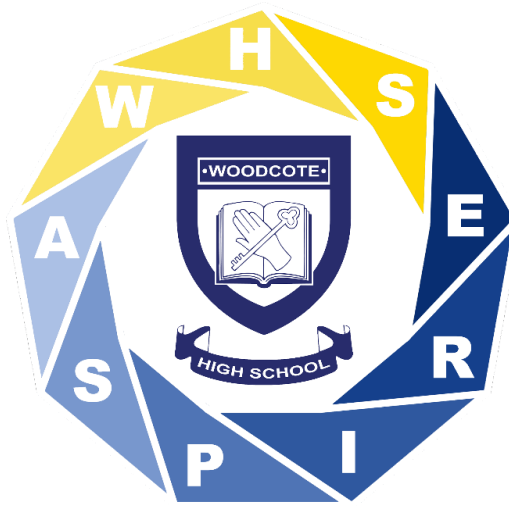




Supporting Students with Medical Conditions

At Woodcote High School we are a proud and inclusive community that celebrates diversity, embraces a love of learning, and inspires ambition in every student. Grounded in respect, we foster high expectations and empower all learners to grow, achieve, and thrive



Approved by:	FGB
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Aims

1. **This school is an inclusive community that aims to support and welcome students with medical conditions.**
 - a. Woodcote High School understands that it has a responsibility to make the school welcoming and supportive to students with medical conditions who currently attend and to those who may enrol in the future.
 - b. Woodcote High School aims to provide all children with all medical conditions the same opportunities as others at school. We will help to ensure they can:
 - Be healthy
 - Stay safe
 - Enjoy and achieve
 - Make a positive contribution
 - Achieve economic well-being
 - c. Students with medical conditions are encouraged to take control of their condition. Students should feel confident in the support they receive from the school to help them do this.
 - d. Woodcote High School aims to include all students with medical conditions in all school activities.
 - e. Woodcote High School ensures all staff understand their duty of care to children and young people in the event of an emergency.
 - f. All staff feel confident in knowing what to do in an emergency.
 - g. Woodcote High School understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill-managed or misunderstood.

Communication and Training

2. The medical conditions policy is supported by a clear communication plan for staff, parents and students to ensure its full implementation.

- a. Parents are informed about the medical conditions policy:
 - At the start of the school year when communication is sent out about healthcare plans.
 - In the school newsletter where appropriate in the school year.
 - When their child is enrolled as a new student.
 - Via the school's website, where it is available all year round.
- b. School staff are informed and reminded about the medical conditions policy:
 - Via on-line school medical tracker.
 - At scheduled medical conditions training.

3. First Aid trained staff understand and are trained in what to do in an emergency for the most common serious medical conditions at this school.

- a. First Aid trained staff are aware of the most common serious medical conditions at this school.
- b. Staff at Woodcote High School understand their duty of care to students in the event of an emergency. In an emergency school staff are required under common law duty of care to act like any reasonably prudent parent. This may include administering medication in an emergency.
- c. First Aid trained and PE staff who work with groups of students at this school know what to do in an emergency for the students in their care with medical conditions.
- d. Training is refreshed for first aiders and PE staff at least once every three years.

4. All staff understand the school's general emergency procedures.

- a. All staff know what action to take in the event of a medical emergency. This includes:
 - To contact a first aid member of staff via radio, telephone or via Arbor or send a student to the office if immediate assistance is required.
 - How to contact emergency services and what information to give.
- b. Training is refreshed in line with their qualifications.
- c. If a student needs to be taken to hospital, a member of staff will accompany them if parents/carers are unavailable or school will ask parent/carers to meet ambulance at A&E.
- d. Staff should not take students to hospital in their own car.

Medication – administration and storage

5. The school has clear guidance on the administration of medication at school.

Administration - emergency medication

- a. All students at this school with medical conditions have easy access to their emergency medication.
- b. All students are encouraged to administer, where appropriate, their own emergency medication. i.e. inhalers, EpiPens and insulin.
- c. Students know where their medication is stored and how to access it.

