



Mayesbrook Park School

Alternative Provision for young people in Barking and Dagenham

Supporting Students with Medical Needs Policy

School Name	Mayesbrook Park School
Date Policy reviewed	September 2025
Date Policy approved	January 2026
Signature of Chair of Governors	
Signature of Headteacher	
Policy Review Date	September 2026

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1. Aims

This policy aims to ensure that:

- students, staff and parents/carers understand how our school will support students with medical conditions
- students with medical conditions are properly supported to allow them to access the same education as other students, including school trips and sporting activities
- parents/carers of students with medical conditions feel secure in the care their children receive at this school

The management committee will implement this policy by:

- ensuring sufficient staff are suitably trained
- making staff aware of student's condition, where appropriate
- ensuring there are cover arrangements to ensure someone is always available to support students with medical conditions
- providing supply teachers with appropriate information about the policy and relevant students
- developing and monitoring individual healthcare plans (IHPs)

The named staff with responsibility for implementing this policy are Cathy Stygal at the Mayesbrook Park and Seabrook Campuses, and Elizabeth Bailey at the Erkenwald Campus.

2. Legislation and Statutory Responsibilities

This policy meets the requirements under [Section 100 of the Children and Families Act 2014](#), which places a duty on governing boards to make arrangements for supporting students at their school with medical conditions.

It is also based on the Department for Education's statutory guidance: [Supporting students at school with medical conditions](#).

3. Roles and responsibilities

3.1 The Management Committee

The management committee has ultimate responsibility to make arrangements to support students with medical conditions. The management committee will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

3.2 The Headteacher

The Headteacher will:

- ensure that all staff are aware of this policy and understand their role in its implementation
- ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all Health Care Plans (HCPs), including in contingency and emergency situations
- take overall responsibility for the development of HCPs
- ensure that school staff are appropriately insured and aware that they are insured to support students in this way
- contact the school nursing service in the case of any student who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse
- ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date
- ensure that emergency services are given a copy of a student's HCP
- ensure that agency staff are given a copy or directed to a copy of a student's HCP
- ensure that a copy of the supporting students with medical needs flow chart is easily accessible
- ensure that parents and carers are informed/reminded about this policy during admissions meetings and subsequent review meetings

3.3 Staff

Supporting students with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to students with medical conditions, although they will not be required to do so. This includes the administration of medicines.

Those staff who take on the responsibility to support students with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so, especially for the most common serious medical conditions at MPS.

Teachers will take into account the needs of students with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a student with a medical condition needs help.

All staff understand that certain medical conditions are serious and potentially life-threatening.

Staff need to:

- be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency
- understand the school's medical conditions policy
- know which students in their care have a medical condition and be familiar with the student's identified needs
- allow all students to have immediate access to their emergency medication
- maintain effective communication with parents including informing them if their child is or has been unwell at school
- ensure students who carry their medication with them have it when they go on a school visit or out of the classroom
- be aware of students with medical conditions who may be experiencing bullying or need extra social support
- understand the common medical conditions and the impact it can have on students (students should not be forced to take part in any activity if they feel unwell)
- ensure all students with medical conditions are not excluded unnecessarily from activities they wish to take part in
- ensure students have the appropriate medication, food and fresh drinking water with them during any exercise and are allowed to take it when needed

3.4 Parents/Carers

Parents/Carers will:

- provide the school with sufficient and up-to-date information about their child's medical needs
- be involved in the development and review of their child's IHP and may be involved in its drafting
- carry out any action they have agreed to as part of the implementation of the IHP e.g. provide medicines and equipment

The parents/carers of a child at this school have a responsibility to:

- tell the school if their child has a medical condition
- ensure the school has a complete and up-to-date Healthcare Plan for their child and inform the school about the medication their child requires during school hours
- inform the school of any medication their child requires while taking part in visits, outings or field trip and other out-of-school activities
- tell the school about any changes to their child's medication, what they take, when, and how much in written form (changed prescription)
- inform the school of any changes to their child's condition
- ensure their child's medication and medical devices are labelled with their child's full name
- provide the school with appropriate spare medication labelled with their child's name

- ensure that their child's medication is within expiry dates
- keep their child at home if they are not well enough to attend school
- ensure their child catches up on any school work they have missed
- ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional
- ensure their child has a written care/self-management plan from their doctor or specialist healthcare professional to help their child manage their condition.
- carry out agreed actions involving medical professionals
- ensure that they are and a nominated other responsible adult is - contactable at all times

3.5 Students

Students with medical conditions will often be best placed to provide information about how their condition affects them. Students should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their HCPs. They are also expected to comply with their HVPs.

- treat other students with and without a medical condition equally
- tell their parents, teacher or nearest staff member when they are not feeling well
- let a member of staff know if another student is feeling unwell
- let any student take their medication when they need it, and ensure a member of staff is aware
- treat all medication with respect
- know how to gain access to their medication in an emergency
- if mature and old enough, know how to take their own medication and to take it when they need it
- ensure a member of staff is called in an emergency situation

3.6 School Nurses and Other Healthcare Professionals

Our school nursing service (NELFT) will notify the school when a student has been identified as having a medical condition that will require support in school. This will be before the student starts school, wherever possible.

