



Supporting Pupils with Medical Conditions Policy

GOVERNING BODY APPROVAL:

**COMMITTEE WITH RESPONSIBILITY FOR MONITORING &
REVIEW:**

Reviewed: January 2026
Next Review: January 2027

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1. Statement of intent

Newman Catholic College wishes to ensure that pupils with medical conditions receive appropriate care and support at school. This policy has been developed in line with the Department for Education's guidance released in April 2014 – "Supporting pupils at school with medical conditions".

Ofsted places a clear emphasis on meeting the needs of pupils with SEN and Disabilities and this includes pupils with medical conditions.

School Ethos

At Newman Catholic College our motto is: 'Everyone Counts, Everyone Contributes, Everyone Succeeds'. We take great pride in these sentiments as they form the core of our school community as they represent the essence of life at Newman Catholic College. Newman Catholic College is a school where care and support for each individual is combined with an insistence upon the highest standards of achievement and progress for students of all abilities.

We aim to highlight each student's strengths and build on the skills that they need to develop in order to achieve academically and be successful contributors to their family life and the wider community.

In practical terms this means that our ethos has wide support amongst the community and ensures that the school welcomes young people of all faiths and backgrounds.

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3. Key roles and responsibilities

1.1. The Local Authority (LA) is responsible for:

1.1.1. Promoting cooperation between relevant partners and stakeholders regarding supporting pupils with medical conditions.

1.1.2. Providing support, advice and guidance to schools and their staff.

1.1.3. Making alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a medical condition.

1.2. The Governing Body is responsible for:

1.2.1. The overall implementation of the Supporting Pupils with Medical Conditions Policy and procedures of Newman Catholic College

1.2.2. Ensuring that the Supporting Pupils with Medical Conditions Policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.

1.2.3. Handling complaints regarding this policy as outlined in the school's Complaints Policy.

1.2.4. Ensuring that all pupils with medical conditions are able to participate fully in all aspects of school life.

1.2.5. Ensuring that relevant training provided by the LA/ school nurse, or with healthcare professionals, is delivered to staff members who take on responsibility to support children with medical conditions.

1.2.6. Guaranteeing that information and teaching support materials, regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy.

1.2.7. Keeping written records of any and all medicines that individual pupils self-administer.

1.2.8. Ensuring the level of insurance in place reflects the level of risk.

1.3. The Assistant SENCO is responsible for:

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- 1.3.1. The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures of Newman Catholic College.
- 1.3.2. Ensuring the policy is developed effectively with partner agencies.
- 1.3.3. Making staff aware of this policy.
- 1.3.4. Liaising with healthcare professionals regarding the training required for staff.
- 1.3.5. Making staff, who need to know, aware of a pupil's medical condition.
- 1.3.6. Developing Individual Healthcare Plans (IHCPs).
- 1.3.7. Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- 1.3.8. Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.
- 1.3.9. Contacting the school nursing service in the case of any pupil who has a medical condition.

1.4. Staff members are responsible for:

- 1.4.1. Taking appropriate steps to support pupils with medical conditions.
- 1.4.2. Where necessary, making reasonable adjustments to include pupils with medical conditions into lessons.
- 1.4.3. Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.

1.5. The School nurse is responsible for:

- 1.5.1. Notifying the school when a pupil has been identified with requiring support in school due to a medical condition.
- 1.5.2. Liaising locally with lead clinicians on appropriate support.

1.6. Parents and carers are responsible for:

- 1.6.1. Keeping the school informed about any changes to their child/children's health.

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- 1.6.2. Completing a Parental Agreement form giving consent for their child to self-administer medicine, before bringing medication into school.
- 1.6.3. Providing the school with the medication their child requires and keeping it up to date.
- 1.6.4. Collecting any leftover medicine at the end of the course or year.
- 1.6.5. Discussing medications with their child/children prior to the pupil/pupil's bringing the medicine into school.
- 1.6.6. Where necessary, developing an [Individual Healthcare Plan](#) (IHCP) for their child in collaboration with the Assistant SENCO and other staff members and healthcare professionals.

2. Definitions

- 2.1. "Medication" is defined as any prescribed or over the counter medicine.
- 2.2. "Prescription medication" is defined as any drug or device prescribed by a doctor.
- 2.3. A "staff member" is defined as any member of staff employed at Newman Catholic College, including teachers.

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3. The role of the pupil

- 3.1. Pupils who need to take medication during the school day will be responsible for managing their own medicines and procedures.
- 3.2. Where possible, pupils will be allowed to carry their own medicines and devices. Where this is not possible, their medicines will be located in an easily accessible location, usually in the reception area.

4. Individual Healthcare Plans (IHCPs)

- 4.1. Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the pupil, parents/carers, Assistant SENCO and medical professionals.

