



The Grey Coat Hospital

Supporting Students with Medical Needs Policy

POLICY NAME: Supporting Students with Medical Needs Policy

GOV COMMITTEE: Curriculum Committee

LAST POLICY REVIEW DATE: September 2025

POLICY REVIEW SCHEDULE: Annual

Our vision: "The aim of The Grey Coat Hospital is to enable students to take charge of their learning, make decisions based on Christian values, live in the world as independent women and men, and meet the challenges of the twenty-first century."

This policy covers:

- Aims
- Responsibilities
- Individual needs information collection
- Records
- Administration of medication in school
- First aid
- Staff training
- Emergency contacts and contingency arrangements
- Examination arrangements
- Trips and out of school activities

Aim

The aim of this policy is to ensure that all pupils with medical conditions, both physical and mental health, are properly supported in school in order for them to play a full and active part in school life and enjoy the same opportunities as any other child, remain healthy and achieve their academic potential. The school is committed to ensure participation. This will require flexibility and we will therefore focus on the needs of the individual pupils and how their medical condition impacts on their school life.

Responsibilities

The Grey Coat Hospital will seek medical advice and guidance on the procedures to support pupils to enable them to participate in school activities by establishing relationships with relevant local health services and professionals.

Some pupils with medical conditions may be disabled and we will comply with the Equality Act 2010, the Children & Families Act 2014 and guidance contained in Supporting Children at School with Medical Conditions 2014. Some pupils may have special educational needs (SEN) and will be in receipt of a statement or Education, Health and Care Plan (EHCP) which brings together health and social care needs. Pupils with long term or complex medical conditions may require on-going support, medicines or care whilst at school to help them manage their condition and keep them well.

Some health needs may change over time resulting in extended absences affecting children's educational attainment, impacting on their ability to integrate with their peers and affecting their general well-being and emotional health. Short term and frequent absences need to be effectively managed. Reintegration back into school will be supported to limit the impact on the pupil's attainment and emotional and general wellbeing. We will work with the pupil, parents/carers and medical professionals to develop individual healthcare plans as and when necessary. This will involve meetings across the school with the relevant school staff including Form Tutors and Heads of Years and, where applicable, the SENDCO and the Examinations Officer.

The school nurse, provided by the Local Authority, is responsible for notifying the school when a child has been identified as having a medical condition. They will liaise with lead clinicians on appropriate support for the pupil and associated staff training needs. Under Section 10 of the Children Act 2004 the LA/CCG's and Providers of health services, have a duty to promote co-operation with a view to improving the well-being of children relating to their physical and mental health, their education, training and recreation. They should provide support, advice and guidance, including suitable training for school staff, to ensure specified support can be delivered effectively.

Individual needs information collection

We expect parents/carers to advise the school of their child's existing medical needs prior to starting at the school, or upon diagnosis, and to provide up-to-date information. This information, supplied by parents/carers, will first be entered into our medical needs database when pupils join the school, and updated when the school are informed of a new medical need at a later point.

Parents will not routinely be required to attend school to administer medication or provide medical support to their child, except in cases where the medical need requires specialist intervention. The school, healthcare professional and parents/carers should agree, based on evidence, whether an individual healthcare plan would be appropriate. If consensus cannot be reached, the Headteacher will take a final view. Individual healthcare plans will capture key information and actions required to support the pupil effectively. The level of detail required will depend on the complexity of the pupil's condition and the degree of support needed. When a pupil has SEN but not a statement or EHC plan, their needs should be mentioned in their IHP.

When developing a plan we will consider:

- Individual pupil's medical conditions, the triggers, signs, symptoms and treatments.
- The pupil's resulting needs including medication and other treatments, facilities, equipment, testing, access to food and drink where it is used to manage their condition, dietary requirements and environmental issues such as crowded corridors and travel time between lessons.
- Specific support for their educational, social and emotional needs in managing absences, extra time for completing exams, counselling and additional support to catch up with lessons.
- The level of support required including emergencies, emergency symptoms and procedures. If a pupil is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring.
- Determine who will provide this support, their training needs, consulting with healthcare professionals ensuring cover arrangements are in place when they are not available.