Healthcare professionals, including GPs and paediatricians, will liaise with the school's nurses and notify them of any students identified as having a medical condition.

The school nurse at this school has a responsibility to:

- help update the school's medical conditions policy
- help provide regular training for school staff in managing the most common medical conditions at school
- provide information about where the school can access other specialist training
- support in the creation of student HCPs
- attend meetings where HCPs are being created or reviewed or meetings where student medical details or conditions are a key factor

3.7 First Aiders:

- give urgent immediate help to casualties with common injuries or illnesses and those arising from specific hazards with the school
- when necessary, liaise with the Office Manager - Reception to ensure that an ambulance or other professional medical help is called and relevant documents provided
- must ensure their training is up to date

3.8 The SEND Team will:

- help update the school's medical condition policy

- ensure staff are kept updated re medical conditions and procedures for students
- liaise effectively with parents to support students with medical conditions
- maintain and update the medical registers for all support staff, teachers and LSPs
- liaise with other professionals involved in student care – EPS, SALT, CAMHS, CDT, OT, School Nursing and all others as is required for students with medical conditions
- know which students have a medical condition and which have special educational needs because of their condition
- ensure students who have been unwell are given the opportunity to catch up
- ensure the necessary arrangements are made for special consideration or access arrangements in exams

3.9 Residential Visits – Risk Assessments (Deputy Headteacher/Head of Campus with responsibility for school trips)

Parents are sent a residential visit form to be completed and returned to school shortly before their child leaves for an overnight or extended day visit. This form requests up-to-date information about the student's current condition and their overall health. This provides essential and up-to-date information to relevant staff and school supervisors to help the student manage their condition while they are away. This includes information about medication not normally taken during school hours.

All residential visit forms are taken by the relevant staff member on visits and for all out-of-school hours activities where medication is required. These are accompanied by a copy of the student's HCP.

All parents of students with a medical condition attending a school trip or overnight visit are asked for consent, giving first aid trained staff permission to administer medication at night or in the morning if required.

The residential visit form also details what medication and what dose the student is currently taking at different times of the day. It helps to provide up-to-date information to relevant staff and supervisors to help the student manage their condition while they are away. This needs to be checked with the Headteacher.

4. Equal opportunities

Our school is clear about the need to actively support students with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The school will consider what reasonable adjustments need to be made to enable these students to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that students with medical conditions are included. In doing so, students, their parents and any relevant healthcare professionals will be consulted.

If a student is missing a lot of time at school, they have limited concentration or they are frequently tired, all teachers at this school understand that this may be due to their medical condition. Arrangements are made to ensure that students are supported through episodes to ensure that they do not fall behind.

Teachers at this school are aware of the potential for students with medical conditions to have special educational needs and/or disabilities (SEND). Students with medical conditions who are finding it difficult to keep up with their studies are referred to the SEND team. The school's SEND team consult the student, parents/carers and the student's healthcare professional(s) to ensure the effects of the student's condition on their school work is properly considered.

MPS ensures that lessons about common medical conditions are incorporated into Professional Development lessons and other parts of the curriculum where appropriate.

Risk assessments are carried out by this school prior to any offsite visit and medical conditions are considered during this process.

MPS will apply for special exam access arrangements where appropriate.

Common triggers that can make medical conditions worse or can bring on an emergency. The school is actively working towards reducing or eliminating these health and safety risks and has a written schedule of reducing specific triggers to support this.

MPS is committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits. School first aid staff have been given training on medical conditions. This training includes detailed information on how to avoid and reduce exposure to common triggers for common medical conditions.

5. Being Notified that a Child has a Medical Condition

When the school is notified that a student has a medical condition, the process outlined below will be followed to decide whether the student requires an HCP. The School Nurse and parents/carers MUST sign off all HCPs.

The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for students who are new to our school.

Once the school is informed of a medical condition, a meeting is arranged with the parents/carers, key staff and the school nursing team in order to develop a HCP. Where necessary, appropriate training for staff will be delivered. HCPs are made accessible for staff. HCPs are reviewed annually, or in light of changes to the condition or new diagnoses.

6. Individual Healthcare Plans

The Headteacher has overall responsibility for the development of HCPs for students with medical conditions. This has been delegated to Katy-Anne Waite and Linda Brown, Assistant Headteachers and SENDCOs.

Plans will be reviewed at least annually, or earlier if there is evidence that the student's needs have changed.

Plans will be developed with the student's best interests in mind and will set out:

- what needs to be done
- when
- by whom

Not all students with a medical condition will require a HCP. It will be agreed with a healthcare professional and the parents when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is not a consensus, the head teacher will make the final decision.

Plans will be drawn up in partnership with the school, parents and a relevant healthcare professional, such as the school nurse, specialist or paediatrician, who can best advise on the student's specific needs. The student will be involved wherever appropriate.

