



Kesteven and Sleaford High School

A Community Inclusive Trust School

Supporting Students with Medical Conditions Policy

This policy provides the contextual information to complete the [CIT Supporting Pupils with Medical Conditions Policy](#) as it relates to our School

Part Two: School Arrangements and Procedures

1. School Context

Kesteven and Sleaford High School is committed to ensuring that students with medical conditions receive appropriate support to enable them to participate fully in all aspects of school life.

The school supports students with a range of medical conditions, including but not limited to:

- Asthma
- Severe allergies and anaphylaxis
- Diabetes
- Epilepsy
- Mental health needs requiring medical intervention
- Chronic medical conditions
- Gastrointestinal conditions
- Mobility difficulties
- Temporary medical conditions arising from injury or treatment

As a secondary school, Kesteven and Sleaford High School recognises that students increasingly develop independence in managing their own conditions. However, the school retains responsibility for ensuring appropriate arrangements, supervision, support and emergency response procedures are in place.

No student will be disadvantaged, excluded from activities, educational visits, enrichment opportunities or examinations solely as a consequence of a medical condition.



2. Inclusion and Participation

The school will ensure students with medical conditions are fully integrated into school life through:

- Individual Healthcare Plans where appropriate.
- Reasonable adjustments to learning and participation.
- Flexible attendance and reintegration arrangements following illness.
- Appropriate examination access arrangements where required.
- Risk assessments for practical activities and educational visits.
- Access to extracurricular activities, sporting activities and residential visits.

Staff will actively promote inclusion and challenge any barriers, discrimination or stigma experienced by students with medical conditions.

3. Working with Parents, Healthcare Professionals and External Agencies

The school recognises that effective support depends upon partnership working.

The school may work with:

- Parents and carers.
- School Nursing Service.
- General Practitioners.
- Paediatric consultants.
- Specialist nursing teams.
- CAMHS.
- Children's Services.
- Lincolnshire County Council services.
- SEND services.
- Alternative provision and hospital education providers.
- Emergency services.

Parents and carers are expected to:

- Inform the school promptly of any medical condition or change in condition.
 - Provide medical evidence where appropriate.
 - Supply medication in accordance with school procedures.
 - Attend healthcare planning meetings.
 - Replace medication before expiry dates.
 - Ensure emergency contact information remains current.
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4. Identification, Record Keeping and Information Management

Kesteven and Sleaford High School maintains:

- A Medical Conditions Register.
- Individual Healthcare Plans (IHPs).
- Medication Administration Records (MARs).
- Staff training records.
- Records of delegated clinical duties.
- Incident reports.
- Near miss reports.
- Educational visit risk assessments.

Information may be obtained through:

- Admission documentation.
- Annual data collection exercises.
- Transition arrangements.
- Parent notification.
- Healthcare professional advice.
- Safeguarding and SEND reviews.

The **Assistant Head (Behaviour and Culture – Pastoral)** acts as **Medical Needs Lead** and is responsible for maintaining accurate records and ensuring annual review.

The Head of School retains overall accountability.

Medical records will be stored securely in accordance with current data protection legislation.

5. Individual Healthcare Plans (IHPs)

An Individual Healthcare Plan will be developed where a student's medical condition requires specific arrangements to enable safe access to education.

IHPs will:

- Be developed with parents, carers and students.
- Incorporate advice from healthcare professionals as required.
- Clearly identify signs, symptoms and triggers.
- Detail emergency arrangements.
- Specify medication requirements.
- Identify staff responsibilities.
- Include arrangements for educational visits.
- Outline support for learning and wellbeing.

The Medical Needs Lead will coordinate development and implementation.

Plans will be reviewed:

- At least annually.
 - Following hospital admission.
 - Following a medical emergency.
 - Following a significant change in need.
 - Following a serious incident or near miss.
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6. Staff Training and Competency

All staff will receive awareness training covering:

- Supporting students with medical conditions.
- Anaphylaxis awareness and adrenaline auto-injector administration
- Emergency response procedures.
- Reporting and recording procedures.
- Safeguarding considerations.

Where required, specialist training will be provided for:

- Adrenaline auto-injector administration
- Emergency salbutamol inhaler use.
- Diabetes management.
- Epilepsy support.
- Emergency rescue medication.
- Delegated clinical procedures.

No member of staff will undertake a delegated clinical duty until they have received appropriate training and competency assessment.

Training records will be maintained and reviewed annually.

7. Administration of Medication

Medication will only be administered when:

- Written parental consent has been obtained.
- Medication is supplied in original packaging.
- Medication is correctly labelled.
- Medication is in date.
- Staff are appropriately trained.

The school will follow the six rights of medication administration:

- Right student.
- Right medication.
- Right dose.
- Right time.

- Right route.
- Right documentation.

All administration will be recorded on the school's approved MAR form.

Where appropriate, medication administration will be witnessed by a second member of staff.

Refusal of medication will be recorded and parents informed immediately.

8. Medication Administration Records (MAR)

The school's MAR record will include:

- Student name.
- Date.
- Medication administered.
- Dose.
- Time.
- Staff signature.
- Witness signature where required.
- Comments and outcomes.
- Record of refusal where applicable.

MAR forms will be reviewed termly by the Medical Needs Lead and included within compliance audits.

9. Storage, Access and Disposal of Medication

General Medication

Medication will be:

- Stored securely.
- Retained in original packaging.
- Clearly labelled.
- Accessible only to approved staff.

Emergency Medication

Emergency medication including inhalers, adrenaline auto-injectors and emergency diabetic treatments will be stored in agreed locations identified within the student's IHP.

Relevant staff will be informed of storage locations which include the main school office.

Student-Carried Medication

Students may carry:

- Reliever inhalers.
- Adrenaline auto-injectors.

Where:

- Medical advice supports this.
- Parents agree.
- The school risk assessment supports independence.

Controlled Drugs

Controlled medication will be securely stored in locked facilities with access available without delay during emergencies.

Disposal

Expired medication will be returned to parents wherever possible.

Medication will never be disposed of in general waste.

Termly medication audits will include expiry checks.

10. Over-the-Counter Medication

The school does not routinely administer over-the-counter medication.

In exceptional circumstances administration may occur when:

- Written consent is provided.
- The medication is supplied by parents.
- The medication is in original packaging.
- Approval is given by a member of the Senior Leadership Team.

Paracetamol or ibuprofen will only be administered where:

- Dosage information is available.
- Previous administration is known.
- Administration is safe and appropriate.

Repeated use may trigger review and further medical discussion with parents.

11. Transfer of Medication Between Home and School

Parents are responsible for delivering medication directly to the school office.

Medication should not routinely be transported by students unless:

- This forms part of agreed independent management arrangements; or
- The medication is an inhaler or adrenaline auto-injector carried by the student.

When medication is received:

- Quantities will be checked.
- Expiry dates verified.
- Documentation completed.

Returned medication will be signed out by parents or carers.

12. Emergency Inhaler Arrangements

Kesteven and Sleaford High School maintains an emergency salbutamol inhaler.

It may only be used where:

- The student has diagnosed asthma.
- A prescribed inhaler exists.
- Appropriate parental consent has been obtained.

Use will be recorded and reported to parents.

13. Educational Visits and Off-Site Activities

Students with medical conditions will be enabled to participate in educational visits wherever reasonably possible.

Visit leaders must ensure:

- IHPs are reviewed.
- Risk assessments are undertaken.
- Medication accompanies the student.
- Trained staff attend where required.
- Emergency contact information is available.

Emergency medication must accompany students at all times during off-site activities.

14. First Aid, Illness and Medical Emergencies

When a student with a medical condition reports feeling unwell, staff must:

- Take concerns seriously.

- Refer to the student's IHP.
- Contact trained staff if required.
- Access medication promptly.
- Monitor the student.
- Contact parents where appropriate.

In emergencies staff will:

- Follow emergency procedures within the IHP.
- Administer emergency medication if trained and authorised.
- Call 999 where necessary.
- Contact parents.
- Add as a medical event on Bromcom

A member of staff will accompany a student to hospital if a parent is not immediately available.

15. Infection Control and Hygiene

The school will maintain robust infection control arrangements including:

- Effective hand hygiene.
- Appropriate use of PPE.
- Safe handling of bodily fluids.
- Clinical waste disposal arrangements.
- Compliance with public health guidance.

16. Hospital Admission and Reintegration

Where prolonged absence occurs due to medical treatment or hospitalisation, the school will:

- Maintain contact with the family.
- Provide learning materials.
- Liaise with external education providers.
- Develop a reintegration plan.
- Review and update the student's IHP before return.

17. Supporting Student Responsibility

Students will be encouraged, in accordance with age and maturity, to:

- Understand their condition.
- Contribute to healthcare planning.

- Report symptoms promptly.
 - Seek help when required.
 - Respect medication and equipment.
 - Develop increasing independence.
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18. Serious Incidents, Near Misses and Child Death

All serious incidents and near misses will:

- Be recorded immediately.
- Be reported to the Head of School.
- Be investigated by senior leaders.
- Be reviewed to identify lessons learned.
- Inform future training and practice.

Where appropriate, incidents will be reported to the Local School Board.

Following a serious incident or child death, support will be provided for:

- Students.
- Staff.
- Families.

This may include bereavement support, counselling and external agency involvement.

19. Governance, Monitoring and Compliance

Termly reports will be provided to the Local School Board covering:

- Number of students with medical conditions.
- Training compliance.
- IHP compliance.
- Medication audits.
- Incident and near miss data.
- Lessons learned.
- Policy compliance findings.

The Local School Board will provide assurance to the Trust Board through established governance arrangements.

Appendices

Appendix 1: Medication Administration Record (MAR)

Bromcom medical events tab to be used

Add Medical Event

Medical Event Type

<NOT SELECTED> ▾

Description*

Date*

16/09/2026 13:23 

Details

Actions Taken

Actions Taken By



Review / Follow Up Date



After Actions Taken

Notes

 Save

 Cancel

Appendix 2: Individual Healthcare Plan Template

	Place pupil's photo here		
Child's name			
Class/form			
Date of birth			
Date reviewed Review date			
Child's address			
NHS number			
PROFESSIONALS WORKING WITH ME			
NAME	JOB ROLE	CONTACT DETAILS	ADDITIONAL DETAILS

MY MEDICAL DIAGNOSIS / CONDITIONS	
Medical diagnosis/ conditions	
Medication related to diagnosis/ conditions	
Emergency response plans	

MY ALLERGIES	
List of allergies	

Medication to prevent allergies and location of storage	
Description of allergic reactions	
Response to allergic reaction	
MY MEDICATION	
Reason for medication	
Is medication prescribed?	
Is it a controlled drug?	
Medication name	
Strength	
Dose to be given	
Route (oral, inhaled, PEG etc)	
Time(s) to be administered	
Frequency	
With/without food/liquid	
Expiry date	
Storage	
Prescribed by?	
Level of support required	☐ Medication administered by staff ☐ Medication taken under supervision ☐ Pupil self-administers (with supervision) ☐ Pupil self-administers independently
Procedure for storage and administration if required during school hours off site.	
Side effects	List of possible side effects:

Action if side effects observed: ☐ Monitor and record ☐ Inform medical lead ☐ Inform parent/carer ☐ Seek medical advice ☐ Call emergency services		
Signed by parent/carer		Date: