



SMITHILLS SCHOOL
SUCCESS FOR ALL

Policy/Author: Supporting Students with Medical Needs
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Headteacher

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Chair of Trustees



Current version	Previous version	Summary of changes made
15/12/2022	2	None
23/01/2024	3	Change of Headteacher
23/01/2024	3	Inclusion of school having first on scene and paediatric trained staff.
23/01/2024	3	Inclusion of diabetes training is provided by Bolton paediatric diabetes team
23/01/2024	3	Inclusion of information to be passed to reception or the relevant Director of Learning so this information can be passed onto First Aiders: Mrs G Davies and Mr P Oakley. (Change of names of first aiders)
23/01/2024	3	Health care plans are shared Via SIMS to all school staff
23/01/2024	3	Any child with a toilet pass or First aid pass
23/01/2024	3	Parent/ carers' consent - with the exception of emergency situation school has access to in house inhalers and auto injectors
23/01/2024	3	Change from 'calm to 'monitor'
23/01/2024	3	Diabetes – Hypoglycaemia As student to check blood sugar levels on phone if below 4.0 give sugary drink if above 14.0 wait until first aid arrives If student is unconscious or seizing call 999, inform first aid / site team and request emergency injector which is kept in the fridge at first aid.
23/01/2024	3	Adapted Anaphylactic Shock Procedures
23/01/2024	3	Addition of Radio Chanel 1
23/01/2024	3	Addition of 'first aid' to Process for developing individual healthcare plans
14/02/2024	2	Emergency Procedure all staff have the right to contact emergency services
14/02/2024	3	Informing school of pupils who are self-administering medication
14/02/2024	2	Information on guidance for medication storage in school
14/02/2024	3	Information for handling medication on school trips including pupils who self-administer



20/11/2025	4	Change of First Aider from Mrs G Davies to Mrs L Grogan and added Mr D Appleton
20/11/2025	4	Replaced children/pupil to student throughout policy
20/11/2025	4	Changed Director of Learning to Head of Year
20/11/2025	4	Updated SIMS to Arbor
20/11/2025	4	Added - All request for administering medication forms are available from school first aid and the school reception

Rationale

Smithills School is committed to ensuring that students with medical conditions have the same opportunities as any other student and are able to access and enjoy their education within a caring and supportive environment, which will be sensitive to any health care needs.

Objectives

- To ensure all students feel safe
- To ensure all students with medical conditions are properly supported so they are able to participate fully in school life, remain healthy and achieve their academic potential
- To ensure parents/carers are confident that there is effective support for their child's medical condition
- To ensure individual healthcare plans are developed for students with long-term and complex medical conditions
- To ensure sufficient staff receive appropriate training
- To ensure The Trust is fully aware of the arrangements made for students with medical conditions

Staff Training and Support

Overall responsibility for staff training lies with the Headteacher, Mrs C Dewse. First Aid training is delegated to the Health and Safety Officer, Mr D Appleton who has line management responsibility for the school's First Aiders. All are 'First Aid at Work' trained and certified and school has first on scene and paediatric trained staff. Training needs are identified and reviewed regularly, however if a new need is identified, training is implemented as soon as possible in order to meet the needs of the student. Training is monitored by the Assistant Headteacher responsible for CPD.

Staff who are willing to support students with health care needs are provided with the appropriate training. This type of training is carried out by health care professionals, and has included Anaphylactic Shock, and Diabetes training. The diabetes training is provided by Bolton Paediatric Diabetes Team and covers a wide variety of diabetes related issues, such as: medication, blood sugar monitoring and emergency procedures.



Who do I tell if my child has a medical condition?

All students at Smithills have the opportunity for an Individual Health Care Plan to be created. To do this it is important for the school to have sufficient information about the medical condition of any student with short or long term health care needs. If students' needs are not adequately supported this can impact on their academic, social and emotional progress.

Parents are asked to complete a personal details document when their child starts at Smithills School. This is updated at the beginning of every academic year. Within this document there is a section about medical conditions. In addition, medical needs are discussed during year 6 transition visits to primary schools, new intake evenings and when Head of Years and the Special Educational Needs Co-ordinator (SENCO) are available at parents' evenings.

If your child has a newly diagnosed medical condition or one which is being investigated please inform the school's reception or the relevant Head of Year so this information can be passed onto First Aiders: Mrs L Grogan, Mr D Appleton and Mr P Oakley. Your child will then be placed on the school's medical register and, if appropriate, an individual health care plan will be created.

How do I know my child's needs are known by all relevant staff?

Students with medical conditions may require an Individual Health Care Plan. The school's first aiders are responsible for writing and updating the plans annually. A flow chart for identifying and agreeing the support a student needs and developing an individual healthcare plan is provided at annex A. They are devised in consultation with the school, family, student and relevant healthcare professionals and will include:

- Information about the student's condition
- Any medication name, dosage and timing
- Side effects of any medication
- Particular procedures, dietary needs, precautions
- What constitutes an emergency for the student
- Action/s to be taken in an emergency
- The role of school and other agencies in supporting the student's health care needs

If a student with an individual health care plan also has a special educational need or disability (SEND) their plan will identify this additional need.

Individual health care plans are shared with the relevant key stage office and depending on the medical information, this is then shared via Arbor to all school staff, with explanations and information regarding the individual case/condition. They are amended and reviewed annually or as and when the medical condition changes, or when the GP changes medication or regime, or at any other such time that requires information to be inputted and shared with colleagues.



Staff will be informed by email by the First Aid Department of any student with a medical condition within the school.

Students who have a medical need, but do not require an individual health care plan may have a student passport; this is completed in conjunction with parents and the student and documents their needs and how teachers can best support them, along with providing suggested teaching strategies.

Any student with a toilet pass or First Aid pass will be able to leave lessons according to their needs.

Special arrangements may be made for students who regularly attend hospital, such as the Hospital and Home Education Service.

Who will monitor my child's needs?

The First Aid department in conjunction with the relevant Head of Year and SENCO will monitor any children with a medical condition. In case of staff absence the team will work together to ensure all needs are being met.

How will you support my child to be independent?

All students are encouraged to be involved in writing their health care plan, they will have an opportunity to express their needs and explain how best to support them in an emergency.

Students are encouraged to manage their own health needs and medicines under the supervision of the First Aid Team. Medicines can be given to First Aid for safe keeping during the school day. Students can then access their medicines for self-medication quickly and easily.

Managing Medicines

There is no legal duty that requires School Staff to administer medicines. However, any member of staff can volunteer to receive training to support a student and/or administer a controlled drug to the student for whom it has been prescribed. Medication will only be administered by staff members who have the appropriate training.

Medicines will only be administered at school when it would be detrimental to a student's health or access to education including attendance not to do so. Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.

A request form for school to administer medication must be filled in and returned to first aid before the school will accept medication to be kept on site for students. Parents must inform the school in writing as soon as possible if there are changes to a student's medical needs and prescriptions. Parents must deliver medication directly to school and make arrangements to collect any surplus in person.



No student in school will be given prescription or non-prescription medicines without their parents/carers written consent. With the exception of emergency situations school has access to in house inhalers and auto injectors. Aspirin may be used when a person is suspected of having a heart attack but this cannot be given to any student under the age of 16.

School will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date but will generally be available to schools inside an insulin pen or a pump, rather than its original container. If paracetamol or ibuprofen has been advised by a doctor school must have a letter from a doctor that includes instructions for administration and dosage.

Prescribed medicines are kept in the First Aid Room, in a locked cupboard. Each medicine should be in a separate container clearly labelled with the contents, the dosage, frequency of administration, duration of course, date of prescription and the student's name, an up-to-date and detailed record of drug administration is kept in a designated place.

Students can access their medicines as per the regime set out by their own health care professional/GP under the watchful eye of the school first aider. Where possible medication should be taken during lunch and breaktimes.

Self-Medication

It is important that the parent/guardian informs the school if their child suffers from any particular condition. Older students will be likely to be able to administer their own medication. Any decision on students self-medication should be made in consultation with the parent/guardian, as appropriate. Schools must follow the emergency procedure where students are unable to self-medicate and ensure that all staff are informed of this. Parents are to be advised that students may only carry the medication necessary for that day. Written records are kept of all students' medicines that are self-administered.

Is my child able to go on school trips?

