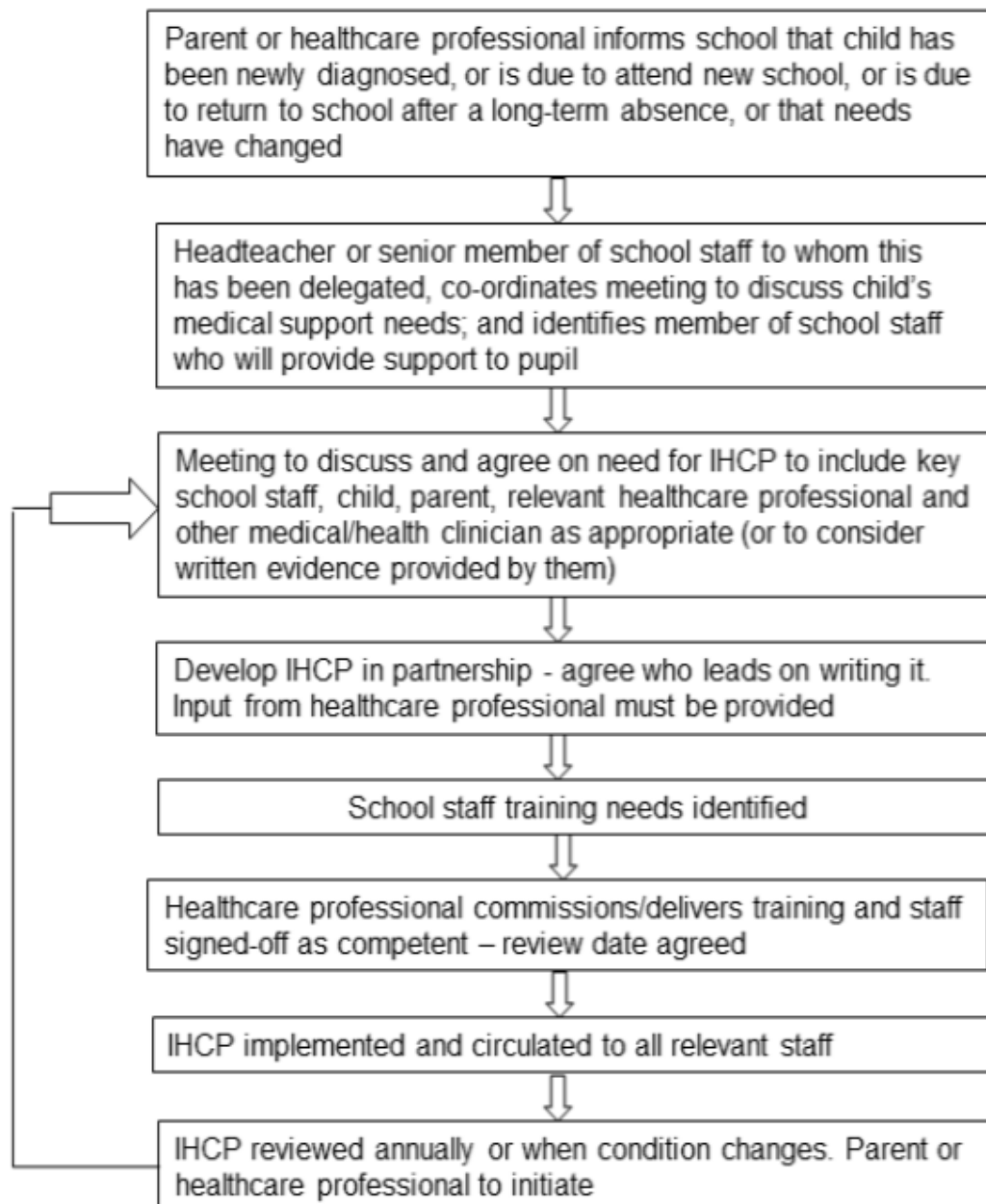
- The Designated Teacher will discuss a referral to the appropriate Local Authority, with parents/carers as necessary.
- Where students with long-term and recurrent conditions are absent, the appropriate authorities will be informed **and medical evidence secured**. Identified school staff will communicate with other parties, attend reviews and facilitate communication between the student, the school and external agencies. This contact will help ensure that procedures are followed when a student is absent from school for medical reasons including procedures to support:
 - Early identification
 - Referrals
 - Individual Education Plans
 - Reintegration into school
 - Students working towards public examinations
 - Involvement of the student
 - Evaluation of provision

17. Procedures for an outbreak of infectious diseases

In line with government guidance the procedures for action in case of an outbreak of infectious disease are outlined in Appendix 4.

Appendix 1

Model process for developing individual healthcare plans



Appendix 2: Roles and Responsibilities

Governing Bodies must make arrangements to support students with medical conditions in school by ensuring that:

- a policy for supporting students with medical conditions in school is developed and implemented.
- students with medical conditions are supported to enable the fullest participation possible in all aspects of school life.
- sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions.
- any members of school staff who provide support to students with medical conditions are able to access information and other teaching support materials as needed.

The **Headteacher** will be responsible for developing and implementing the school's policy ensuring that:

- all staff are aware of the policy for supporting students with medical conditions and understand their role in its implementation.
- all staff who need to know are aware of the child's condition.
- as far as reasonably possible, sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations.
- The school staff are appropriately insured and are aware that they are insured to support students in this way.
- Any member of school staff may be asked to provide support to students with medical conditions, including administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers' professional duties, they should consider the needs of students with medical conditions that they teach.
- School staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions.
- Any member of school staff should know what to do and respond accordingly when they become aware that a student with a medical condition needs help.

