



## THE BISHOP'S STORTFORD HIGH SCHOOL

### SUPPORTING STUDENTS WITH MEDICAL CONDITIONS POLICY

<b>Date of last review:</b>	March 2026	<b>Review period:</b>	1 year
<b>Date of next review:</b>	March 2027	<b>Owner:</b>	Student Welfare Committee
		<b>Approval:</b>	<i>*Note Awaiting Approval – March 2026</i>

**Purpose**

This policy explains how The Bishop's Stortford High School (TBSHS) supports students with long-term medical conditions. It follows the Department for Education's statutory guidance Supporting Pupils at School with Medical Conditions (2015): [Supporting pupils at school with medical conditions](#).

**The member of staff responsible for this policy is:**

**Miss Wendy Butler, Assistant Headteacher (Designated Safeguarding Lead (DSL)/ Senior Mental Health Lead (SMHL))**

**Key Roles**

- Training and staffing: **TBSHS CPD and Medical Support Coordinators**
- Cover and supply staff briefing: **Cover Coordinator/Health & Safety Officer**
- Risk assessments for visits and other school activities: **Trip Leader**
- Monitoring Individual Healthcare Plans (IHPs): **Assistant Headteacher (DSL/SMHL)**
- Monitoring Education, Health and Care Plans (EHCPs): **SENCo**

*Further details of Stakeholder Roles and responsibilities may be found in Appendix 2.*

**Our Commitment**

**TBSHS is an inclusive school that welcomes and supports all students with medical needs. At TBSHS we listen to the views of students and parents/carers, so they feel confident in the care they receive from this school to meet their needs.**

We ensure:

- Students with medical conditions can access the same opportunities as others.
- No student is refused admission because arrangements are not yet in place.
- Staff understand how medical conditions may affect students' wellbeing, learning and confidence. We recognise that students with the same condition may have very different needs. Support is always personalised.
- Students and parents feel listened to and supported.
- Staff know what to do in an emergency.

The TBSHS Supporting Students with Medical Conditions policy complies with:

- The Children and Families Act 2014
- The Equality Act 2010
- The SEND Code of Practice

**Working with Stakeholders**

This policy is drawn up in consultation with a wide range of local key stakeholders. We use clear communication channels (emails, briefings, induction, policy access) to ensure everyone understands the policy and their responsibilities, including:

- Students
- Parents/carers
- School staff and governors
- Healthcare services

**Emergency Procedures**

All staff, including supply staff, know what to do in a medical emergency.

- Annual training is provided, with additional training for staff working with specific students.
- Students with complex or long-term conditions have an Individual Healthcare Plan (IHP) outlining their needs in emergencies.
- Their IHP travels with them if they are taken to hospital.

At TBSHS we:

- **Do not keep an emergency salbutamol inhaler.**

- **Do keep a spare emergency adrenaline auto-injector (AAI) for students with parental and medical authorisation.**

When a student is taken to hospital, a familiar staff member will accompany them until a parent arrives.

### **Administering Medication**

At TBSHS, we understand the importance of students receiving the correct medication and appropriate care, and we are committed to providing clear guidance on its safe administration. However, the school does not supply medication. At TBSHS we will make sure that there are sufficient members of staff who have been trained to administer the medication and meet the care needs of an individual child.

- Written parental/carer consent is required for all medication (prescription or non-prescription), using the **Med-1 form (Appendix 5)**. Parents/carers are asked to provide accurate, up-to-date healthcare information, notifying the school of any changes.
- Medication is only given when necessary for a student's health or attendance.
- Only trained staff administer medication.
- Dosage and previous administration times is checked prior to administration.
- A trained staff member accompanies students on visits and trips.
- Misuse of medication is handled under the school's behaviour procedures.

### **Storing Medication**

At TBSHS, all staff understand what constitutes an emergency for an individual child and make sure that all medication is stored safely. We ensure:

- Emergency medication (e.g., inhalers, AAI) is always easily accessible and students know where these are stored.
- Students may carry medication if agreed within their IHP.
- Medication must be clearly labelled, in the original container and in date.
- Insulin may be stored in pen or pump form.
- Sharps are stored and disposed of according to local authority policy.
- Parents collect medication at term end and provide replacements each term.

### **Record Keeping**

At TBSHS, we understand the importance in keeping accurate and up to date records and ensure:

- Medical information is collected at admission and during annual data updates.
- An IHP is created with the student, parent, and relevant healthcare professionals.
- IHPs are reviewed annually or when the student's needs change.
- A central register of IHPs is maintained by the Medical Support Coordinator.
- Medical information is confidential and shared only with parental consent.
- All medication administered is recorded.