HCPs will be linked to, or become part of, any statement of special educational needs (SEND) or education, health and care (EHCP) plan. If a student has SEND but does not have an EHCP, the SEND will be mentioned in the HCP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The Management Committee and the SEND team will consider the following when deciding what information to record on HCPs:

- the medical condition, its triggers, signs, symptoms and treatments
- 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, travel time between lessons
- 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, counselling sessions
- the level of support needed, including in emergencies. If a student is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring
- 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
- who in the school needs to be aware of the student's condition and the support required
- arrangements for written permission from parents and the head teacher for medication to be administered by a member of staff, or self-administered by the student during school hours
- 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
- where confidentiality issues are raised by the parent/student, the designated individuals to be entrusted with information about the student's condition
- what to do in an emergency, including who to contact, and contingency arrangements

7. Managing Medicines

Prescription and non-prescription medicines will only be administered at school:

- when it would be detrimental to the student's health or school attendance not to do so **and**
- where we have parents' written consent.

The only exception to this is where the medicine has been prescribed to the student without the knowledge of the parents.

Students under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Anyone giving a student any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parent/carer permission will always be sought before the medications are administered.

The school will only accept prescribed medicines that are:

- in date
- labelled
- provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely on each campus. Some will need to be refrigerated in a secure area that is inaccessible to students. Students will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available.

Medicines will be returned to parents/carers to arrange for safe disposal when no longer required.

If students refuse to take their medication they must not be forced. Parents/carers and health professionals will need to be informed.

Sharps will be disposed of in a sharps box.

7.1 Controlled Drugs

First Aiders: All controlled drugs are kept in a locked cupboard and only first aid named staff have access, even if students normally administer the medication themselves.

The first aid trained member of staff, along with the parents of students with medical conditions, ensures that all emergency and non-emergency medication brought in to school is clearly labelled with the student's name, dose of the medication and the frequency of dose.

All medication is supplied and stored in its original containers. All medication is labelled with the student's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.

[Controlled drugs](#) are prescription medicines that are controlled under the [Misuse of Drugs Regulations 2001](#) and subsequent amendments, such as morphine or methadone.

All controlled drugs are kept in a secure cupboard in the school office and only named staff will have access.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

7.2 Students Managing their own Needs

Students who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents and it will be reflected in their HCPs.

Students will not be allowed to carry their own medicines and relevant devices as per school risk assessment. Staff will not force a student to take a medicine or carry out a necessary procedure if they refuse, but will follow the procedure agreed in the HCP and inform parents/carers so that an alternative option can be considered, if necessary.

7.3 Unacceptable Practice

School staff should use their discretion and judge each case individually with reference to the student's HCP, but it is generally not acceptable to:

- prevent students 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
- ignore medical evidence or opinion (although this may be challenged)
- send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their HCPs
- if the student becomes ill, Send them to the school office with someone unsuitable
- penalise students 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 breaks whenever they need to in order to manage their medical condition effectively
- prevent students from participating, or create unnecessary barriers to students participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany their child
- administer, or ask students to administer, medicine in school toilets

8. Emergency Procedures

Staff will follow the school's normal emergency procedures (for example, calling 999). All students' HCPs will clearly set out what constitutes an emergency and will explain what to do.

If a student needs to be taken to hospital, staff will stay with the student until the parent/carer arrives, or accompany the student to hospital by ambulance and wait for a parent/carer to arrive.

9. Training

All staff are responsible for supporting students with medical needs and appropriate training is provided.

The training will be identified during the development or review of HCPs. Staff who provide support to students with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with Cathy Stygal, Headteacher at Mayesbrook Park and Seabrook, and Elizabeth Bailey, Head of Campus at Erkenwald. Training will be kept up to date.

Training will:

- be sufficient to ensure that staff are competent and have confidence in their ability to support the students
- fulfil the requirements in the HCPs
- help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

10. Record Keeping

The management committee will ensure that written records are kept of all medicines administered to students. Parents will be informed if their student has been unwell at school.

HCPs are kept in a readily accessible place which all staff are aware of.

MPS keeps an accurate record of each occasion an individual student is given or supervised taking medication. Details of the supervising staff member, student, dose, date and time are recorded. If a student refuses to have medication administered, this is also recorded and parents are notified.

A log of the medical condition training is kept by the school and reviewed every 12 months to ensure all new staff receive training. The Pastoral and SEND teams are responsible for monitoring and record keeping.

11. Liability and indemnity

The management committee will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

We will ensure that we are a member of the Department for Education's risk protection arrangement (RPA).

12. Complaints

Parents/carers with a complaint about their child's medical condition should discuss these directly with the Heads of Campus in the first instance. If the Head of Campus cannot resolve the matter, they will direct parents to the school's complaints procedure.

13. Monitoring Arrangements

This policy will be reviewed and approved by the governing board regularly.

14. Links to other Policies

This policy links to the following policies:

- Complaints
- First Aid
- Health and Safety
- Safeguarding
- Asthma and Allergy Friendly Initiative
- Special Educational Needs Information Report and Policy