The **Medical Team** consisting of the First Aid Officer will:

- Respond to medical emergencies and administer first aid or in the event of a serious accident/emergency, dial the emergency services, inform parents and accompany the student to hospital if necessary.

- Be responsible for matters of health, which shall include those students referred to the Medical Team during their attendance at school.
- Co-ordinate and maintain an up to date knowledge of health conditions of students.
- Provide a sympathetic presence in the school and to be sensitive to the needs and welfare of students.
- In conjunction with the Pastoral team, provide a listening ear and assess the need for further counselling from external providers.
- Organise the training and updating of First Aid qualifications for teachers. – Complete all relevant forms following accidents, and, if necessary, report it to the Headteacher.
- Supervise the use of the medical room, to carry out checks to ensure that all equipment is in good order, repairs carried out, and that room and bedding are clean.
- Work with the Pastoral team to identify and then manage student appointments with the School Nurse and Counsellor/s.
- Liaise with the safeguarding team as appropriate.
- Liaise with the Pastoral team as appropriate.
- Co-ordinate, in liaison with school health, and assist with immunisation programmes (i.e. meningitis, Tetanus, Diphtheria, Polio and HPV).

School staff - any member of school staff may be asked to provide support to students with medical conditions, including administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers' professional duties, they should take into account the needs of students with medical conditions that they teach. School staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions. Any member of school staff should know what to do and respond accordingly when they become aware that a student with a medical condition needs help.

School nurse - every school has access to school nursing services. They are responsible for notifying the school when a child has been identified as having a medical condition which will require support in school. Wherever possible, they will do this before the child starts at the school. They would not usually have an

extensive role in ensuring that schools are taking appropriate steps to support children with medical conditions, but may support staff on implementing a child's individual healthcare plan and provide advice and liaison, for example on training. School nurses can liaise with lead clinicians locally on appropriate support for the child and associated staff training needs - for example, there are good models of local specialist nursing teams offering training to local school staff, hosted by a local school. Community nursing teams will also be a valuable potential resource for a school seeking advice and support in relation to children with a medical condition.

Other healthcare professionals - including GPs, paediatricians, nurse specialists/community paediatric nurses - should notify the school nurse and work jointly when a child has been identified as having a medical condition that will require support at school. They may provide advice on developing healthcare plans. Anyone dealing with the medical care of a student in school should contact the named school nurse for that school to ensure a coordinated approach.

Students - with medical conditions will often be best placed to provide information about how their condition affects them. They should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan. Other students will often be sensitive to the needs of those with medical conditions.

Parents/carers - should provide the school with sufficient and up-to-date information about their child's medical needs. They may in some cases be the first to notify the school that their child has a medical condition. Parents/carers are key partners and should be involved in the development and review of their child's individual healthcare plan, and may be involved in its drafting. They should carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

Appendix 3

Emergency salbutamol inhalers

Dame Alice Owen's School has chosen to hold an emergency salbutamol inhaler for use by students who have been prescribed a reliever inhaler and for whom written parental consent for its use has been obtained.

The protocol for the use of this inhaler is detailed below, following the Department of Health [Guidance on the use of emergency salbutamol inhalers in schools](#).

- The use, storage, care and disposal of the inhaler and spacers will follow the school's policy on supporting students with medical conditions.
- Specific guidance on storage and care is provided on page 12 of the Department of Health Guidance on the use of emergency salbutamol inhalers in schools.
- Dame Alice Owen's School holds a register of children prescribed an inhaler and this list is kept with the emergency inhaler.
- Written parental consent is sought for the use of the emergency inhaler. Where consent is received the use of the emergency inhaler will be included in the student's IHP.
- Parents/carers will be informed if their child has used the emergency inhaler. The First Aid Officer is responsible for ensuring that this protocol has been followed.

Adrenaline auto-injectors

Dame Alice Owen's School has chosen to hold an adrenaline auto-injector for emergency use by students who are at risk of anaphylaxis but whose own device is not available or not working.

The protocol for the use of AAI is detailed below, following the Department of Health Guidance on the use of adrenaline auto-injectors in schools.

Parents/carers will be informed if their child has used the emergency AAI. The School First Aider is responsible for ensuring that this protocol has been followed.

Appendix 4

Infectious Diseases Procedure

In addition to this procedure, please refer to Public Health England and DFE Guidance on Infection control in schools.

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

The purpose is to provide guidance for action should an infectious disease surface in the school and/or community, allowing for two types of situations:

- Non-widespread disease that is, nevertheless, infectious and dangerous - e.g. chickenpox, meningitis
- A widespread disease that is infectious and dangerous

If a case(s) of an infectious disease is confirmed at Dame Alice Owen's School, we will seek advice from Public Health England, the DfE and the Local Authority as to whether we should close the school, partially close or remain open.

- We will notify staff at the earliest convenience to advise that a case has been confirmed and update on actions
- Parents/carers will be advised by email that a case has been confirmed
- If the advice is that the school should remain open, students and staff showing symptoms will be required to stay away from school for 7 days or at least 3 days after symptoms subside, whichever is longer (unless other guidance is in place for the specific illness) .
- Where a case is confirmed in a parent/carer/member of their immediate household, the infected person will be required to stay away from the school site for 7 days/for at least 3 days after symptoms subside, whichever is the longer. If the student is not showing any symptoms they will be able to attend school if brought in by a well relative or friend, unless medical or Public Health England advice is to the contrary.
- We will continue to keep our website updated with the latest information.

Contact Numbers

Our local Health Protection Team is East of England: 0300 303 8537 Option 1.
Second Floor, Goodman House, Station Approach, Essex. CM20 2ET.
EastofEnglandHPT@phe.gov.uk

Non Emergency NHS: 111

Infectious Diseases Action Plan

