Reddish Vale High School

Positively changing lives through personal growth and academic excellence

Medical Needs Policy

Date Reviewed: October 2026

Date Approved by Governors:

Date of next review: September 2027

RESPECT - ASPIRATION - DETERMINATION - INDEPENDENCE

Contents:

1.	Medical Needs Team	3
2.	Aims and Philosophy	3
3.	Policy Objectives	4
4.	Supporting pupils at school with medical conditions	5
5.	Policy Implementation	7
5A.	Staff Awareness, Training and Support	7
5B.	Notification that a pupil has a medical condition; process for ensuring support is put in place and individual healthcare plans	7
5C.	Record keeping, healthcare plan register and reviews	8
5D.	Consent to administer medicines, storage and administration of medication at school	9
5E.	Residential visits and school trips	10
5F.	Health and safety, including common triggers that can make medical conditions worse or can bring on an emergency	11
6.	Roles and Responsibilities	11
7.	Policy Review	14
	Appendix A	14
	Appendix B	15

1. The Medical Needs team at Reddish Vale High School:

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Amy Knowles – Designated Safeguarding Lead
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2. Aims and Philosophy

Changing perceptions

At Reddish Vale High School, we are an inclusive community that aims to support and welcome pupils with medical conditions. We aim to provide all pupils whatever their medical condition the same opportunities as others at school in terms of accessing the whole school curriculum. We will help to ensure they can do this through the following:

- This school ensures all staff understand their duty of care to children and young people in the event of an emergency.
- All staff feel confident in knowing what to do in an emergency.
- This school understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.
- This school understands the importance of medication being taken as prescribed.
- All staff understand the common medical conditions that affect children/young people at this school. This school allows adequate time for staff to receive training on the impact medical conditions can have on pupils.
- Staff receive additional training about any children/young people they may be working with who have complex medical needs supported by an Individual Health and Care Plan (IHCP).

We understand that most children and young people will have at some time a medical condition that may affect their participation in school activities. For many this will be short-term; perhaps finishing a course of medication, or recovering after a small procedure or a more serious operation.

We are also aware that other children and young people have medical conditions that are more long term and, if not properly managed, these conditions could limit a child or young person's access to education. Such children and young people are regarded as having medical needs. Most children and young people with medical needs are able to attend school regularly and with some support from school, can take part in most of the schools' activities. However, staff may need to take extra care in supervising some activities to make sure that these children/young people, and others, are not put at risk.

There may be some children and young people whose access to the curriculum is dependent on adult support in order to meet their personal needs. This policy and Reddish Vale High School, seeks to include these children and young people and meet their needs.

Parent/Carers have the responsibility for their child or young person's health and well- being, and should therefore provide Reddish Vale High School with the most up to date information about their child or young person's medical condition. We encourage parents/carers to provide school with sufficient information about their child or young person's medical condition and any treatment or special care needed at school, on admission, and keep us informed of any new or changing needs. If there are any special religious and /or cultural beliefs which may affect medical care that the child needs, particularly in the event of an emergency, we rely on parents/carers to inform us and confirm this in writing. Such information will be kept on the child or young person's personal record. This policy provides information on our procedures for the storage and administration of medicines to children and the procedures for children who are able to self-administer.

All of the above is also the case if a child or young person is undergoing treatment or procedures for a short-term condition as well as those for longer term/lifelong conditions. It is vital that Reddish Vale High School has the most up to date information on a child or young person's medical needs or religious beliefs in terms of preparing for school trips, activities within school and in case of any emergencies that may arise.

3. Policy Objectives

1. Reddish Vale High School understands that it has a responsibility to make the school welcoming and supportive to pupils with medical conditions who currently attend and to those who may enrol in the future. In doing so, the school will work in partnership alongside the child or young person's parents/carers.
2. Reddish Vale High School aims to provide all children/young people with all medical conditions the same opportunities as others at school. We will help to ensure they can:

    a. be healthy
    b. stay safe

c. enjoy and achieve
d. make a positive contribution
e. achieve economic well-being

3. Pupils with medical conditions are encouraged to manage their condition.
4. This school aims to include all pupils with medical conditions in all school activities wherever possible.
5. Parents/carers of pupils with medical conditions are aware of the care their children/young people receive at this school.
6. The school ensures all staff understand their duty of care to children and young people in the event of a medical emergency.
7. All staff have access to information about what to do in a medical emergency.
8. This school understands that medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.
9. The school will offer staff an annual update. If a new medical condition arises over the year then the school nurse/First Aider will provide an update or give advice on the most appropriate service to deliver it.
10. The Headteacher and Governing Body are responsible for ensuring the medical conditions policy is understood and followed by the whole school.
11. This school understands and encourages the importance of immunisation and the role this has to play in ensuring a safe and inclusive school and will work in partnership with parents/carers and health professionals to this end.

4. Policy for Supporting pupils at school with medical conditions

Key points for Reddish Vale High School:

- The governing body will ensure that all pupils with medical conditions in our school are supported to enable them to have full access to all aspects of the education provided and the same opportunities as other pupils, including access to school trips and physical education.
- All pupils with medical conditions, in terms of either physical or mental health, will be properly supported so that they can play a full and active role at school, remain healthy and achieve their academic potential.
- The school will consult and work in partnership with health and social care professionals, pupils and parents to ensure the needs of pupils with medical conditions are effectively met.
- The school will ensure that there is a focus on the needs of each individual pupil and how their medical condition impacts on their school life.
- The school will ensure staff are provided with appropriate training and information to provide whatever support pupils require, including training in what to do in an emergency.
- All staff have a clear understanding that medical conditions should not be a barrier to learning and that they have a duty of care to pupils.

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- The named persons with overall responsibility for pupils with medical needs are the first aider and the School Nurse.

Parents of children with medical conditions are often concerned that their child's health will deteriorate or not be effectively managed when they attend school. This is because pupils with long-term and complex medical conditions may require on-going support, medicines or care while at school to help them manage their condition and keep them well. Others may require monitoring and interventions in emergency circumstances. It is also the case that children's health needs may change over time, in ways that cannot always be predicted, sometimes resulting in extended absences. It is therefore important that parents feel confident that the school will provide effective support for their child's medical condition and that the children feel safe.

In addition to the educational impacts, there are social and emotional implications associated with medical conditions. Children may be self-conscious about their condition and some may be bullied or develop emotional disorders such as anxiety or depression around their medical condition. Long-term absences due to health problems affect children's educational attainment, impact on their ability to integrate with their peers and affect their general wellbeing and emotional health. Reintegration back into school should be properly supported so that children with medical conditions fully engage with learning and do not fall behind when they are unable to attend. Short-term and frequent absences, including those for appointments connected with a pupil's medical condition (which can often be lengthy), also need to be effectively managed and appropriate support put in place to limit the impact on the child's educational attainment and emotional and general wellbeing.

5. Policy implementation

A. Staff Awareness, Training and Support

All staff in the school are made aware of any pupils with additional medical needs and the systems in place to support them. This information is regularly updated.

All staff understand their duty of care to pupils at all times and in the event of an emergency.

Action required in an emergency for pupils with long term medical conditions can be found on T:drive/INCLUSION/Medical Needs register and pupil profile. Their IHCP can be found on SIMS in linked documents and in their medical notes.

All staff supporting pupils with medical needs will receive relevant training. Training provided will be planned in conjunction with the school lead and relevant external medical professionals. Training for staff will be at a level which ensures staff members are competent and have confidence in their ability to support pupils effectively and to fulfil the requirements set out in their individual healthcare plans.

If there is a need for a child to be taken to hospital the parent will be informed, a member of staff (usually the first aider) will always accompany the child and stay with them until a parent

or responsible family member/carer arrives. The school will ensure a copy of the child's healthcare plan is taken to the hospital with the child.

All staff accompanying children on off-site visits will be made aware of pupils with medical conditions involved in the trip, as part of the trips risk assessment.