### **School Environment and Inclusion**

At TBSHS, we are committed to creating an inclusive environment that supports students with medical conditions. Where necessary, adjustments are made to enable full participation in all aspects of school life. We ensure:

- TBSHS is a physically accessible environment.
- Students experience inclusive access to lessons, trips, extracurricular clubs and residential visits.
- Students are not penalised for medical-related absences.
- SEND needs are included in a student's IHCP, and staff refer any concerns about academic progress to the SENCo or Inclusion Manager.
- Staff recognise the social and emotional impact of medical conditions and use PSHE and curriculum opportunities to build understanding, raise awareness and promote a positive, supportive environment.

### **Triggers and Prevention**

At TBSHS, we are aware of the common triggers that can make common medical conditions worse or can bring on an emergency. The school:

- Actively works to reduce common triggers (allergens, environmental factors, activity-related risks) and as such we are a nut free school.
- Uses IHPs and risk assessments to manage and plan for each student's needs. A risk assessment is carried out before any out-of-school activities. 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.
- Reviews all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.

### **Reviewing the policy**

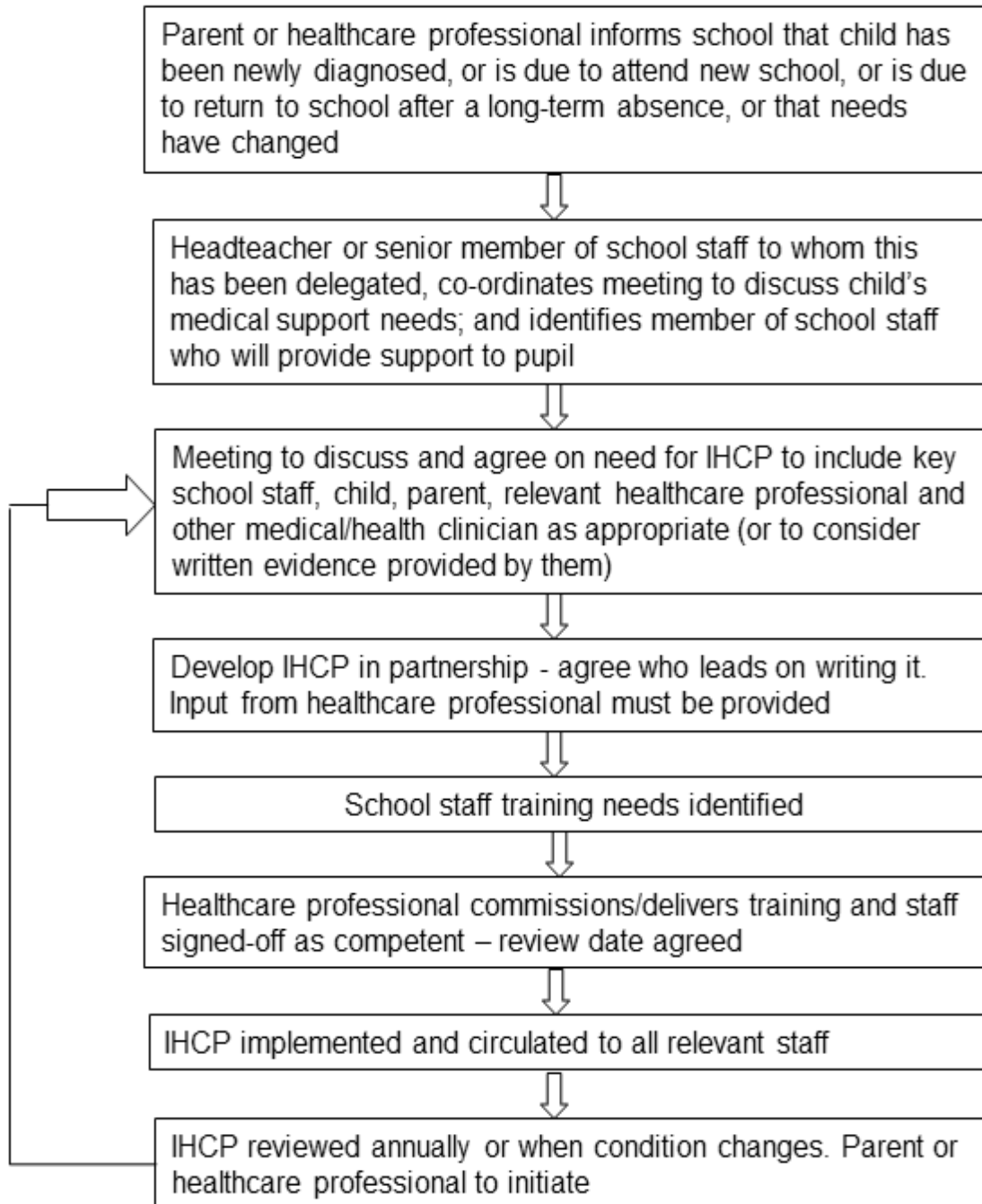
Each member of the school and health community knows their roles and responsibilities in maintaining and implementing an effective Supporting Students with Medical Conditions policy. The medical conditions policy is regularly reviewed, evaluated and updated. Updates are produced every year with feedback from key stakeholders:

- Students
- Parents/Carers
- School staff
- Healthcare professionals
- Emergency services
- Governors

Should parents and students be dissatisfied with the support provided they should discuss these concerns to the Headteacher.

## Appendix 1

## TBSHS process for developing Individual Healthcare Plans (IHPs)



## Appendix 2: Stakeholder Roles and Responsibilities

### Governors ensure:

- A robust policy is in place and implemented so that students with medical conditions receive the support needed to participate fully in school life.
- A sufficient staff are appropriately trained, competent, and able to access the information and resources required to support students with medical conditions.
- Students with medical conditions can participate as fully as possible in all aspects of school life.
- Appropriate insurance and liability cover to support staff and students involved in medical needs provision is maintained.

### Headteacher ensures:

- This policy is developed with relevant partners, effectively implemented, and understood by all staff.
- All necessary staff are aware of individual students' medical conditions and their role in supporting them.
- Sufficient trained and competent staff are available to deliver the policy and implement all IHPs, including during emergencies.
- Overall responsibility for the development and review of IHPs is maintained.
- Staff are appropriately insured and aware of this when supporting students with medical conditions.
- Healthcare services are contacted regarding any student who may require medical support but has not yet been brought to a nurse's attention.

### School staff

Any member of staff may be asked, but cannot be required, to support students with medical conditions, including administering medication. While this is not a teacher's contractual duty, staff should consider the needs of students with medical conditions in their care. Staff must receive appropriate training and demonstrate competency before taking on such responsibilities, and all staff should know how to respond if a student with a medical condition requires assistance.

### School nursing service

The school nursing service works together with children and young people their parents/carers and school staff, to provide a comprehensive efficient and accessible service which:

- Helps children keep healthy during their school days and for the rest of their lives
- Prevents ill health in children and the local community
- Supports children with medical needs and those needing medication
- Ensures that educational potential is not hampered by unmet health needs
- Monitors and supports families in relation to Hertfordshire safeguarding policies

Our school nursing service is part of the Hertfordshire Family Centre service. [Service details | Hertfordshire Community NHS Trust](#)

### Other healthcare professionals

GPs, paediatricians, and nurse specialists should inform the school nursing service when a student requires medical support in school and work collaboratively to ensure coordinated care. They may provide guidance for developing Individual Healthcare Plans (IHPs), and anyone involved in a student's medical care should contact the school nursing service to maintain a consistent approach.

### Students

Students with medical conditions are often best placed to explain how their condition affects them and should be fully involved in discussions about their support needs. They should contribute to, and follow, their Individual Healthcare Plan (IHP). Other students are usually sensitive to the needs of peers with medical conditions.

### Parents/carers

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 always contactable.

## Appendix 3: Emergency Adrenaline Auto-injector (AAI)

### Emergency Adrenaline Auto-Injector (AAI)

TBSHS has chosen to hold a “spare” AAI device for emergency use on children who are at risk of anaphylaxis but whose own device is not available or not working. These do not replace a student’s own prescribed devices. The protocol below follows the Department of Health and Social Care guidance (DHSC): “Using emergency adrenaline auto-injectors in schools” (September 2017): <https://www.gov.uk/government/publications/using-emergency-adrenaline-auto-injectors-in-schools>

#### Use, Storage, and Management

- The use, storage, care, and disposal of spare AAI(s) follow this policy.
- Additional guidance on storage and care is outlined on pp. 12–13 of the DHSC guidance.
- All AAI devices, including spare AAI(s), are kept in a clearly accessible location (Front Office). They are not locked away and remain within five minutes’ reach of potential users.
- A spare AAI is clearly labelled to avoid confusion with prescribed devices belonging to named students.