Records

Details will be recorded and held in our SIMS database and shared with the relevant staff via the Inclusion Profile or by confidential email, as well as in training sessions led by the SENDCO, school nurse, or other health professional.

Administration of Medicines in School

Pupils are required to hand in their medication to the office with the form shown at Appendix 3 which gives instructions to the school regarding how and when the medication may be taken or dispensed. In specific cases, pupils should carry their own emergency medicines and devices so they can access them quickly and easily. Medicines will usually be taken by self-administration by the pupil. If a pupil refuses to take medicine or

carry out a necessary procedure, staff should not force them to do so, but parents should be informed so that alternative options can be considered.

Medication prescribed by a GP or other clinician should have the pharmacy label and the pupils name and dosage clearly shown. Non-prescribed medication used at home should be in the original packaging showing:

- Name of medication and strength
- Dosage
- Method of administration
- Any side effects

The medication will be stored with the consent form from the parent/carers in a labelled package in a cupboard in the school office. The consent form will indicate:

- Name of the pupil
- Date of Birth
- Address with contact daytime telephone numbers
- Name of medicine
- Special instructions (e.g. at what time the medicine should be taken)
- Side effects that might occur
- Time the dose needs to be taken
- Dose quantity/frequency
- Start and end date for the medication to be taken
- Shelf life and expiry date of medication
- Whether the medication has been prescribed by a clinician
- Parents will be asked to confirm that the medication is in the original container indicating the dosage and the expiry dated.

Medicines from unlabelled containers cannot be accepted by school staff.

First Aid at school

There are a number of 'First Aiders at Work' and 'First Responders' across the school sites. Names and locations of these staff members are available at the school office and in the staff rooms. Pupils requiring medical attention will be sent to the school office, with a note from their teacher; or, if a potentially serious incident, or the pupil is unable to move, a first aider will be called to attend the pupil.

Staff training

The Director of Finance and Operations is responsible for ensuring that sufficient staff are suitably first-aid trained.

The SENDCO is responsible for all relevant staff being made aware of pupils with medical conditions, and that staff achieve the necessary level of competency before they take on the responsibility to support a pupil with a medical condition. Staff will require an understanding of the specific medical conditions that they are being asked to deal with, their implications and preventative measures.

Staff must not give prescriptive medicines or undertake health care procedures without appropriate training. CPD will be utilised for raising awareness training for teachers. This policy will be shared during induction arrangements for all new staff.

Parents may provide advice on training requirement but must not be the sole trainer.

Emergency contacts and contingency plans

Parents/Carer's must provide emergency contact information and contingency arrangements. This information must also be provided for any school trip the pupil attends. In the event of an emergency:

- Any member of staff may ring for an ambulance or ask the office to ring for an ambulance in the event of need, giving the exact location of the casualty.
- A pupil taken to hospital by ambulance will be accompanied by the pupil's parent or carer or a member of staff who will remain with the pupils until the parent or carer arrives.

Examinations

Pupils on the Medical Needs register may receive special access arrangements for public examinations. Depending on the medical condition, pupils may receive rest breaks, where appropriate. The decision regarding access arrangements is made by the SENDCO, who will implement JCQ guidelines and collate evidence, in collaboration with the Examinations Officer.

A meeting may be arranged with the pupil and their parent/guardian to clarify any queries. The Examinations Officer and the pupil's HOY, tutor and teachers are informed once the entitlement to Exam Access Arrangements has been confirmed by the SENDCO.

School trips

The Grey Coat Hospital uses the EVOLVE system for risk assessments for school residential visits. Non-residential visits must be risk assessed by the teacher leading the visit and approval given by the senior member of staff responsible for authorising school trips and other activities outside of the normal timetable. Where necessary, specific separate arrangements will be put in place in the light of the medical condition risk assessment.

Staff should be aware of how a pupil's medical condition will impact on their participation but there should be sufficient flexibility for all pupils to participate according to their own abilities and with reasonable adjustments. Parents/carers will be consulted and advice taken from relevant healthcare professionals to ensure the pupil can participate safely. We will not deliberately create any barriers to prevent a pupil from participating in any aspects of school life including school trips by requiring a parent/carers to accompany the pupil.

Appendices

1. The healthcare questionnaire
2. Individual Healthcare Plan example
3. Parental consent form for administering medicines at school

Appendix 1

The Grey Coat Hospital Health Questionnaire

Pupil's Surname: _____ Forename: _____

Date of Birth: _____ Parent's surname if different: _____

Family Doctor and Address:

Immunisation Status

Immunisation	Date Received
1 st Diphtheria, Tetanus, Polio (DTaP)	
2 nd Diphtheria, Tetanus, Polio (DTaP)	
3 rd Diphtheria, Tetanus, Polio (DTaP)	
Pre-school Booster (DTaP)	
Travel Vaccinations (please specify):	

Illness

The school would like to ensure that your child's health needs are appropriately met. Does your child suffer from any of the following?

Asthma ☐ Yes ☐ No

Eczema ☐ Yes ☐ No

Allergies ☐ Yes ☐ No

Diabetes ☐ Yes ☐ No

Fits/Convulsions ☐ Yes ☐ No

Sickle Cell ☐ Yes ☐ No

If **Yes** to any of the above, please give details

Any other illness / disability (please specify)

Is your child receiving on-going medical care? ☐ Yes ☐ No (if yes please specify)

Is your child on regular medication? ☐ Yes ☐ No (if yes please specify)

Appendix 1 cont'd

Does your child carry an Adrenaline Pen (for severe allergic responses)? ☐ Yes ☐ No

Would you like to speak confidentially to the school nurse about your child's health needs?

☐ Yes ☐ No

Signature of Parent/Carer:

Date:

Appendix 2

Individual Healthcare Plan – Allergies

Name of Pupil :

Date of Birth

Name and Contact Details of Parent/Guardian :

Photo of Pupil

GP Name:

Surgery Address:

Surgery Phone No:

Specialist Nurse/Doctor

Name:

Hospital:

Phone No:

I have discussed this care plan with a health representative from the school and I am satisfied that it reflects my child's health care needs in school.

Signature of Parent/Carer

Date:

Name :

Appendix 2 cont'd

Pupil's Name _____

DIAGNOSIS: Allergy

What triggers my allergy? What are my usual symptoms?
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Healthcare needs in school	Yes	No
If symptoms are mild to moderate:		
Administer oral antihistamine medication		
If symptoms are severe, refer to emergency procedure.		
<i>(Other healthcare needs can be added)</i>		

Medication	Yes	No
Name of prescribed oral antihistamine medication:		
Name of prescribed emergency medication:		
Carries own emergency medication		
Location of medication:		

Health Care Plan Completed By:

Designation:

Date:

Appendix 3

Consent Form to Administer Medication completed by Parent/Carer

Medication cannot be given unless this form is completed, and signed and dated

I request and authorise that my child *be given/gives himself/herself the following medication:

Name of Pupil:	
Date of Birth:	Class:
Address:	Daytime contact numbers:
Name of Medicine:	
Special instructions (<i>e.g. take after eating</i>):	
Are there any side effects the school should be aware of?	

Storage Instructions (e.g. keep refrigerated):

Time of Dose:

Dose (quantity):

Start Date:

Finish Date:

This medication has been prescribed for my child by a GP/other appropriate medical profession whom ☐ you may contact for verification or the medication provided is as taken at home for pain relief or other condition ☐

Name of GP/medical professional:

Contact telephone number:

I confirm that:

It is necessary to give this medication during the school day.

No family member is available to administer this medicine during the school day.

I agree to collect the medication at the end of the * **day / week / half term** (*delete as appropriate).

This medication has been given without any adverse effect in the past.

The medication is in the original container indicating: the contents, dosage, my child's full name, name of the dispensing pharmacist/doctor, the expiry date and the date of issue.

**Signature of
Parent/Carer:**

Date:

Appendix 3 cont'd

Consent Form to Administer Medication - Administration Record (to be completed by the school)

Name of Pupil:	
Date of Birth:	
Name of Medication:	
Expiry Date:	

Date:	Time:	Dose:	Signature:	Witness:

