

Supporting Students with Medical Conditions

The Bishop of Winchester Academy



Sapere Aude

Policy Control Table	
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Author/s: Name, Code, Role	Rev Jen Nightingale, JNI, Wellbeing Lead Eva Field, EFI, First Aid Lead
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A review or ratification/approval date is not a sunset clause.

The policy remains in place until such time as it has been reviewed, re-ratified/approved or superseded by updated relevant statutory guidance.

Policy History			
V	Date	Author	Revision Summary
2	03.02.25	NMO	Aligned with guidance from LA.
3	10.10.25	JNI	<p>NMO replaced by Wellbeing Lead JNI.</p> <p>Previous review not due until Lent 2027 but new guidance published Academy Trust Governance Guide (ATGG), June 2025, altering:</p> <p>1.4 new: link to the statutory guidance</p> <p>7a new: updated Academy Trust Governance Guide, June 2025, contains new guidance about the board's responsibilities, related insertions:</p> <p>New 7.b.i sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions</p> <p>New 7.b.ii any members of school staff who provide support to pupils with medical conditions are able to access information and other teaching support materials as needed</p>

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Sponsors Statement

All The Bishop of Winchester Academy policies exist to support the Sponsors' vision, Christian ethos and values that are embedded in the day-to-day and long-term running of the academy. Each policy evidences the commitment of the Sponsors to the principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope. This policy contributes to the development of young people and the community through all Academy activities.

1. Introduction

- 1.1 As a Church of England Academy, the Christian ethos of love, respect, care and forgiveness for all members of the community, will be promoted throughout The Bishop of Winchester Academy. All students should be provided with a safe and secure learning environment, promoting a climate where students feel confident about sharing any concerns they have, enabling to achieve their full potential.
- 1.2 As a proprietor, The Bishop of Winchester Academy Trust has a legal duty to make arrangements for supporting students at the academy with medical conditions. The board of The Bishop of Winchester Academy Trust has delegated this responsibility to the academy.
- 1.3 The academy has adopted this policy to set out the arrangements it has put in place for its students with medical conditions.
- 1.4 The statutory guidance signposted (which includes the role of the board) can be found here:
[Children missing education: statutory guidance for local authorities and schools - GOV.UK](#)
[Academy trusts: governance guide - GOV.UK](#)

2. Overriding principles

Children and young people with medical conditions are entitled to a full education. The academy is committed to ensuring that students with medical conditions are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential. We want all students, as far as possible, to access and enjoy the same opportunities at school as any other child. This will include actively supporting students with medical conditions to participate in school trips/visits and or in sporting activities.

Definition of “medical condition”

- 2.1 For the purposes of this policy, a medical condition is any illness or disability which a student has. It can be:
 - physical or mental
 - a single episode or recurrent
 - short-term or long-term
 - relatively straightforward (e.g. the student can manage the condition themselves without support or monitoring) or complex (requiring on-going support, medicines or care whilst at school to help the student manage their condition and keep them well)
 - involving medication or medical equipment
 - affecting participation in school activities or limiting access to education
- 2.2 Medical conditions may change over time, in ways that cannot always be predicted.

3. Policy implementation

- a. The person with overall responsibility for the successful administering and implementation of this policy is the Principal.
- b. The Principal has overall responsibility for ensuring:

- i. that sufficient staff are suitably trained to meet the known medical conditions of students at the academy
- ii. all relevant staff are made aware of the student's medical condition and supply teachers are properly briefed
- iii. cover arrangements are in place to cover staff absences/turnover to ensure that someone is always available and on site
- iv. risk assessments for school visits, holidays and other school activities outside of the normal timetable are completed
- v. individual healthcare plans are prepared where appropriate and monitored

4. Notification that a student has a medical condition

- a. Ordinarily, the student's parent/carer will notify the academy that their child has a medical condition. Parents/carers should ideally provide this information in writing addressed to the Principal. However, they may sometimes pass this information on to a first aid leader or another member of staff. Any staff member receiving notification that a student has a medical condition should notify the First Aid Lead and the student's Head of Year, as soon as practicable.
- b. A student themselves may disclose that they have a medical condition. The staff member to whom the disclosure is made should notify the student's Head of Year as soon as practicable.
- c. Notification may also be received direct from the student's healthcare provider or from a school from which a child may be joining the academy. The academy may also instigate the procedure themselves where the student is returning to the academy after a long-term absence.

