

# Supporting students with medical conditions policy

## 2025 - 2026

Approved by: Pip Burley	Date: 16/02/2026
Last reviewed on:	01/01/2025
Next review due by:	



## Contents

		Page
1	Aims	3
2	Roles and responsibilities	3
3	Equal opportunities	3
4	Being notified that a child has a medical condition	4
5	Managing medicines	4
6	Emergency procedures	5
7	Training	5
8	Individual health care plans	7
9	Record keeping	8
10	Liability and indemnity	8
11	Complaints	8
12	Monitoring arrangements	8
13	Links to other policies and documents	8

# 1. Aims

This policy aims to ensure that:

- Students, staff and parents understand how LAMP will support students' 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

LAMP will implement this policy by:

- Making sure sufficient staff are suitably trained
- Making staff aware of student's condition, where appropriate
- Making sure there are cover arrangements to ensure someone is always available to support students with medical conditions
- Set out the roles and responsibilities for everyone in the college community in regard to students with medical conditions
- Set out the procedure for creating, reviewing and managing individual healthcare plans (IHPs)
- Set out how we will manage medicines in Lamp
- Reassure parents/carers that Lamp will help their child feel safe, supported and included

It is also based on the statutory guidance on [supporting pupils with medical conditions at school](#) from the Department for Education (DfE).

## 2. Roles and responsibilities

### 2.1 The directors and head of centre

will:

- Make sure 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 - including in contingency and emergency situations
- Make sure that LAMP staff are appropriately insured and aware that they are insured to support students in this way
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date
- Make sure that all staff who need to know are aware of a student's condition
- Take overall responsibility for the development and monitoring of individual healthcare plans (IHPs)
- Manage cover arrangements in the case of staff absence or turnover, to make sure a suitable staff member is always available, and supply staff are briefed appropriately about a student's medical needs
- Approve risk assessments for college visits and college activities outside the normal college timetable that involve provision for students with medical conditions
- Contact the school nursing service in the case of any student who has a medical condition that may require support at college, but who has not yet been brought to the attention of the college first aid team

- Make sure that systems are in place for obtaining information about a student's medical needs and that this information is kept up to date
- Implement systems for obtaining information about a student's needs for medicines and keeping this information up to date using LAMP's MIS
- 

## **2.2 Staff**

Supporting students with medical conditions during LAMP 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.

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.

## **2.3 Parents/carers**

Parents/carers will:

- Provide LAMP with sufficient and up-to-date information about their child's medical needs
- Provide evidence of appropriate prescription and written permission for medicines to be administered by staff
- 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, and ensure they or another nominated adult are contactable at all times

## **2.4 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.

## **2.5 Healthcare professionals**

Lamp may approach healthcare professionals, parents/guardians to support staff to implement a student's IHP.

Healthcare professionals, such as GPs and pediatricians, may liaise with Lamp and notify them of any students identified as having a medical condition. They may also provide advice on developing IHPs.

## **3. Equal opportunities**

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

LAMP will consider what reasonable adjustments need to be made to enable these students to participate fully and safely on trips, visits and sporting activities. LAMP will adhere to the legal responsibilities under the Equality Act 2010 and will not unlawfully discriminate against any students.

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.

#### **4. Being notified that a child has a medical condition**

When LAMP is notified that a student has a medical condition, we will make every effort to ensure that arrangements are put into place by the beginning of the relevant term for students who are new to LAMP.

#### **5. Managing medicines**

Prescription and non prescription medicines will only be administered at LAMP:

- When it would be detrimental to the student's health or 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. Parents will always be informed.

LAMP 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

LAMP 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. 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 to students and not locked away.

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

##### **5.1 Controlled drugs**

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

A student who has been prescribed a controlled drug may have it in their possession if they are competent to do so, but they must not pass it to another student to use. All other controlled drugs are kept in a secure cupboard in the office and only named staff 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.

## **5.2 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.

Students will be allowed to carry their own medicines and relevant devices wherever possible. Staff will not force a student to take a medicine or carry out a necessary procedure if they refuse, but will inform parents so that an alternative option can be considered, if necessary.

## **5.3 Unacceptable practice**

LAMP staff should use their discretion and judge each case individually, 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 to us.
- If the student becomes ill, send them to the office unaccompanied or 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 or other 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 LAMP life, including school trips, e.g. by requiring parents to accompany their child
- Administer, or ask students to administer, medicine in LAMP toilets

## **6. Emergency procedures**

Staff will follow LAMP's normal emergency procedures (for example, calling 999).

If a student needs to be taken to hospital, staff will stay with the student until the parent arrives, or accompany the student to hospital by ambulance.

## **7. Training**

Staff who are responsible for supporting students with medical needs will receive suitable and sufficient training to do so.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the Education Manager. 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
- 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.

## **8. Individual Health Care plans (IHPs)**

The head of centre has overall responsibility for the development of IHPs for students with medical conditions.

The day-to-day responsibility has been delegated to the Senior Leadership Team

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

Plans will be developed with the students' 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 an IHP. It will be agreed with a healthcare professional and the parents/carers when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the headteacher will make the final decision.

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

IHPs will be linked to, or become part of, any education, health and care (EHC) plan. If a student has special educational needs (SEN) but does not have an EHC plan, the SEN will be mentioned in the IHP.

The level of detail in the plan will depend on the complexity of the students condition and how much support is needed. The governing board and the DSL/ Senior Leadership Team will consider the following when deciding what information to record on IHPs:

- The medical condition, its triggers, signs, symptoms and treatments
- The students' 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 students' educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete exams, use of rest periods, 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 Lamp needs to be aware of the student's condition and the support required
- Arrangements for written permission from parents/carers and the headteacher for medication to be administered by a member of staff, or self-administered by the student, during college hours
- Separate arrangements or procedures required for college trips or other college activities outside of the normal college timetable that will ensure the student can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parent/carer or 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

## **9. Record keeping**

LAMP will ensure that written records are kept of all medicine administered to students. Parents will be informed if their child has been unwell at school.

## **10. Liability and indemnity**

The directors will ensure that the appropriate level of insurance is in place and appropriately reflects LAMP's level of risk.

## **11. Complaints**

Parents/carers with a complaint about Lamp actions in regard to their child's medical condition should discuss these directly with the DSL in the first instance. If the DSL cannot resolve the matter, they will direct parents to LAMP's complaints procedure.

## **12. Monitoring arrangements**

This policy will be reviewed by the Senior Leadership Team every year.

## **13. Links to other policies**

This policy links to the following policies:

- Accessibility plan
- Complaints
- Equality information and objectives
- First aid
- Health and safety
- Safeguarding
- SEND policy
- Allergies policy