



# The Hinckley SCHOOL

## Medical Conditions Policy

<b>Date of last review:</b>	<b>January 2026</b>
<b>Reviewed by:</b>	<b>Kate Priestnall, Director of Student Welfare and DSL</b>
<b>Approved by Governors:</b>	<b>February 2026</b>
<b>Frequency of review:</b>	<b>Annually</b>
<b>Date of next review:</b>	<b>January 2027</b>

This policy is based on statutory guidance within:

Supporting Pupils at School with Medical Conditions (April 2014), Diabetes UK advice and The Medical Conditions in School framework guidance.

### **Policy Statement**

The Hinckley School is an inclusive community that welcomes and supports students with medical conditions and provides all students with any medical condition the same opportunities as others. In our school we seek to promote justice, equality of opportunity and fair treatment in a safe and nurturing environment. We work towards overcoming barriers to enable the achievement, growth and development of each individual. We recognise that students with physical or mental health difficulties may need extra and/or specific resources in order to access the full curriculum.

We make sure all staff understand their duty of care to children and young people in the event of an emergency. All staff feel confident in knowing what to do in an emergency.

Our school understands that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood.

Our school understands the importance of medication and care being taken as directed by healthcare professionals and parents.

Our school has a suitably qualified team of first aiders.

### **Policy Framework**

The policy framework describes the essential criteria for how The Hinckley School can meet the needs of students with long term conditions.

This school is welcoming and supportive of students with medical conditions. It provides students with medical conditions with the same opportunities and access to activities (school based) as other students. No child will be denied admission or prevented from taking up a place at our school because arrangements for their medical condition have not been made.

1. Our school will listen to the views of students and parents.
2. Students and parents feel confident in the care they receive from the school and the level of that care meets their needs.

3. Staff understand the medical conditions of students at the school and that they may be serious, adversely affect a student's quality of life and impact on their ability to learn.
4. All staff understand their duty of care to students and know what to do in an emergency.
5. Our school and the local health community understand and support the medical conditions policy.
6. Our school understands that all students with the same medical condition will not have the same needs.
7. Our school recognises its duties under the Children and Families Act 2014 relating to students with a disability or medical condition.

**The Hinckley School medical conditions policy is drawn up in consultation with a wide range of local key stakeholders within both the school and health settings.**

1. Stakeholders include NHS health for Teens, local governors and Trustees.
2. The medical conditions policy is supported by a clear communication plan for staff and parents and other key stakeholders to ensure its full implementation.
3. The medical conditions policy will be available on the school website and available to parents by ordering a hard copy from the school office.

**All staff understand and are trained in what to do in an emergency for students with a medical condition.**

1. All school staff, including temporary or supply staff are aware of the medical conditions at this school and understand their duty of care to students in an emergency.
3. Some students with a medical condition will have an individual healthcare plan (IHP), which explains what help they need in an emergency. The IHP will accompany a student should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing the IHP within emergency care settings.
4. All staff including temporary or supply staff, know what action to take in an emergency and receive updates regularly which is at least annually.

5. If a student needs to attend hospital, a member of staff (preferably known to the student) will stay with them until a parent/carer arrives, or accompany a student taken to hospital by ambulance. They will only take students in their own car if they have suitable insurance and have an accompanying member of staff.

**The Hinckley School has clear guidance on providing care and support and administering medication.**

1. Our school understands the importance of medication being taken and care received as detailed in the student's IHP.
2. Our school will ensure there are several members of staff who are trained to administer the medication where this may be necessary and meet the care needs of an individual child.
3. The Trust Board has made sure there is the appropriate level of insurance and liability cover in place.
4. Our school staff will not give medication (prescription or non-prescription) to a student without a parent or carer's written and verbal consent except in exceptional circumstances where the medication has been prescribed to the student without the knowledge of the parents/carers. In such cases, every effort will be made to encourage the student to involve their parents/carers while respecting their right to confidentiality.
5. Our school will not give a student aspirin unless prescribed by a doctor.
6. When administering medication, our school staff will check the maximum dosage and will check when the previous dose was given.
7. Our school will ensure a trained member of staff is available to accompany a student with a medical condition on an off-site visit, including overnight stays.
8. Parents and Carers understand that they should let The Hinckley School know immediately if their child's needs change.
9. If a student misuses their medication, or anyone else's, their parent is informed as soon as possible and the school's disciplinary procedures are followed.
10. If a parent/carer completes a medical consent form, they need to ensure that the medication is labelled with the name of student.

**The Hinckley School has clear guidance on the storage of medication and equipment**

1. Our school makes sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment is readily available wherever the child is in school and on off-site activities, and is not locked away. Students may carry their emergency medication with them if they wish if this is appropriate.
2. Students may carry their own medication/equipment or they will know exactly where to access it.
3. Students can carry controlled drugs if they are competent, otherwise the school will keep controlled drugs stored securely, but accessibly, with only named staff having access.
4. Staff can only administer a controlled drug to a student once they have had specialist training.
5. Our school will make sure that all medication is stored safely, and that students with medical conditions know where their medication is at all times and have access to it immediately.
6. Our school will store medication that is in date and labelled in its original container where possible, in accordance with its instructions. The exception to this is insulin, which though must still be in date, will generally be supplied in an insulin injector pen or a pump.
7. Parents and carers are asked to collect all medications/equipment at the end of the academy term/year and to provide new and in-date medication.
8. Our school disposes of sharps and needles in line with local policies. Any issued sharp boxes are kept securely at school and are collected and disposed of in line with local authority procedures.

**The Hinckley School has clear guidance about record keeping.**

1. Parents and carers are asked if their child has any medical conditions within the enrolment procedure.
2. Where appropriate our school will use an IHP to record the support an individual student needs around their medical condition. The IHP is developed with the student (where appropriate), parent, school staff, specialist nurse (where appropriate) and relevant healthcare services.
3. Our school has a centralised register of IHP's, and an identified member of staff has

responsibility for this register.

4. IHP's are reviewed regularly, at least every year or whenever the student's needs change.
5. Our school ensures the student's confidentiality is protected.
6. Our school staff will seek permission from parents before sharing any medical information with any other party. Any information shared will be done in line the UK General Data Protection Act 2018.
7. Where appropriate our school will meet with the student, parent/carer, specialist nurse (where appropriate) and relevant healthcare services prior to any overnight or extended day visit to discuss and make a plan for any extra care requirements that may be needed. This is recorded on the student's IHP which accompanies them on the visit.
8. Our school keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.
9. Our school makes sure that all staff providing support to a student have received suitable training and on-going support, to make sure they have the confidence to provide the necessary support and that they fulfil the requirements set out in the student's IHP. This should be provided by the specialist nurse, other suitably qualified healthcare professional and/or the parent. Our school keeps an up-to-date record of all training undertaken and by whom.

**The Hinckley School ensures that the whole school environment is inclusive and favourable to students with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.**

1. Our school is committed to providing a physical environment accessible to students with medical conditions and is also committed to an accessible physical environment for out of academy activities.
2. Our school makes sure the needs of students with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits.
3. All staff are aware of the potential social problems that students with medical conditions may experience and use this knowledge, alongside their school's anti bullying policy, to help prevent and deal with any issues. They use opportunities such as personal, health and social education (PHSE) and science lessons to raise awareness of medical conditions and to help promote a positive environment.

4. Our school understands the importance of all students taking part in physical activity and that all relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all students. This includes out of academy clubs and team sports.
5. Our school understands that all relevant staff are aware that students should not be forced to take part in activities if they are unwell. They should also be aware of students who have been advised to avoid/take special precautions during activity, and the potential triggers for a student's medical condition when exercising and how to minimise these.
6. Our school makes sure that students with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at their academy as any other child, and that appropriate adjustments and extra support are provided.
7. All staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a child's medical condition. Our school will not penalise students for their absences and attendance if they relate to their medical condition.
8. Our school will refer students with medical conditions who are finding it difficult to keep up educationally to the Special Educational Needs and Disability Coordinator (SENDCo) who will liaise with the student (where appropriate), parent and the student's healthcare professional.
9. Our school makes sure that a risk assessment is carried out before any out of school visit, including work experience and educational placements. The needs of the students with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.

**The Hinckley School is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. Our school is actively working towards reducing or eliminating these health and safety risks.**

1. Our school is committed to identifying and reducing triggers both in the school and during school visits.
2. School staff have been given information on the most serious medical conditions and who they affect.
3. The IHP details an individual student's triggers and details how to make sure the student remains safe throughout the whole school day and on out of

school activities. Risk assessments are carried out on all out of school activities, taking into account the needs of students with medical needs.

4. Our school reviews all medical emergencies and incidents to see how they could have been avoided and changes to policy will take place according to those reviews.

**The medical conditions policy is regularly reviewed, evaluated and updated. Updates are annual unless a need arises for this to be sooner.**

In evaluating this policy, the Hinckley School seeks feedback from key stakeholders including students, parents, school healthcare professionals, specialist nurses and other relevant healthcare professionals, school staff, local governors and Trustees. The views of students with medical conditions are central to the evaluation process.

### **Complaints**

Should parents/carers or students be dissatisfied with the support provided and wish to make a complaint the complaints policy can be found on the school website. Concerns should first be discussed with the school and if that does not resolve the issue then parents/carers or students can make an official complaint via the school complaints procedure. Making a formal complaint to the Department for Education should only occur if it falls within section 496/497 of the Education Act 1996 and other attempts at resolution have been exhausted. Ultimately parents/carers (and students) are able to take independent legal advice and bring formal proceedings if they consider they have legitimate grounds to do so.

### **School Procedure**

Our school will seek to support the student with a medical condition in accessing the curriculum to the best of the student's ability. During a period of absence due to the medical condition our school will take responsibility for ensuring adequate educational provision. This may involve seeking help from the Local Education department and/or hospital school. When the student is ready to return to school we will assist the student in re-integrating back into the school community.

Our school will seek to support the student by following their procedure as outlined

### **12. Useful Contacts**

A list of useful contacts can be found at appendix A to this policy.

## The Hinckley School Our team

Our school has a medical support team comprising of first aid trained staff.

### Support for students who struggle to access the curriculum due to a medical need

When a student has had a sustained period of absence due to a medical condition, and is ready to return, we will aim to support the student by following this procedure:-

1. When the school is notified by a parent/carer of a student's difficulty in accessing school as a result of a medical condition, Attendance Officer the Form Tutor, Year Leader, progress Leader, Assistant headteacher responsible for that year, will aim to be notified **the same day** and information will be passed to the Year Team.
2. The Hinckley School will aim to contact the family within 48 hours to offer to meet with them to discuss the student's needs with the Year Team.
3. The school will aim to convene a meeting with the student, parents/carers and any other relevant health care professional **within one week** of the school being notified or as soon as the family is ready. At the meeting the student's difficulties in accessing the school will be discussed and (where appropriate) an IHP will be drawn up. The school will notify all the student's teachers of the IHP.
4. If there is a period when the child is too unwell to attend school (or is prevented from accessing school until such time as appropriate support is in place) the school will arrange for the Attendance Officer or Year Team to keep in regular weekly contact with the family. This contact will be in the form of support and concern rather than 'monitoring'. The Year Team, the SENDCO and the Tutor will be informed of developments **on a weekly basis** so that the situation can be continually reviewed. The Year Team will offer the family information about other possible sources of support that may be available beyond the school. The Year Team, in consultation with the Form Tutor, will try to assist the student in maintaining links with their class mates.
5. The parents/carers will be advised that the Director of Safeguarding and Well being will then take on responsibility for co-ordinating the IHP should this become an appropriate next step. They will discuss with the Head teacher the student's need for support and agree the resources that will be put in

place. The Head teacher will decide if there is a need to contact the Education Department for advice or additional resources.

6. Students who will require a Risk assessment and Personal Evacuation Plan, (PEEP) are consulted prior to returning to the school by the Pastoral Leader. The Parent/Carer and Student are required to be present when these assessments are being undertaken for example returning to the school after an injury and the students' mobilising with the use of an aid (crutches). Students will not be able to access the stairs until they have been shown by the Pastoral Leader the safe drill to use while on the school premises.
7. Local governors will be informed of need and provision through the report prepared by the Health and Safety Committee and submitted by the Operations Manager.

### **Our Medical Service**

If a student requests to see Teen health about a non-urgent issue, they should seek to make an appointment during break and lunchtime with the safeguarding team alternatively they can use the drop-in service on a Monday or Thursday lunchtime.

If a member of staff considers a student needs to receive medical assistance in lesson they should send an able student to request this from reception who will call a first aider.

### **Medical Passes**

A number of students across the year groups have been issued with a medical pass. This allows them with immediate permission to leave the room to access the WC.

If students are regularly leaving lessons for an extended period of time or numerous times or causing suspicion of misuse of their pass please contact the Pastoral leader for their year group.

If a student requires First Aid during the school day, a first aider should be called to attend.

For example, this maybe; unconscious students, fits, major knocks, head or neck injuries (even potential), diabetic students, severe allergic reactions.

**If a situation occurs that you would consider requires calling 999 please do so immediately]**

**First Aid or requiring a Nurse/Ambulance**

First Aid is defined as (in the case of serious injury) treatment for the purpose of preserving life and minimising the consequences of injury and illness until the assistance of a medical practitioner can be sought.

Or in non-serious situations: The treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse.

We have the following trained staff at The Hinckley School in addition to the first aiders and an ongoing commitment to training in this area.

Appointed person (AP)  
Emergency first aid at work (EFAW) first  
Aid at work (FAW)]  
Diabetes trained staff

**Appendix 2**

**Useful Contacts**

[Teen health](#)

[Children's Hospital School Leicester](#)

[Camhs Leicestershire](#)

[Department for Education Supporting pupils at school with medical conditions](#)