Westfield Academy
Seeing the qualities in every child

SUPPORTING STUDENTS WITH MEDICAL CONDITIONS POLICY

Approval Date – October 2026 **Review Date – October 2027**

1. Ethos

Westfield Academy is an inclusive school that welcomes and supports students with medical conditions. It will seek to provide students with medical conditions the same opportunities and access to education, including school trips and physical education as other students. The Academy will work with parents, students and health care professionals to ensure that students with medical conditions are able to be healthy, safe, achieve and make a positive contribution to the academy. This policy should be read in conjunction with our Medical Policy - procedure for a child presenting unwell in school.

2. Responsibilities

The Governing Body will ensure that pupils with medical conditions are appropriately supported to enable the fullest participation in school life. They will ensure that the focus is on the needs of each individual student and how their medical condition impacts on their school life. They will provide the resources to ensure sufficient staff are trained appropriately and are competent to provide support for students with medical conditions. They will ensure that staff supporting students with medical conditions have access to information and teaching support materials as needed. They will monitor that the correct procedures exist and are being implemented.

The Headteacher will ensure that this policy is developed and effectively implemented. They will ensure that all staff are aware of this policy and understand their role in its implementation. They will ensure that relevant staff are made aware of the medical needs of individual students. They will ensure sufficient trained numbers of staff are available to implement this policy and deliver against all IHPs. They will also ensure there are robust emergency procedures in the event of a serious incident.

The Business Manager in conjunction with the **SENDCO** and **Pastoral Manager** will be responsible for the overall welfare of students with medical conditions. They will, in conjunction with parents, the student and healthcare professionals draw up and implement Individual Healthcare Plans (IHPs) and where appropriate, risk assessments. They will ensure that IHPs are reviewed at least annually.
The Business Manager will ensure all staff that need to know are aware of students with medical conditions and that the appropriate procedures are in place to support the student. They will ensure that all student IHP's are uploaded to our current MIS system and are available for staff to view. They will ensure that there are appropriately trained staff in dealing with medical conditions available at all times.

Key staff including First Aiders will be identified by the Headteacher and Business Manager to support, where appropriate, students with medical conditions. These staff will be appropriately trained and must have the required competency and feel comfortable in the role they are being asked to complete. They will work with the Business Manager, SENDCO, parents, the student and healthcare professionals to ensure that the students welfare and medical needs are met.

All other staff must be familiar with this policy and must be aware of relevant medical conditions for students in their care. They must familiarise themselves with the student's IHP and ensure they act upon the content. Whilst any member of staff may be asked to provide support to pupils, they cannot be required to do so. Staff must be aware of the emergency procedure to follow in the event of a serious incident. Staff leading school trips and visits, other offside activities, or activities outside of normal school hours must have undertaken appropriate risk assessments to consider what additional measures may need to be put in place for students with medical conditions.

Parents and students have a responsibility to ensure the academy and its staff are kept informed of the medical condition of the student, and to pass on guidance and information from healthcare professionals. They will participate in drawing up IHPs. Parents will ensure that any medicines or equipment identified in the IHP are provided to the school. Students are expected to comply with their IHP's. Students who are competent should be encouraged to take responsibility for managing their own medicines and procedures. This should be reflected in IHPs.

3. The Medical Room

The Academy will operate a medical room which will be organised and monitored by first aid trained staff. The main purpose of the medical room is to provide support for students with medical needs.
Students being sent to the medical room must reach the threshold for being sent home, minor issues do not require students to be sent to the medical room. Unnecessary referrals to the medical room disadvantage the students' learning and dilute the care given to students with medical issues that do reach the threshold.

This needs to be read in conjunction with 'procedure for a child presenting unwell in school'

The First Aiders will maintain a comprehensive log of all admissions into the medical room, the nature of the issue and the actions taken.

The medical room may also be used by students with IHPs for the administration of medicines.

4. The Administration of Medicines

No medicine, including paracetamol, may be given to a student without the direct written consent of the student's parents. *Students must not carry medicines with them around the school. All medicines, including home supplied paracetamol, must be left at the School's main reception. All medicines must be clearly labelled with the name of the student and be stored securely with access restricted to named individuals.*

Where the administration of medicine is identified in a student's IHP then the staff responsible for its administration must be competent and trained, and must feel comfortable in providing assistance to the student. Under normal circumstances it is expected that the student will self administer the medicine under supervision.

All medicines administered to a student must be clearly recorded to include a time and date.

5. Procedures for Notification of a Students Medical Need and Individual Healthcare Plans

Where a student's medical needs are significant and where they may impact on their safety in school or their ability to effectively participate in school activities, the Business Manager in conjunction with the SENDCO and Pastoral Manager will complete an Individual Healthcare Plan in conjunction with the student, parents and healthcare professionals.

An Individual Healthcare plan should clearly identify the nature of the condition and what actions the school will undertake to ensure the student is fully supported. This should include what medicines are necessary, how they are administered and information about what may constitute an emergency and the procedures to follow. The IHP must be signed by the parent.

IHPs will be reviewed regularly, particularly when the medical needs of the student change.

Where the medical needs of a student are directly linked to a learning need, or if a child has SEN but does not have an EHCP, their SEN will be mentioned in their IHP.

Prior to any student joining the school, parents/carers are requested to complete a medical information form. On receipt of this form, the school will liaise with the parents/carers to determine if a student has significant medical needs requiring an IHP. Completion of an IHP does not require a student to have a formal medical diagnosis.

The school will also ensure that support is provided to pupils without a formal diagnosis or in cases where a student's medical condition is unclear or where there is a difference of opinion. In such cases judgements will be made about what support to provide, based on available evidence, which would normally include some form of medical evidence and consultation with parents.

6. Review

This policy will be reviewed by the Student Learning sub committee annually.