5. Procedure following notification that a student has a medical condition

- a. No child under 16 should be given prescription or non-prescription medicines without their parent's written consent – except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents. In such cases, every effort should be made to encourage the child or young person to involve their parents while respecting their right to confidentiality. DfE 'Supporting pupils at school with medical conditions'
- b. Unless the medical condition is short-term and relatively straightforward (e.g. the student can manage the condition themselves without any support or monitoring), a meeting will normally be held to:
 - i. discuss the student's medical support needs
 - ii. identify a member of school staff who will provide support to the student where appropriate
 - iii. determine whether an **Individual Healthcare Plan (IHP)** is needed and, if so, what information it should contain.
- c. Where possible, the student will be enabled and encouraged to attend the meeting and speak on his/her own behalf, taking into account the student's age and understanding. Where this is not appropriate, the student will be given the opportunity to feed in his/ her views by other means, such as setting their views out in writing.
- d. The healthcare professional(s) with responsibility for the student may be invited to the meeting or be asked to prepare written evidence about the student's medical condition for consideration. Where possible, their advice will be sought on the need for, and the contents of, an IHP.
- e. In cases where a student's medical condition is unclear, or where there is a difference of opinion, the Principal will exercise his professional judgement based on the available evidence to determine whether an IHP is needed and/or what support to provide.
- f. For children joining the academy at the start of the school year any support arrangements will be made in time for the start of the school term where possible. In other cases, such as a new diagnosis or a child moving to the academy mid-term, every effort will be made to ensure that any support arrangements are put in place within two weeks.
- g. In line with our safeguarding duties, the academy will ensure that student's health is not put at unnecessary risk from, for example infectious diseases. The academy will not accept a student into the school at times where it will be detrimental to the health of that child or others.

- h. In the event of a medical emergency, follow the emergency contact service procedure outline in Template F - Individual Healthcare Plans (IHP) – see Annex 1 Template A
- a. Where it is decided that an IHP should be developed for the student, this shall be developed in partnership between the academy, the student’s parents/carers, the student and the relevant healthcare professional who can best advise on the particular needs of the student. This may include the school nursing service. The local authority will also be asked to contribute where the student accesses home-to-school transport to ensure that the authority’s own transport healthcare plans are consistent with the IHP.
- b. The aim of the IHP is to capture the steps which the academy needs to take to help the student manage their condition and overcome any potential barriers to getting the most from their education. It will be developed with the student’s best interests in mind. In preparing the IHP the academy will need to assess and manage the risk to the student’s education, health and social well-being and minimise disruption.
- c. IHP’s may include:
 - i. details of the medical condition, its triggers, signs, symptoms and treatments
 - ii. the student’s resulting needs, including medication (dose, side-effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues e.g. crowded corridors or travel time between lessons
 - iii. specific support for the student’s educational, social and emotional needs – for example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons or counselling sessions
 - iv. the level of support needed (some children will be able to take responsibility for their own health needs), including in emergencies; if a student is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring
 - v. who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the student’s medical condition from a healthcare professional and cover arrangements for when they are unavailable
 - vi. who in the academy needs to be aware of the student’s condition and the support required
 - vii. arrangements for written permission from parents/carers and the Principal for medication to be administered by a member of staff, or self-administered by the student during school hours
 - viii. separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the student can participate, e.g. risk assessments
 - ix. where confidentiality issues are raised by the parent/student, the designated individuals to be entrusted with information about the student’s condition
 - x. what to do in an emergency, including whom to contact, and contingency arrangements; some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their IHP
- d. The IHP will also clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other students in the academy should know what to do in general terms, such as informing a teacher immediately if they think help is needed. If a student (regardless of whether they have an IHP) needs to be taken to hospital, staff will stay with the student until the parent/carer arrives, or accompany a student taken to hospital by ambulance.
- e. Except in exceptional circumstances, or where the healthcare provider deems that they are better placed to do so, the academy will take the lead in writing the plan and ensuring that it is finalised and implemented.
- f. Where a student is returning to the academy following a period of hospital education or alternative provision (including home tuition), the academy will work with the local authority and education provider to ensure that the IHP identifies the support the student will need to reintegrate effectively.
- g. Where the student has a special educational need identified in an Education Health and Care Plan (EHCP), the IHCP will be linked to or become part of that EHCP.