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- 4.2. IHCPs will be easily accessible whilst preserving confidentiality.
- 4.3. IHCPs will be reviewed at least annually or when a pupil's medical circumstances change, whichever is sooner.
- 4.4. Where a pupil has an Education, Health and Care Plan or Special Needs statement, the IHCP will be linked to it or become part of it.
- 4.5. Where a pupil is returning from a period of hospital education or alternative provision or home tuition, we will work with the LA and education provider to ensure that the IHCP identifies the support the pupil's needs to reintegrate.

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5. Medicines

- 5.1. Where possible, it is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside of school hours.
- 5.2. No pupil will be handed any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- 5.3. Where a pupil is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage the pupil to involve their parents while respecting their right to confidentiality.
- 5.4. No pupil under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- 5.5. Medicines MUST be within the expiry date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- 5.6. A maximum of four weeks supply of the medication may be provided to the school at one time.
- 5.7. Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed. Passing such

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drugs to others is an offence which will be dealt with under our Drug and Alcohol Policy.

- 5.8. Medications will be stored in a locked cabinet in the Reception area.
- 5.9. Any medications left over at the end of the course will be returned to the child's parents.
- 5.10. Written records will be kept of any medication administered to pupils.
- 5.11. Pupils will never be prevented from accessing their medication.
- 5.12. Newman Catholic College cannot be held responsible for side effects that occur when medication is taken correctly.

6. Emergencies

- 6.1. Medical emergencies will be dealt with under the school's emergency procedures.
- 6.2. Where an Individual Healthcare Plan (IHCP) is in place, it should detail:
 - What constitutes an emergency?
 - What to do in an emergency?
- 6.3. Pupils will be informed in general terms of what to do in an emergency such as telling a teacher.
- 6.4. If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

7. Avoiding unacceptable practice

- 7.1. Newman Catholic College understands that the following behaviour is unacceptable:
 - Assuming that pupils with the same condition require the same treatment.
 - Ignoring the views of the pupil and/or their parents.
 - Ignoring medical evidence or opinion.

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- Sending pupils home frequently or preventing them from taking part in activities at school
- Sending the pupil to the medical room or school office alone if they become ill.
- Penalising pupils with medical conditions for their attendance record where the absences relate to their condition.
- Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues.
- Creating barriers to pupils participating in school life, including school trips.
- Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.

8. Insurance

8.1. Teachers who undertake responsibilities within this policy are covered by the school's insurance.

8.2. Name of Insurance Company: Ecclesiastical

Policy Number: 05AC10097300 / RC05000008

8.3. Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions. Those who wish to see the documents should contact the Business Manager.

9. Complaints

9.1. The details of how to make a complaint can be found in the Complaints Policy:

9.1.1. Stage 1 - Complaint heard by Staff Member

9.1.2. Stage 2 - Complaint heard by Head teacher

9.1.3. Stage 3 – Complaint heard by Governing Bodies' Complaints Appeal Panel (CAP)

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IHCP implemented and circulated to relevant staff.

8.

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IHCP reviewed annually or when condition changes.
Parent/carer or healthcare professional to initiate.
(Back to 3.)

9. Appendix 2 - Individual healthcare plan template

Catholic College Individual Health Care Plan

Child's name

Tutor group

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

Who is responsible for providing support in school

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.

Name of medication, dose, method of administration, when to be taken, side effects, contra-
indications, self-administered with/without supervision.

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc.

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

10. Appendix 3 - Parental agreement for a school to allow a pupil

11. to self-administer medicine template

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.

Medicine self-administering form

Date for review to be initiated by	
Name of child	
Date of birth	
Tutor group	
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 that the school/setting needs to know about?	
Self-administration	Yes
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	Pili Regueira or Arianna Melloni

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/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s)

Date

12.

13. **Appendix 4 - Record of medicine self-administered by an individual child template**

Newman Catholic College record of medicine self- administered by an individual child

Name of child	
Date medicine provided by parent /	/
Tutor group	
Quantity received	
Name and strength of medicine	
Expiry date /	/
Quantity returned	
Dose and frequency of medicine	

Staff signature

Signature of parent

Date /	/	/	/	/
Time taken				
Dose taken				
Name of member of staff				
Staff initials				

Date /	/	/	/	/
Time taken				
Dose taken				
Name of member of staff				
Staff initials				

Date			
Time taken			
Dose taken			
Name of member of staff			
Staff initials			

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Dose taken
Name of member of staff
Staff initials

Date
Time taken
Dose taken
Name of member of staff
Staff initials

15. Appendix 6 - Contacting emergency services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

- Your telephone number – **020 8965 3947**
- Your name.
- Your location as follows: **Newman Catholic College, Harlesden Road, NW10 3RN**
- The exact location of the patient within the school.
- The name of the child and a brief description of their symptoms.
- The best entrance to use and state that the crew will be met and taken to the patient.
- Print out the child's details and medical information from SIMS to hand to paramedics.

Put a completed copy of this form by the phone.

16. Appendix 7 - Model letter inviting parents to contribute to individual healthcare plan development

Dear Parent,

RE: DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. A copy of the school's policy for supporting pupils at school with medical conditions can be found on the school website, for your information.

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

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

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

Yours sincerely,

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