#### Consent, Authorisation, and Records

- TBSHS holds a register of students prescribed an AAI or with a written medical plan recommending its use.
- **Written parental consent** for use of the spare AAI is obtained as part of the **Individual Healthcare Plan (IHP)**.
- The spare AAI will **only** be used where **both parental consent and medical authorisation** are in place.
- A record is kept of every instance AAI(s) are administered. Parents/carers are informed whenever their child receives an AAI, whether it is the school’s spare or their own device.

#### Training

- Staff receive appropriate training in the use of AAI(s), in line with this policy.

#### Monitoring and Maintenance

- The staff responsible for ensuring compliance with this protocol are:  
**Mrs Suzanne Harding and Miss Rachel Engel.**
- They check monthly that AAI(s) are present, in date, and replaced when expiry dates approach.

**Appendix 4 : The Bishop's Stortford High School Parental Agreement to Administer Medicine**

The school will not give your child medicine unless you complete and sign this form, and the school has a policy that the staff can administer medicine. TBSHS will not administer medicines unless they have been prescribed by a GP and given in the original container by the pharmacist. Any forms must be completed annually, if this is a long-term condition. Please only pass on any medication that needs to be administered in school (no excess) and any unused medication will be disposed of if not collected by a parent/guardian.

Date for review to be initiated by	
Name of school/setting	
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

**Medicine**

Name/type of medicine ( <i>as described on the container</i> )	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects the school/setting needs to know about?	
Self-administration – Y/N	
Procedures to take in emergency	

**NB: Medicines must be in the original container as dispensed by the pharmacy, otherwise they cannot be administered.**

**Students cannot be given medication in school because they have forgotten to take it prior to arrival at school.**

**Written consent or phone call permission will not be permitted.**


**Contact details**

Name of child	
Daytime telephone number	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	<b>Mrs Suzanne Harding</b>

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting 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 and collect the remainder.

**Signature:** ..... **Date:** .....

**Appendix 5: TBSHS Request for School (Trips and Visits) to Administer Medication**

 <p><b>THE BISHOP'S STORTFORD HIGH SCHOOL</b>                  Beaumont Avenue, St. James' Park, Bishop's Stortford, Hertfordshire, CM24 4SH, UK. +44 1279 868686</p>	<p><b>MED1 - Request For School To Administer Medication</b></p>
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- The staff (Office and Teaching) at The Bishop's Stortford High School are unable to administer medication to your son/daughter except where careful guidance is given and the medication is essential. Should it be essential that your son/daughter has prescribed medicines administered by the School, form MED1 needs to be completed in such circumstances.
- The School must be notified by parents if their child is prescribed RITALIN and the medication must be left in the School Office. The child concerned must go to the Office to take their medication there.
- The administration in these circumstances will be carried out by the School Office staff by arrangement.
- Non prescribed medicines, (eg:) painkillers cannot be administered by the School.
- For complex medical regimes please consult with your son's/daughter's Head of year who will liaise with the school nursing service to produce a specific care plan.
- The school will not give your child medicine unless you complete and sign this form, and the Headteacher has agreed that school staff can administer the medication

**STUDENT INFORMATION (To be completed by the parent/adult responsible for a child/young person)**

Legal Surname:	Gender:
Legal Forename:	Date Of Birth:
Legal Middle Name(s):	Year/Reg Group:
Home Address (Including Postcode):	

Condition and/or illness, give details below:

**MEDICATION DETAILS (To be completed by the parent/adult responsible for a child/young person)**

Name/type of medication (as described on the container):	
For how long will your child take this medication:	
Date Dispensed:	
Quantity received (In original packaging please)	
Full Directions For Use - Dosage and method:	
Full Directions For Use - Timing:	
Full Directions For Use - Special instructions:	
Full Directions For Use - Side effects:	
Full Directions For Use - Self-Administration:	
Procedures to take in an emergency:	

**CONTACT DETAILS (To be completed by the parent/adult responsible for a child/young person)**

I understand that I must deliver the medicine personally to (agreed member of staff) and accept that this is a service which the school is not obliged to undertake.

Relationship To Student:	
Name Of Parent/Carer:	
Signature Of Parent/Carer:	
Date:	
Home Address (Including Postcode):	
Telephone Number(s):	

**NOTES**

**Data Processing/Storage Statement - Please note that the information collected on this form will be primarily used for the purpose of dealing with administering medication. If medical treatment is sought, then information on this form may be shared with the medical staff with the purpose of providing the most appropriate care. Information provided on this form may also be used to update the main student database where newer information is provided on this form and the main student database is out of date.**