B. Notification that a pupil has a medical condition; process for ensuring support is put in place and individual healthcare plans

Notification may come through a statement of SEN, an Education, Health and Care (EHCP) plan, from a medical practitioner or from the parent / carer of the child.

When a pupil is starting at our school at the usual transition points, and has an identified medical condition, we will ensure that arrangements are in place in time for the start of the relevant school term, either by speaking to parents or health care professionals.

The usual process for supporting a pupil with medical needs will be by establishing an Individual Health and Care Plan. Individual Healthcare plans help to ensure that pupils with medical needs are effectively supported. The plan provides clarity about what needs to be done, when and by whom. The plan is helpful in the majority of cases and especially for long-term and complex medical conditions, although not all children will require one. The level of detail within the Individual Healthcare plan will depend on the complexity of the child's condition and the degree of support needed. The school recognizes that different children with the same health condition may require very different support.

Individual Healthcare plans may be initiated by the School Nurse or healthcare professional involved in providing care to the child. Their Individual Health and Care Plan will be linked to the child's statement or EHC plan.

Individual Health and Care Plans will include the following information:

- The medical condition, its triggers, signs, symptoms and treatments.
- The pupil's resulting needs, including medication (its side-effects and its storage) and other treatments, dose, time, facilities, equipment, testing, dietary requirements and environmental issues.
- Specific support for the pupil's educational, social and emotional needs, including how absences will be managed.
- Who will provide this support, their training needs and cover arrangements in their absence.
- Written permission for medication to be administered by a member of staff, or self-administered by individual pupils during school hours.
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate e.g risk assessments.
- Where confidentiality issues are raised by the parent/child, the designated individuals
- to be entrusted with information about the child's condition.

- What to do in an emergency, including who to contact and contingency arrangements.

Close liaison between the school and the relevant healthcare providers will be developed to ensure that the needs of the pupil are fully catered for and reasonable adjustments made to ensure inclusion.

Individual Health and Care plans are used by the school to ensure that pupils with medical conditions are effectively supported to access the curriculum and wider school life.

They are developed in the context of assessing and managing risks to the child's education, health and social well-being and to minimize time out of school / learning.

C. Record keeping, Healthcare Plan register and reviews

The School Nurse and First Aid Lead for the school will ensure that robust records are kept relating to pupils with medical conditions including:

- Their Individual Health and Care Plans, key staff involved and the review processes.
- Administration of medication.
- Emergency procedures.
- Parental permission forms.

Parents are asked if their child has any health conditions or health issues and if so these should be recorded appropriately when the child enrols at the school. Parents are expected to update the school if their child's medical needs change. Care plans, staff training and all information needed must be in the school before the child starts on role for safeguarding reasons.

All members of staff who work with groups of pupils have access to the Individual Health Care Plans of pupils in their care.

All individual health care plans will be reviewed annually as a minimum by the school Nurse/health professional and parents or as and when a child's needs change.

Staff at the school will also use opportunities such as parent consultation evenings and data information sheets to ensure information held is accurate and updated where needed.

D. Consent to administer medicines, storage and administration of medication at school

All non-emergency medication is stored in a locked cupboard. Medicines will only be administered at the school when it would be detrimental to a child's health or school attendance not to do so.

If a pupil requires regular prescribed or non-prescribed medication at school, parents are asked to provide a signed consent form giving the pupil or staff permission to administer medication on a regular/daily basis, if required. Written consent is also needed for pupils taking short courses of medication.

The school understands the importance of medication being taken as prescribed.

No child under 16 will be given prescription or non-prescription medicines without their parent's written consent. Only prescribed medicines that are in-date, labelled with the child's name, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage are acceptable. Any prescription must be written by a UK GMC registered Doctor for the school to be allowed to give the medication to a pupil. The exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container. All medicines will be stored safely and in accordance with instructions, taking account of temperature requirements. Non prescribed medication like pain relief can be given as long as a form 3A is completed by the parent/carer.

A refrigerator is available for any medication requiring cold storage (below 15 degrees centigrade). The refrigerator is kept in a locked room. The temperature in the refrigerator is kept between 2 and 8 degrees centigrade.

We will ensure that pupils know where their medicines are at all times and that staff are able to access them immediately. Staff will always know who holds the key to the storage facility. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available to pupils and usually carried with the pupil and not locked away.

We will keep a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Parents at this school 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.

If a pupil refuses their medication, this will be recorded and the parent notified. If necessary advice will be sought from the relevant health professional.

When no longer required, medicines will be returned to the parent to arrange for safe disposal. Sharps boxes will always be used for the disposal of needles and other sharps which is the responsibility of the parent to dispose of when returned to them.

The first aider will ensure the correct storage of medication at school. They will check for expiry dates three times a year.

It is the parent's responsibility to ensure new and in date medication comes into school on the first day of the new academic year, and whenever required.

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.

E. Residential visits and School Trips

Parents are sent a school trip form to be completed and returned to school shortly before their child leaves for a school trip. This form requests up-to-date information about the pupil's current condition and their overall health. This provides essential and up-to-date information to relevant staff and school supervisors so that they can fully support the child's medical needs. This also includes information about medication not normally taken during school hours.

Copies of IHCP are taken by the relevant staff member on visits and for all out of school hours activities where medication is required. All parents of pupils with a medical condition attending a school trip or overnight visit are asked for consent, giving staff permission to administer medications and any other information that is needed for overnight stays. If the form includes current issues of medication - a discussion is held with the parent about how the medical condition will be managed whilst on the trip.

Full health and safety risk assessments are carried out prior to any out-of-school visit and medical conditions are considered during this process. Factors we consider include: how all pupils will be able to access the activities proposed how routine and emergency medication will be stored and administered, and where help can be obtained in an emergency.

The school understands that there may be additional medication, equipment or other factors to consider when planning residential visits.

F. Health and safety, including common triggers that can make medical conditions worse or can bring on an emergency

The school has a list of common triggers for the common medical conditions at this school. The school is committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits.

School staff have been given training on medical conditions. This training includes detailed information on how to avoid and reduce exposure to common triggers for common medical conditions. Staff can also recap what to do in a medical emergency by going on T:drive/INCLUSION/Medical Needs register and pupil profile.
Health and Care Plans are used to identify individual pupils who are sensitive to particular triggers. The school has these details noted in the child's health care plan to ensure these individual pupils remain safe during all lessons and activities throughout the school day.

All medical emergencies and significant incidents are reviewed to ascertain whether and /or how they could have been avoided. Appropriate changes to policy and procedures are implemented after each review.

6. Roles and responsibilities

This school works in partnership with all interested and relevant parties including the school's governing body, all school staff, parents, employer, healthcare professionals and pupils to ensure the policy is planned, implemented and maintained successfully.

The Governors will ensure that arrangements are in place to support pupils with medical conditions and that they are enabled to access the fullest possible participation in all aspects of school life. Governors will ensure all staff have received the appropriate level of training and are competent to support pupils. Governors will receive annual updates as to the effective working of the policy, will review this carefully and ensure implementation of any changes or recommendations arising from the review.
The Headteacher, School Nurse and First aider have lead responsibility for the implementation and review of the policy and will ensure that:

- The school is inclusive and welcoming.
- The policy is in line with national guidance and expectations, is put into action and maintained
- Liaise with other interested and relevant parties (including parents and pupils, school health, community and acute health services, the local authority services etc).
- Ensure information held by the school is accurate and up to date and good. communication and information sharing systems are in place
- Ensure pupil confidentiality is respected.
- Assess the training and development needs of staff and arrange for them to be met.
- Ensure all staff are aware of the policy, including supply teachers and new staff.
- Monitor and review the policy at least once a year, with input from relevant staff and external stakeholders and update it as and when necessary.
- Report back to governors and to all key stakeholders about the implementation of the medical conditions policy.

All staff at the school have a responsibility to;

- Be aware of and understand the school's medical conditions policy.
- Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency.
- Know which pupils in their care have a medical condition and be familiar with the
- content of the pupil's Healthcare Plan.
- Allow all pupils to have immediate access to their emergency medication when necessary.
- Maintain effective communication with parents including informing them if their child has been unwell at school.
- Ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in, and understand the impact a medical condition may have on a pupil and make any reasonable adjustments to accommodate this (eg that pupils have the appropriate medication or food with them during any exercise and are

allowed to take it when needed, and are not forced to take part in an activity if they are unwell).

Specific responsibilities of key staff:

- The First Aider for the school will keep an overview of any pupils whose medical needs impact on their learning, will advise staff working directly with them and ensure appropriate strategies are put in place to support them.
- Staff with first aid training will give immediate help to casualties with common injuries or illnesses and those arising from specific hazards within the school and when necessary ensure that an ambulance or other professional medical help is called.
- Staff, with support from the School Nursing team will ensure all medication is correctly stored and labelled, regularly reviewed, in date and that parents provide new medication as needed.
- School nurse / school health team will be involved in the healthcare planning for pupils with medical needs as appropriate. This may include:

  i) Informing the school of pupils in need of a health care plan.
  ii) Initiating healthcare plans when relevant.
  iii) Contributing to healthcare plans and their review.
  iv) Ensuring parental consent is obtained and recorded.
  v) Help in providing regular training for school staff in managing the most common medical conditions at school as well as the more specific training such as administering EpiPens, Buccal Midazolam and inhalers.
  vi) Advising on training on less common conditions, including providing information about where the school can access other specialist training.
  vii) Collating relevant health information to support pupil, family and school to inform the healthcare plan.
  viii) Supporting pupils and parents as appropriate.

Individual doctors and specialist healthcare professionals caring for pupils who attend this school have a responsibility to:

- Complete the pupil's Health and Care 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.
- Ensure the Parents/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 pupil/parents).

Acute health care service personnel have a responsibility to:

- Have an agreed system for receiving information held by the school about children and young people's medical conditions, to ensure best possible care.

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- Understand and provide input in to the school's medical conditions policy.

The parents of a child at this school 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 and this is signed and dated by the parent.
- 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 (along with providing a doctor's letter regarding the medication changes if possible).
- 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.
- Provide the school with appropriate spare medication labelled with their child's name
- Ensure that their child's medication is within expiry dates.
- Ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional.
- Ensure school has a copy of every clinic letter that you attend during school time.
- Ensure school have a copy where possible of clinic appointments to confirm school absences for medical reasons.
- Ensure that school receives written letters for medical appointments.

7. Policy review

This policy is regularly reviewed and updated, taking account of guidance issued by the government. The school will seek feedback from all stakeholders both within the school and other partners. The views of parents/carers will be actively sought and are central to the evaluation and review process.

Appendix A

Communication plan to ensure full implementation of this policy

Parents are informed and regularly reminded about the medical conditions policy:

- By signposting access to the policy at the start of the school year when communication is sent out.
- When their child is enrolled as a new pupil via the school's website, where it is available
- all year round.

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

- At scheduled medical conditions training.
- Through school-wide communication about results of the monitoring and evaluation of the policy.
- All supply and temporary staff are informed of the policy and their responsibilities.

Relevant local health staff are informed and regularly reminded about the school's medical conditions policy:

- CCG and school / community nurse.

Governors agree the policy and regularly review it (at least every 2 years)

Appendix B

School made aware of medical condition • New diagnosis • Child moving to new school Parent or health professional informs school
Headteacher or delegated lead from school coordinates meeting to agree Individual Health and Care plan (IHCP) Attendees should include • Parent • Child (if appropriate) • Specialist nurse • School nurse • Pediatrician or consultant (where possible – if not report from them) • Key school staff
Clarify medical condition and healthcare needs of the child. Develop IHCP with the relevant healthcare professionals and parents.
Specialist nurse / school nurse delivers training and staff signed off as competent.
IHCP implemented and information circulated to all relevant staff and put on SIMS.
IHCP reviewed annually or when condition changes IHCP updated and re-circulated. Additional training provided for staff members, if necessary,