6. Reviewing Individual Healthcare Plans (IHP)

- a. Every IHP shall be reviewed at least annually. The Principal (or someone designated by them) shall, as soon as practicable, contact the student’s parents/carers and the relevant healthcare provider to ascertain whether the current IHP is still needed or needs to be changed. If the academy receives notification that the student’s needs have changed,

a review of the IHP will be undertaken as soon as practicable.

- b. Where practicable, staff who provide support to the student with the medical condition shall be included in any meetings where the student's condition is discussed.

7. Staff training

- a. As published in the Academy Trust Governance Guide (June 2025), the trust board will ensure that 7.b.i and 7.b.ii are fulfilled by the Academy.
- b. The Principal is responsible for ensuring:
 - i. sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions.
 - ii. any members of school staff who provide support to pupils with medical conditions are able to access information and other teaching support materials as needed.
 - iii. that all staff (including new staff) are aware of this policy for supporting students with medical conditions and understand their role in its implementation.
 - iv. working with relevant healthcare professionals and other external agencies to identify staff training requirements and commission training required.
 - v. that there are sufficient numbers of trained staff available to implement the policy and deliver against all IHPs, including in contingency and emergency situations.
- c. In addition, all members of school staff will know what to do and respond accordingly when they become aware that a student with a medical condition needs help.
- d. The academy has in place appropriate levels of insurance regarding staff providing support to students with medical conditions, including the administration of medication. Copies of the academy's insurance policies can be made accessible to staff as required.

8. Administering medication

- a. Written permission from parents/carers is required for prescription or non-prescription medication to be self-administered by the students during school hours. Medicines will only be administered at the academy when it would be detrimental to a student's health or school attendance not to do so.
- b. The Academy will only hold prescribed medication that requires more than 3 doses per day, or where the prescribing labels dictates a specific time during the Academy day (medication requiring 3 doses per day should be taken at home, example before school, after and again in the evening).
- c. If a student requires prescribed medicines or medical devices, such as asthma inhalers, blood glucose testing meters or adrenaline pens, in school it is vital that the parent/carer advises the academy accordingly, so that the process for storing and administering medication can be properly discussed.
- d. The academy will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date but will generally be available inside an insulin pen or a pump, rather than its original container.
- e. The prescribed medication must be accompanied by a complete written instruction form signed by the student's parent/carer. The academy will not make changes to dosages labelled on the medicine or device on parental instructions.
- f. The student and staff supporting the student with their medical condition should know where their medicines are at all times and be able to access them when needed. The most appropriate method for storing medicines and medical devices will be discussed with the student's parent/carer but the academy will ultimately decide the approach to be taken.

- g. Wherever possible, students will be allowed to carry their own medicines and relevant devices or be able to access their medicines for self-medication quickly and easily. Where it is appropriate to do so, students will be encouraged to administer their own medication, under staff supervision if necessary. Staff administering medication should do so in accordance with the labelled instructions. Staff who volunteer to assist in the administration of medication will receive appropriate training and guidance before administering medication.
- h. The academy will keep a record of all medicines administered to individual students, stating what, how and how much was administered, when and by whom. Any side effects of the medication will be noted.
- i. If a student refuses to take their medication, staff will not force them to do so and will inform the parent/carer of the refusal as a matter of urgency. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.
- j. It is the parent/carers' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.
- k. It is the responsibility of parents/carers to notify the academy in writing if the student's need for medication has ceased. When no longer required, medicines will be returned to the parent/carer to arrange for safe disposal. Sharps boxes should always be used for the disposal of needles.

9. Unacceptable practice

Although the Principal and other school staff should use their discretion and judge each case on its merits with reference to the student's IHP, it will not generally be acceptable practice to:

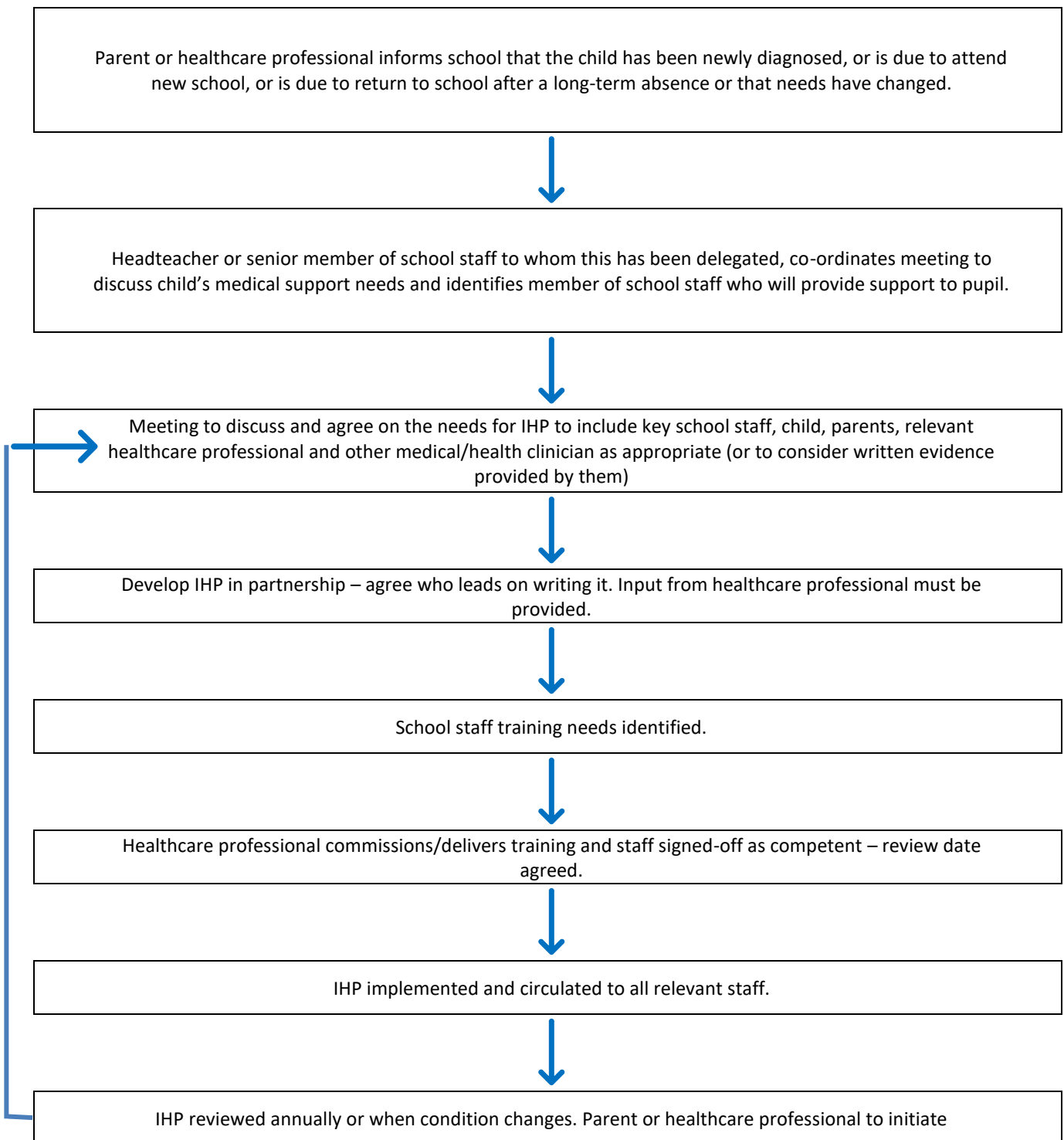
- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary
- assume that every student with the same condition requires the same treatment
- ignore the views of the student or their parents/carers or ignore medical evidence or opinion (although this may be challenged)
- send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHP
- send them to the first aid area unaccompanied or with someone unsuitable if a student becomes seriously ill
- penalise children for their attendance record if their absences are related to their medical condition e.g. hospital appointments
- prevent students from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- require parents/carers, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues; no parent/carer should have to give up working because the academy is failing to support their child's medical needs; or
- prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parents/carers to accompany the child

10. Complaints

Complaints regarding this policy or the support provided to students with medical conditions should be raised under the Academy's complaints procedure.

11. Annex 1 - Process for developing individual healthcare plans

Supporting students at school with medical conditions.



12. Annex 2 - templates



Med
IHP

Individual Healthcare Plan

Student details:			
Name of student:		Date of birth:	
Student address:			
Medical condition or illness:			
Date of diagnosis:		Diagnosed by:	
Medical documentation:			
GP Name:		GP contact details:	
Consultant Name:		Consultant contact details:	

Information concerning student's health needs:			
Link person in Academy:		SENCO:	
Person responsible for implementing plan:		Other staff responsibilities	
Medication/s: *		Has Parental Agreement for Administration of Medicine been completed:	Yes No
Does the medication have side effects:		Does the treatment of the medical condition affect behaviour or concentration?	
Is there any ongoing treatment not administered in the Academy? What are the side effects			
Routine Monitoring:			
What monitoring required?		When does it need to be done?	
What equipment is necessary?		How is it done?	
Is there target?	Yes No	If yes, what is it?	