Administration - general

- a. All use of medication defined as a controlled drug, even if the student can administer the medication themselves, is done under the supervision of the school office staff.
- b. Woodcote High School understands the importance of medication being taken as prescribed.
- c. All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a student taking medication unless they have been specifically contracted to do so.
- d. The staff in the relevant department, supervise students who need to take medication. For medication where no specific training is necessary, any member of staff may supervise the administration of prescribed and non-prescribed medication to students under the age of 16, but only with the written consent of the student's parent.
- e. Training is given to all First Aid staff who agree to administer emergency medication to students, where specific training is needed.
- f. Parents understand that if their child's medication changes or is discontinued, or the dose or administration method changes, they should notify the school immediately. Parents should also ensure that new medication is provided once the old medication has expired.
- g. All staff attending off-site visits are made aware of any students with medical conditions on the visit. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed and this is included in the Risk Assessment for the trip.

6. Woodcote High School has clear guidance on the storage of medication at school.

Safe storage – emergency medication

- a. Emergency medication is kept in the General office and the ELP only. This is readily available to students who require it, at all times during the school day. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available in the key box in the relevant department.
- b. Where students are sufficiently responsible, they should be allowed to carry their emergency treatment themselves (excluding controlled drugs) and there should always be a spare kept safely in school which is accessible to all staff. The spare set should be clearly marked with the student's name and stored in the general office.

Safe storage – non-emergency medication

- a. All non-emergency medication is kept in a lockable cupboard in the General Office. Students with medical conditions know where their medication is stored and how to access it.
- b. Staff ensure that medication is only accessible to those for whom it is prescribed.

Safe storage – general

- a. The school ensures the correct storage of medication at school.
- b. It is the parent's responsibility to replace medication once the stored medication is out of date. However, from time to time the General Office staff check the expiry dates for EpiPens, asthma inhalers and diabetic medication stored at school and will notify the parent should the medication expire without us receiving a replacement.
- c. The General Office staff, along with the parents of students with medical conditions, ensure that all emergency and non-emergency medication brought into school is clearly labelled with the students' name. The name and dose of medication and the frequency of dose is recorded on medical tracker and then is authorised by the parent by logging in and confirming it is correct and it can be administered if necessary.
- d. Some medication at Woodcote High School may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled in the General Office. This is in a secure area, inaccessible to unsupervised students.
- e. It is the parent's responsibility to ensure new and in-date medication comes into school on the first day of the new academic year and when required thereafter.

Safe disposal

- a. Parents are asked to collect out of date emergency medication, e.g. EpiPens
- b. If parents do not collect out of date medication, medication is taken to a local pharmacy for safe disposal.
- c. The General Office staff are responsible for checking the dates of medication and arranging for the disposal of any that have expired. This check is done on an ongoing basis throughout the year via alerts on medical tracker.

Record keeping

7. Woodcote High School has clear guidance about record keeping

Enrolment forms

Parents are asked if their child has any health conditions on the enrolment form, which is filled out at the start of Year 7. Parents of new students starting at other times during the year are also asked to provide this information on enrolment forms. This information is uploaded to the school database (Arbor) and medical tracker for all students with medical conditions.

Healthcare Plans

- a. At Woodcote high School we have 4 different healthcare plans that we use, Asthma plan, Diabetes plan, Allergy plan and a general plan for all other conditions.
- b. At the beginning of each academic year the parents of those identified with specific medical needs from their enrolment forms will be contacted to come into a meeting with the heads of year and school staff to discuss the healthcare plan and its implementation.
- c. Woodcote High School uses this healthcare plan to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. These healthcare plans are held at the general office and uploaded to medical tracker which is then authorised by the parent online.

- d. A copy of the healthcare plan, accompanied by an explanation of why and how it is used, is sent to parents of students with a severe medical condition.

This is sent:

- At the start of the school year
 - At enrolment
 - When a diagnosis is first communicated to the school
- e. If a student has a short-term medical condition that requires medication during school hours, this will be input onto medical tracker and consent will need to be sought from the parent to allow us to administer as necessary.
 - f. Parents should inform the General Office and HoY if their child has a medical emergency or if there have been changes to their symptoms, or their medication and treatments change. This is to ensure the healthcare plans can be updated accordingly.

School Medical register

- a. Healthcare plans are uploaded to medical tracker and then a notification added to the school database (Arbor) for full staff information. A report is produced of all medical conditions and kept as a medical register each academic year. This is shared with the relevant staff to ensure all are aware of the medical needs of their students.
- b. Those with severe medical conditions are also put onto a separate register and are placed onto the board in the staff room to ensure all school staff are aware of the specific needs of these students.

Inclusion

- 8. Woodcote High 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.

Physical environment

Woodcote High School is committed to providing a physical environment that is accessible to students with medical conditions.

Exercise and physical activity

- a. The school understands the importance of all students taking part in sports, games and activities.
- b. The school ensures that classroom teachers and PE staff make appropriate adjustments to sports, games and other activities to make physical activity accessible to all students. PE staff should ensure that students with medical conditions have their medication with them during their PE lesson.

- c. Teachers and PE staff are aware of students in their care who have been advised to avoid or take special precautions with specific activities.
- d. The school ensures that PE staff are aware of the potential triggers for students' medical conditions when exercising and how to minimise these triggers.

Education and learning

- a. The school ensures that students with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided.
- b. Staff are aware of the potential for students with medical conditions to have Special Educational Needs (SEN). Students with medical conditions who are finding it difficult to keep up with their studies are referred to the SEN Co-ordinator. The school's SEN Co-ordinator consults the student, parents/carers and student's healthcare professional(s) to ensure that the effect of the student's condition on their schoolwork is properly considered.

Roles and responsibilities

9. Each member of the school and health community knows their roles and responsibilities in maintaining an effective medical conditions policy.

- a. The school works in partnership with all interested and relevant parties including all school staff, parents/carers, employers and community healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.
- b. The following roles and responsibilities are used for the medical conditions policy at this school. These roles are understood and communicated regularly.

Employer

Woodcote High School's employer has a responsibility to:

- Ensure the health and safety of their employees and anyone else on the premises/taking part in school activities (this includes all students). This responsibility extends to staff and others leading activities taking place off-site, such as visits, outings or field trips.
- Make sure the medical conditions policy is effectively monitored and evaluated and regularly updated.
- Provide indemnity to staff who volunteer to administer medication to students with medical conditions.

Headteacher

Woodcote High School's Principal has a responsibility to:

- Ensure that the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks.

- Liaise between interested parties including students, school staff, Special Educational Needs Co-ordinators, Pastoral Support/Welfare Officers, Teaching Assistants, First Aiders, parents/carers and Governors.
- Ensure that the policy is put into action, with good communication of the policy to all.
- Ensure that every aspect of the policy is maintained.
- Ensure that information held by the school is accurate and up to date and that there are good information sharing systems in place using student's healthcare plans.
- Ensure student confidentiality.
- Assess the training and development needs of staff and arrange for them to be met.
- Ensure that all supply staff and new teachers know the medical conditions policy.
- Update the medical conditions policy at least once a year according to review recommendations and recent local and national guidance and legislation.

All school staff

All staff at Woodcote High School have a responsibility to:

- Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency.
- Understand the medical conditions policy.
- Know which students in their care have a medical condition.
- Allow all students to have immediate access to their emergency medication.
- Maintain effective communication with parents/carers including informing them if their child 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.
- Ensure that all students with medical conditions are not excluded unnecessarily from activities they wish to take part in.
- Ensure that students have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

Teaching staff

Teachers at this school have a responsibility to:

- Ensure students who have been unwell catch up on missed school work.
- Be aware that medical conditions can affect a student's learning and provide extra help when students need it.
- Liaise with parents/carers, the student's healthcare professional(s) and Special Educational Needs Co-ordinator if a student is falling behind with their work because of their condition.

Policy Lead

The policy lead member of staff named on the front cover of this policy has responsibility to:

- Update the schools Medical Conditions policy.
- Provide regular training for school staff in managing the most common medical conditions in school.
- Provide information about where the school can access other specialist training.
- Ensure healthcare plans are completed and reviewed annually.

School administration staff

School administration staff have a responsibility to:

- Ensure all reported medical conditions are uploaded to the school database and medical tracker.
- Check medication held in school annually for expiry dates and dispose of accordingly.

First Aiders

First Aiders at this school have a responsibility to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards within the school.
- When necessary, ensure that an ambulance or other professional medical help is called.
- Administer medication to students in an emergency.

Special Educational Needs Co-ordinator

The Special Educational Needs Co-ordinator at this school has a responsibility to:

- Contribute to the update of the school's medical conditions policy.
- Know which students have a medical condition and which have Special Educational Needs because of their condition.
- Ensure that teachers make the necessary arrangements if a student needs special consideration or access arrangements in exams or coursework.

Local doctors and specialist healthcare professionals

Individual doctors and specialist healthcare professionals caring for students who attend this school have a responsibility to:

- Where possible, and without compromising the best interests of the student, try to prescribe medication that can be taken outside of school hours.
- Ensure that the student knows how to take their medication effectively.
- Ensure that students have regular reviews of their condition and their medication.
- Provide the school with information and advice regarding individual students with medical conditions (with the consent of the student and their parents/carers).

Students

The students at this school have a responsibility to:

- Treat other students with and without a medical condition equally.
- Tell their parents/carers, teacher or nearest staff member when they are not feeling well.
- Let a member of staff know if another student is feeling unwell.
- Treat all medication with respect.
- Know how to gain access to their medication in an emergency.
- Ensure a member of staff is called in an emergency.

*Parents**

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

- Tell the school if their child has a medical condition.
- Ensure that the school has a complete and up-to-date healthcare plan for their child.
- Inform the school about the medication their child requires while taking part in visits, outings or field trips and other out-of-school activities.
- Tell the school about any changes to their child's medication, what they take, when and how much.
- 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 medication is within expiry dates.
- Keep child at home if they are not well enough to attend school.
- Ensure their child catches up on any schoolwork they have missed.
- Ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional(s).
- **EpiPens in school:** Where students are sufficiently responsible they should be allowed to carry their emergency treatment themselves, and there should always be a spare kept safely (not locked away) in school which is accessible to all staff. The spare set should be clearly marked with the student's name and stored in the General Office.

*The term 'parent' implies any person or body with parental responsibility including foster parent or carer.

Appendix 1: Asthma awareness for school staff

What to do in an asthma attack

- Keep calm.
- Encourage the student to sit up and slightly forward.
- Make sure the student takes two puffs of reliever inhaler (usually blue) immediately – preferably through a spacer.
- Ensure tight clothing is loosened.
- Reassure the student.
- Ring the General Office who will alert a First Aider to come to the student, if there is no immediate improvement.
- Continue to make sure the student uses their reliever inhaler every minute for five minutes or until their symptoms improve.
- Contact the parent/carer

Call 999 urgently if the parent cannot be contacted:

- The student's symptoms do not improve.
- The student is too breathless or exhausted to talk.
- The student's lips are blue.
- You are in doubt.
- Ensure the student takes their reliever inhaler every minute until the ambulance arrives.

It is essential for people who work with students with asthma to know how to recognise the signs of an asthma attack and what to do if they have an asthma attack.

Common signs of an asthma attack are:

- coughing
- shortness of breath
- wheezing
- tightness in the chest
- being unusually quiet
- difficulty speaking in full sentences
- sometimes younger children express feeling tight in the chest as a tummy ache after a minor asthma attack

Minor attacks should not interrupt the involvement of a student with asthma in school.

When the student feels better, they can return to school activities.

Inform the parent/carer if their child has had an asthma attack.

Important things to remember in an asthma attack

- Never leave a student having an asthma attack.
- If the student does not have their inhaler and/or spacer with them, they should be accompanied by another teacher or student to the General Office.
- In an emergency school staff are required under common law, duty of care, to act like any reasonably prudent parent.
- Reliever medicine is very safe. During an asthma attack do not worry about a student overdosing-.
- Send another student to get another teacher/adult if an ambulance needs to be called.
- Contact the student's parents or carers immediately after calling the ambulance/doctor.
- For students under the age of 16 and if a parent/carer is not available, a member of staff should always accompany a student taken to hospital by ambulance.

Appendix 2: Epilepsy awareness for school staff

Complex partial seizures

Common symptoms

- The person is not aware of their surroundings or of what they are doing
- Plucking at their clothes
- Smacking their lips
- Swallowing repeatedly
- Wandering around

Contact the General Office and ask for a First Aider to come to the student.

Call 999 for an ambulance if...

- It is known that it is the person's first seizure
- The seizure continues for more than five minutes
- The person is injured during the seizure
- You believe the person needs urgent medical attention

Do...

- Guide the person from danger
- Stay with the person until recovery is complete
- Be calmly reassuring

Don't...

- Restrain the person
- Act in a way that could frighten them, such as making abrupt movements or shouting at them
- Assume the person is aware of what is happening, or what has happened
- Give the person anything to eat or drink until they are fully recovered
- Attempt to bring them round
- Explain anything that they may have missed

Tonic-clonic seizures

Common symptoms:

- the person goes stiff
- loss of consciousness
- falls to the floor

Do...

- Protect the person from injury (remove harmful objects from nearby)
- Cushion their head
- Look for an epilepsy identity card/identity jewellery
- Aid breathing by gently placing the person in the recovery position when the seizure has finished
- Stay with them until recovery is complete
- Be calmly reassuring

Don't...

- Restrain the person's movements
- Put anything in their mouth
- Try to move them unless they are in danger
- Give them anything to eat or drink until they are fully recovered
- Attempt to bring them round

Call 999 for an ambulance if...

- It is known that it is the person's first seizure
- The seizure continues for more than five minutes
- One seizure follows another without the person regaining consciousness between seizures
- The person is injured
- You believe the person needs urgent medical treatment

Appendix 3: Anaphylaxis awareness for staff

ANAPHYLAXIS

Symptoms of allergic reactions:

Ear/Nose/Throat - Symptoms:

- runny or blocked nose, itchy nose, sneezing, painful sinuses, headaches, postnasal drip, loss of sense of smell/taste, sore throat/swollen larynx (voice box), itchy mouth and/or throat and blocked ears.

Eye - Symptoms:

- Watery, itchy, prickly, red, swollen eyes. Allergic 'shiners' (dark areas under the eyes due to blocked sinuses).

Airway - Symptoms:

- Wheezy breathing, difficulty in breathing and or coughing (especially at night time).

Digestion – Symptoms:

- Swollen lips, tongue, itchy tongue, stomach ache, feeling sick, vomiting, constipation and or diarrhoea.

Skin – Symptoms:

- Urticaria - wheals or hives-bumpy, itchy raised areas and or rashes.
- Eczema -cracked, dry, weepy or broken skin. Red cheeks.
- Angioedema - painful swelling of the deep layers of the skin.

Symptoms of Severe Reaction/Anaphylaxis:

These could include any of the above together with:

- Difficulty in swallowing or speaking.
- Difficulty in breathing - severe asthma
- Swelling of the throat and mouth
- Hives anywhere on the body or generalized flushing of the skin
- Abdominal cramps, nausea and vomiting
- Sudden feeling of weakness (drop in blood pressure)
- Alterations in heart rate (fast pulse)
- Sense of impending doom (anxiety/panic)
- Collapse and unconsciousness

TREATMENT

A common cause of anaphylaxis is an allergy to nuts. Woodcote High School is a nut aware school. The school kitchen will not prepare or sell any items knowingly containing nuts. All recipes carried out in food technology classes will not knowingly contain nuts. Students who bring packed lunches into school are asked not to include products including nuts and members of staff are reminded not to bring in food items knowingly containing nuts.

Should a student exhibit the symptoms of an allergy, then staff should call for a First Aider to come to the student and then send a student or member of staff to the General Office to collect the student's EpiPens and if necessary, ask them to ring parents/carers or an ambulance if required.

If the student is conscious, keep them in an upright position to aid breathing.

If unconscious, place in recovery position.

If the student is conscious and alert, ask them to self-administer their EpiPen.

If the student is unconscious, a trained member of staff should administer the EpiPen as per training and record time of doing so.

Used EpiPens should be given to the paramedics when they arrive.

Appendix 4: Diabetes awareness and treatment for staff

What is Diabetes?

Abnormal fluctuations in blood sugar can lead to someone with diabetes becoming unwell and, if untreated, losing consciousness.

There are two conditions associated with diabetes - hyperglycaemia (high blood sugar) and hypoglycaemia (low blood sugar). Hypoglycaemia is the more common emergency which affects brain function and can lead to unconsciousness if untreated.

Signs and symptoms

Hypoglycaemia:

- Hunger
- Feeling 'weak' and confused
- Sweating
- Dry, pale skin
- Shallow breathing

Hyperglycaemia:

- Thirst
- Vomiting
- Fruity/sweet breath
- Rapid, weak pulse

First aid aims

Hypoglycaemia:

- Raise blood sugar level as quickly as possible.
- Contact parent/carer and alert the emergency services, if necessary.

Hyperglycaemia:

- Contact parent/carer and alert the emergency services, if necessary.

Treatment

Hypoglycaemia:

- Sit casualty down.
- If conscious, give them a sugary drink, chocolate or other sugary food.
- If there is an improvement, offer more to eat or drink. Help the casualty to find their glucose testing kit to check their level. Advise them to rest and see their doctor as soon as possible.
- If consciousness is impaired, do not give them anything to eat or drink. Dial 999 for an ambulance.

Hyperglycaemia:

Further actions

If the casualty loses consciousness call 999 immediately.

- Open airway and check breathing
- Place them in recovery position
- Prepare to give resuscitation

Appendix 5: The Recovery Position

If a person is unconscious but is breathing and has no other life-threatening conditions, they should be placed in the recovery position. Putting someone in the recovery position will keep their airway clear and open.

Spinal Recovery Position

Only move a spinal injury casualty if they are unresponsive, and the airway is at risk (e.g. fluids in the airway).

If you need to turn the casualty due to an airway emergency, this spinal recovery position allows a lone-rescuer to quickly protect the airway whilst minimising movement of the spine.

- Kneel at the side of the casualty and cross their legs, bringing the far leg towards you (1).
- Carefully slide the casualty's nearest hand under their head, palm upwards. Do this with **absolute minimal** movement of the head (2).
- Bring the far arm towards you, across their chest, then grasp the far shoulder and the hip.
- Pull **equally** on the shoulder and hip to roll the casualty towards you, onto their side (3).
- Adjust the upper leg so the hip and knee are at right angles (4).
- **CONTINUALLY MONITOR BREATHING** until emergency help arrives. Start CPR immediately if needed (see page 8).



What you need to do:

Kneel next to the person on the floor.

Follow the next three steps if you find someone lying on their back. If you find them lying on their side or their front you may not need all three:

- 1. Place their arm nearest you at a right angle to their body, with their palm facing upwards.**
- 2. Take their other arm and place it across their chest so the back of their hand is against their cheek nearest you, and hold it there**
- 3. With your other hand, lift their far knee and pull it up until their foot is flat on the floor.**

Now you're ready to roll them onto their side. Carefully pull on their bent knee and roll them towards you. Once you've done this, the top arm should be supporting the head and the bent leg should be on the floor to stop them from rolling over too far.