All students are invited to take part in all activities. School will make reasonable adjustments to enable students with medical conditions to participate fully and safely in any extracurricular activities. A risk assessment will be completed so that planning arrangements take account of any steps needed to ensure that students with medical conditions are included within trips. This may require consultation with parents/carers and advice from relevant health care professionals. Every effort is made to ensure that there are qualified first aiders on all organised trips/events. In the case of a diabetic student attending a school trip a member of staff with the appropriate training must be present.

Any medication that is require on the trip must be provided to school trip leader and should be in a



separate container clearly labelled with the contents, the dosage, frequency of administration, duration of course, date of prescription and the student's name. Any students self-medicating on trips will need a written letter from parent outlining administration, dosage, frequency of administration and emergency procedure where students are unable to self-medicate.

All request for administering medication forms are available from school first aid and the school reception.

Emergency Procedures

Nothing in this policy should affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 for the emergency services in the event of a medical emergency before implementing the terms of this Policy and make clear arrangements for liaison with ambulance services on the school site.

In the case of a medical emergency a school first aider will be summoned immediately on radio Chanel 1 or phone extension 148. The first aider will administer first aid and contact the emergency services if necessary.

The headteacher or a member of the senior leadership team will be informed of any emergency. A member of staff will stay with the student to monitor and reassure them. General/specific procedures will be carried out depending on the individual situation.

If a medical emergency arises during a school trip the emergency services will be called.

Unacceptable Practice

It is generally not acceptable practice 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/carers or ignore medical evidence or opinion
- Send students with medical conditions home frequently or prevent them from staying for normal school activities, unless specified in their individual health care plan
- Penalise students for their attendance record if their absence is related to their medical condition
- Prevent students from drinking, eating or taking toilet breaks whenever they need to in order to manage their medical condition effectively
- Require parents/carers to attend school to administer medication or provide medical support to their child
- Prevent students from participating, or creating unnecessary barriers to students participating in any aspect of school life, including school trips



What do I do if I am not satisfied with the care given to my child?

If you are dissatisfied with the level of support your child is receiving in relation to their medical condition please contact the Health and Safety Officer - Mr D Appleton or the relevant Head of Year. If you are still dissatisfied all complaints need to be addressed to The Trust.

First Aid Procedures

Asthma

1. Call for First Aider immediately.
2. Keep calm, help student to use their inhaler if they have one.
3. Sit student in a comfortable position, sitting slightly forward is best.
4. Encourage student to breath slowly and deeply.
5. A mild attack should ease within a few minutes. If it does not, ask student to take another two puffs from their inhaler.

Epilepsy

1. Call for a First Aider immediately.
2. Make space around the student. Ask other students to move away.
3. Remove any sharp or dangerous objects from pockets etc.
4. Protect the student's head from objects nearby and place soft padding around head and neck if possible.
5. Loosen tight clothing around student's neck.
6. Always let the student's seizure take its course without trying to restrict any movements.
7. Monitor breathing.

Diabetes – Hypoglycaemia

1. Call for a First Aider immediately.
2. Make student comfortable.
3. Ask student to check blood sugar levels on phone - if below 4.0 give sugary drink if above 14.0 wait until first aid arrives.
4. If student is unconscious or seizing call 999, inform first aid/site team and request emergency injector which is kept in the fridge at first aid.
5. Stay with student and monitor until help arrives.



First Aid Procedures

Anaphylactic Shock

1. Call for First Aider immediately and dial 999 for an ambulance.
2. If student is having a severe reaction or difficulty breathing, help them use their auto injector which they should have in their bag. Spare auto injectors and school emergency auto injectors are located in school.
3. If they are unable to use their own auto injector, it needs to be administered for them into their thigh following the instructions on the outer packaging.
4. Pull off the safety cap and, holding the injector with your fist, place the tip firmly against the student's thigh and press the button on top to release the medication, hold auto injector in place for 10 seconds (it can be delivered through some clothing).
5. Help the student to sit up in a position that best relieves any breathing difficulty.
6. Monitor student until help arrives.
7. Repeated doses of adrenaline can be given after 10 minutes.

To call First Aider, ring the office on Ext 148, Radio Chanel 1.



Annex A: Process for developing individual Health Care Plans