Academy staff are not allowed to administer medication without prior training

Emergency Procedures & contact:			
What is considered an emergency situation: <i>Please indicate symptoms and triggers</i>			
What action must be taken: <i>Include any follow up action that is required.</i>			
Name:		Relationship to child:	
Telephone number:		Mobile telephone number:	

Impact on student’s learning:	
How does the medical condition effect learning: <i>(e.g. Memory, processing speed, co-ordination)</i>	
Does the pupil require any further assessment of their learning: <i>Give details</i>	Yes No

Impact on student’s attendance:		
	Time	Note
Arrival at school		
Break		
Lunch		
After school <i>Include after school activities</i>		
Other		

Care at meal times:	
What care is needed:	
When should this care be provided:	
How is it given:	
Other special care requirements:	
After school <i>Include after school activities</i>	

Physical Activity:

Are there any physical restrictions caused by the medical condition/s?	
Is any extra care needed for physical activity?	
Actions before exercise:	
Actions during exercise:	
Actions after exercise:	

School Environment:

Can the school environment affect the student's medical condition?	
How does the school environment affect the student's medical condition?	
What changes can be made to deal with these issues?	

Educational, Social and Emotional Needs:

Is the student likely to need time off due to their condition? <i>If so provide details</i>	Yes	No
What is the process for catching up on missed work caused by absences?		
Does the student require additional support in lessons? <i>If so provide details</i>	Yes	No
Is there a situation where the student will need to leave the classroom environment?		
Does the student require rest periods? <i>If so provide details</i>	Yes	No

Does the student require emotional support? <i>If so provide details</i>	Yes	No
Does the student have or need a 'buddy'? (e.g. to support with carrying bags to and from lessons etc.) <i>If so provide details</i>	Yes	No



Staff Training: **	
What training is required:	
Which staff need to be trained?	

**** Training record to be completed and attached when training completed**

Additional Information:	
Use this section for any additional information for the student:	

Agreement:			
	Name:	Date:	Signature:
Student:			
Parent			
Academy representative:			
Healthcare Professional: <i>If appropriate</i>			



Administration of Medicine

Parental Agreement for the Administration of Medication

Student details:	
Name of Student:	Date of birth:
Medical condition or illness:	

Medicine	
Name/type of medication (as described on the container):	
Date dispensed:	Expiry date:
Dosage & method:	Timing/s:
Special precautions:	
Side-affects Academy needs to be aware of:	
Is the medicine to be self-administered:	If no please provide details: *
Procedures to take in an emergency:	

Contact details:	
Name:	Relationship to child:
Telephone number:	Mobile telephone number:
<p>I understand that I must deliver the medicine personally to the Academy and accept that this is a service that the Academy is not obliged to undertake.</p> <p>I understand that I must make note of the expiry date of the medication and ensure that further supplies are provided prior to the expiry date.</p> <p>I understand that I must notify the Academy of any changes, to medication or dosage, in writing</p>	
Signed:	Date:

Academy staff are not allowed to administer medication without prior training

Template E: staff training record – administration of medicines

Name of school/setting	
Name	
Type of training received	
Date of training completed	
Training provided by	
Profession and title	

I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [name of member of staff].

Trainer's signature

Date

I confirm that I have received the training detailed above.

Staff signature

Date:

Suggested review date:

Template F: contacting emergency services

Request an ambulance - dial 999

- ask for an ambulance
- be ready with the information below
- Speak clearly and slowly
- be ready to repeat information if asked.

1. Telephone Numbers:	Your mobile phone number:
	TBOWA Office: 01202 512 697
2. Your Name	
3. Your location	Your location in the academy:
	Address of the academy: The Bishop of Winchester Academy Mallard Road Bournemouth Dorset
4. Postcode	BH8 9PW
5. Provide the exact location of the patient within the academy setting	
6. Provide the name of the student and a brief description of their symptoms	
7. Inform the Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient	Done: YES / NO
8. Place a copy of this form by the phone in Reception	Done YES/ NO

Template G: model letter inviting parents to contribute to individual healthcare plan development

Dear Parent

DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting students at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support the each student needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents, students, 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 on 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 involve [the following people]. 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 another member of staff involved in plan development or student support] would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely