



Medical Needs Policy

Senior Leader Review Lead: Designated Safeguarding Lead,
Health & Wellbeing Lead

Last Reviewed: January 2026

Next review date: May 2027

Introduction

This policy should be read in conjunction with other relevant policies:

- Safeguarding and Child Protection Policy
- Equalities Policy
- Health and Safety policy

Aims

Sir William Borlase's Grammar School recognises and understands that some members of the school community may need help and support with the management of their medical needs and / or conditions. Whilst the primary responsibility for the health and wellbeing of a student remains with parents, the school has a duty of care to the student, and aims to do all that is reasonable and practical to support the student through discussion with the student, parents and any medical professionals.

Department for Education Guidance

From September 2014, Section 100 of the Children and Families Act 2014, placed a duty on governing bodies of schools and academies to make arrangements for supporting students with medical conditions, in consultation with health and social care professionals, students and their parents. This involves the development of Individual Health Care Plans for students with medical needs and / or conditions in accordance with the statutory [guidance](#) 'Supporting Pupils at School with Medical Conditions' (updated December 2015).

Key principles

Students' Rights & Responsibilities:

- to be valued
- to respect yourself and be respected
- to feel safe and respect the safety of others
- to use common sense
- to support others

Managing Medicines

For pain relief either paracetamol or ibuprofen will be provided.

This will be recorded in the Medicine Provision record book.

The school encourages students in agreement with parents, to carry a small amount of their own prescribed pain relief medication. Under no circumstances should pain relief medication or any other form of medication be shared with, or given to another student.



Medication is not held in school for students who can medicate outside the school day, for example, hay fever or twice daily antibiotics.

The school Health and Wellbeing Lead holds Medical Information which is part of the enrolment forms and confirms consent to administer paracetamol during the school day and on educational visits.

Any student taking prescribed medication during the school day is required to see the school Health and Wellbeing Lead to discuss dosage and timings. All medications will be stored in a locked cabinet. The student can access the medication when required via the school Health and Wellbeing Lead and this will be recorded in the Medicine Provision record book.

It is the responsibility of parents and students to ensure that their medication is in-date at all times.

Medicines will be disposed of in accordance with NHS guidelines.

Sub Policy in relation to allergy and Anaphylaxis: [Here](#)

Individual Health Care Plans (IHCP) Information

The school Health and Wellbeing Lead holds Individual Health Care Plans (IHCP) and ensures all relevant staff, such as the SENDCo, are aware of a student's IHCP.

The school Health and Wellbeing Lead and Student Support will ensure that IHCPs are put in place at the earliest opportunity where required, after parental contact with the school, and following any significant medical diagnosis.

As part of the regular request for updated information, parents will be sent an electronic form and required to update all medical information. The school Health and Wellbeing Lead will send a letter to parents at the start of each academic year asking for IHCPs to be updated and for any new information.

The school Health and Wellbeing Lead maintains an up-to-date Health Care Register and associated medical documentation.

IHCPs are reviewed on an annual basis, or earlier if the student's needs have changed.

The school Health and Wellbeing Lead and any other relevant staff will liaise with parents, health and other professionals, staff and students, to ensure that information is managed sensitively and with the best interests of the student in mind.

Medication will be accessible as required.

If a student refuses to take a medicine or carry out a procedure parents and, where appropriate, medical professionals will be informed.



Medical Return to School Meetings

These are arranged for students who have had an accident or injury requiring external medical intervention, or if they are required to attend school on crutches on the advice of a medical practitioner, and / or following an operation.

Meetings take place before, or on the first day the student returns to school and involve assessing the student's safety on the school site / ability to move safely around the school site and consider any timetable or wider implications.

These meetings will involve the school Health and Wellbeing Lead and any relevant members of staff.

Roles and Responsibilities

The Local Governing Body will support the School in its effective implementation and monitoring of the Medical Needs policy and regularly reviews the policy and necessary training.

The Headteacher is responsible for the implementation of the policy on a day-to-day basis and has overall responsibility for the development of IHCPs

Staff will:

Ensure the Healthcare room is staffed during the school day to support students and staff with medical needs.

Continually review First Aid needs according to department activities such as events, trips and fixtures ensuring First Aid trained individuals provide care for students and staff at all times.

Formally record all medications administered and accidents on CPOMS which the trust will escalate as necessary (RIDDOR).

Know and understand the signs and symptoms of any medical conditions for relevant students

Be positive role models and promote positive behaviours by the way they speak to, and treat others

Engage in any relevant training to support the wellbeing and safety of students

Refer students to qualified First Aiders where required.

The School will have a number of staff trained in First Aid in addition to three Adult First Aiders (FAW). All staff First Aid training, in house, online and offsite will be recorded and qualifications renewed as required.

All trip leaders must have an up to date First Aid Qualification.

All sports staff have a First Aid qualification.

Medical information and emergency medications will be taken to all sports fixtures.

Review provision of First Aid onsite, in high risk areas and trips annually.



Support the Headteacher in the implementation of this policy

[Educational Visits Policy](#)

Student Role

Students :

Are encouraged to self-manage and self-medicate their medical conditions wherever possible.

Must carry their own medication devices, for example, an inhaler, auto-injector pen, diabetic testing kit.

Students who are taking medication that can be administered out of school hours are required to do so, for example, hay fever medication, eye drops and twice daily antibiotics. This type of medication will not be held in school.

Parental Role

To make the school aware of any new medical concerns or diagnosis, or any changes to their child's medical circumstances.

To keep the school up-to-date regarding any on-going treatment and / or additional support required.

To complete and return to the school Health and Wellbeing Lead, an IHCP for their child if they have any of the following conditions : asthma, eczema, diabetes, epilepsy, an allergy requiring an auto-injector, or any other medical condition that may require additional support and / or medication to be held in school.

To contact the school to arrange a medical return to school meeting, prior to their child's return to school.

To ensure that all medication provided is in date, clearly labelled, in the original packaging as dispensed by a pharmacist, and contains full instructions for administration, dosage and storage.

To ensure that their child collects their medication when it is due to expire and replaces it promptly.

To aim to ensure that routine medical and dental appointments are scheduled out of school hours, including vaccinations.

To ensure that any physical or mental health conditions are declared on the medical information forms for any residential visits.

To make sure that parent contact details are fully up-to-date and inform SWBGS via parents@Swbgs.com of any changes immediately. Ensuring their child only attends school on crutches when the crutches are provided by a medical practitioner / hospital and related to a specific injury.



Guidance on infection control

The school will follow good hygiene practice to prevent the spread of infections. [Public Health guidance on infection control in schools can be found here.](#)

Appendix 1: Useful Resources

Departmental guidance and advice

- [Special educational needs and disability code of practice 0 to 25](#)
- [Working together to safeguard children](#) - statutory guidance on inter-agency working
- [Safeguarding children: keeping children safe in education](#) - statutory guidance for schools and colleges
- [Ensuring a good education for children who cannot attend school because of health needs](#) - statutory guidance for local authorities
- [Drug advice for schools](#) - published by DfE/Association of Chief Police Officers, this document provides advice on controlled drugs
- [Home to school transport](#) - statutory guidance for local authorities
- [Equality Act 2010: advice for schools](#) - to help schools understand how the Act affects them
- [School Admissions Code 2012](#) - statutory guidance that schools must follow when carrying out duties relating to school admissions
- [Health and safety](#) - advice for schools covering activities that take place on or off school premises, including school trips
- [Alternative provision](#) - statutory guidance for local authorities and headteachers and governing bodies of all educational settings providing alternative provision
- [First aid](#) - departmental advice on first aid provision in schools
- [Automated external defibrillators \(AEDs\)](#) - how schools can buy, install and maintain an automated external defibrillator
- [School exclusion](#) - statutory guidance for maintained schools, academies and pupil referral units (PRUs)
- [School premises](#) - departmental advice to help schools and local authorities understand their obligations in relation to the School Premises Regulations 2012
- [Mental health and behaviour in schools](#) - departmental advice to help schools identify and support those pupils whose behaviour suggests they may have unmet mental health needs
- [Department for Education](#) - contact details

Associated resources and organisations - medical conditions

- [Diabetes UK](#) – supports and campaigns for those affected by or at risk of diabetes
- [Children’s Heart Federation](#) - a children’s heart charity dedicated to helping children with congenital or acquired heart disease and their families in Great Britain and Northern Ireland
- [Education and Resources for Improving Childhood Continence \(ERIC\)](#) supports children with bladder and bowel problems and campaigns for better childhood continence care
- [Anaphylaxis Campaign](#) - supports people at risk from severe allergic reactions (anaphylaxis)



- [British Heart Foundation](#) - supporting those suffering from heart conditions
- [Little Hearts Matter](#) - offers support and information to children, and their families, with complex, non-correctable congenital heart conditions
- [CLIC Sargent](#) - a cancer charity for children and young people, and their families, which provides clinical, practical and emotional support to help them cope with cancer
- [Sickle cell and Young Stroke Survivors](#) - supports children and young people who have suffered a stroke or at risk of stroke as a result of sickle cell anaemia
- [Coeliac UK](#) - supports those with coeliac disease for which the only treatment is a gluten-free diet for life. The Coeliac UK website offers guidance and advice to everyone involved with supporting a child with coeliac disease in school, including training and tips for caterers as well as parents
- [The Association of Young People with ME](#) - supports and informs children and young people with ME (myalgic encephalomyelitis)/CFS (chronic fatigue syndrome), as well as their families, and professionals in health, education and social care
- [The Migraine Trust](#) - a health and medical research charity which supports people living with migraine
- [Migraine Action](#) - an advisory and support charity for children and adults with migraine and their families
- [Stroke Association](#) - supports families and young people affected by stroke in childhood
- [Young Epilepsy](#) - supports young people with epilepsy and associated conditions
- [Asthma UK](#) - supports the health and wellbeing of those affected by asthma
- [Epilepsy Action](#) - seeks to improve the lives of everyone affected by epilepsy
- [East of England Children and Young People Diabetes Network](#) - provide diabetes guidelines for schools, colleges and early years settings

