Kings Langley School
Unlocking Potential for Life

Supporting Students with medical conditions

Date Agreed – October 2026

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Character Development: Commitment to Equality and Diversity

This school is founded on a set of fundamental values designed to enable all students and adults connected with our community to flourish and succeed, regardless of background or circumstances. We are determined to be open to people, places, methods and ideas—and as such, equality and diversity are at the heart of everything we do. Our continued dedication to social justice and equality of opportunity is embodied in everything we do.

We are creating an inclusive school community where:

- People are treated with dignity and respect.
- Inequalities are challenged.
- We anticipate, and respond positively to, different needs and circumstances so that everyone can achieve their potential.
- We value diversity and we recognise that different people bring different perspectives, ideas, knowledge and culture, and that this difference brings great strength.
- We believe that discrimination or exclusion based on individual characteristics and circumstances, such as age; disability; caring or dependency responsibilities; gender or gender identity; marriage and civil partnership status; political opinion; pregnancy and maternity; race, colour, caste, nationality, ethnic or national origin; religion or belief; sexual orientation; socio-economic background; trade union membership status or other distinctions, represents a waste of talent and a denial of opportunity for self-fulfilment.
- We recognise that patterns of under achievement at any level and differences in outcomes can be challenged through positive intervention activities designed to bridge gaps.
- We respect the rights of individuals, including the right to hold different views and beliefs. We will not allow these differences to be manifested in a way that is hostile or degrading to others.
- We expect commitment and involvement from all our staff, students, partners and providers of goods and services in working towards the achievement of our vision.

Introduction

This policy sets out the arrangements for supporting pupils at school with medical conditions, which relate to both physical and mental health. It includes managing the administration of medicines, supporting children with complex health needs, first aid and accessing support from outside agencies when a student is unable to attend school due to a medical condition.

Aims

To ensure that children with medical conditions, in terms of both physical and mental health, are supported in school so that they can play a full and active role in school life, remain healthy, be safe and achieve their academic potential.

Objectives

To ensure that there is an Individual Healthcare plan in place, as deemed appropriate, for children with a medical condition.

To ensure that staff understand the medical conditions of students at this school and that they may

be serious, adversely affect a child's quality of life and impact on their ability and confidence.
To minimise the impact of any medical condition on a child's educational achievement; students and parents/carers should feel confident that the level of care from the school meets their needs.

To ensure any social and emotional needs are met for children with medical conditions. Children may be self-conscious about their condition and may develop emotional disorders such as anxiety or depression around their medical condition.

Reintegration back into school should be properly supported so that children with medical conditions fully engage with learning and do not fall behind when they are unable to attend.

Duties

Kings Langley School recognises its duties as detailed in Section 100 of the Children and Families Act 2014. Some children with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Where this is the case, this school complies with their duties under that Act.

Statutory guidance for developing this policy is set out in 'Supporting pupils at school with medical conditions'.

Some children may also have special educational needs (SEN) and may have an Education Health and Care Plan (EHCP) which brings together health and social care needs, as well as their special educational provision.

For students with SEN, this policy should be read in conjunction the SEN Policy and Special Educational Needs and Disability (SEND) Code of Practice (Jan 2015).

Links to other policies/guidelines
This policy is linked with the following documents:

- The Health and Safety Policy
- The Child Protection Policy
- The Behaviour Policy
- The SEND Policy

Consultation

This policy has been drawn up in consultation with local key stakeholders within school and healthcare settings.

Responsibilities

Supporting a child with medical conditions during school hours requires partnership working between staff, healthcare professionals, parents and pupils. At this school the Administrator/First Aiders, are primarily responsible for supporting children with medical conditions. There are also a number of First Aiders who can assist in an emergency.

The Governing body is responsible for ensuring that:

- Students with medical conditions are supported to enable the fullest participation possible in all aspects of school life.

- Sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions.
- Any members of school staff who provide support to students with medical conditions are able to access information and other teaching support materials as needed.

The Headteacher is responsible for:

- The school's policy, its development and effective implementation with partners. This includes ensuring that all staff are aware of the policy and understand their role in its implementation.
- All staff who need to know are aware of the child's condition. They should also ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations.
- All staff are appropriately insured and are aware that they are insured to support pupils in this way.

Staff members are responsible for:

- Taking appropriate steps to support children with medical conditions. Work towards targets and actions identified within the Individual Healthcare Plan.
- Making reasonable adjustments to include students with medical conditions into lessons. Referring students who are finding it difficult to keep up educationally to the SENDCo to ensure that the effect of the student's condition on their schoolwork is properly considered.
- Administering medicine, if they have agreed to undertake that responsibility. There is no legal duty which requires staff to administer medication. The Administrator/First Aider assumes this responsibility whilst the child is in school. It will be the trip leader or representative on school trips.
- Familiarising themselves with procedures detailing how to respond when they become aware that a student with a medical condition needs help.
- Undertaking risk assessments prior to any out of school visit, including work experience and educational placements.

The First Aiders are responsible for:

- Providing care and support for children who are not well at school.
- Overseeing the administration of medicines and keeping an accurate record of all medication administered.
- Arranging training for First Aiders and other staff as appropriate.
- Coordinating the production and review of Individual Healthcare Plans in conjunction with the SEND Administrator, Pastoral Teams, the SEND team and First Aid team.

The School Nursing Service is responsible for:

- Notifying the school when a child has been identified as having a medical condition which will require support in school (GPs, paediatricians and nurse specialists/community paediatrics should notify the school nurse and work jointly with

them when a child has been identified as having a medical need).
- Liaising locally with lead clinicians on appropriate support and provide advice on training.

Parents and carers are responsible for:

- Keeping the school informed about changes to their child's health, including medical conditions and changes to medication.
- Completing a MED1/MED2 parental agreement form for the school to administer medicine before bringing medication into school (see administration of medicines below).
- Providing the school with the medication their child requires and ensuring that it is in date.
- Where necessary developing an Individual Healthcare plan for their child in collaboration with staff and healthcare professionals.
- Ensuring that they, or another nominated adult, are contactable at all times.
- Ensuring that their child is not sent to school if unwell (children with diarrhoea or vomiting should stay away from school for 48 hours after the last episode).
- Checking with GP regarding the length of time a child must stay away from school if they are suffering from an infectious disease.
- Ensuring that their child catches up on any school work they have missed.
- Ensuring that their child has regular reviews about their medical condition with their healthcare professional.

Students are responsible for:

- Contributing as much as possible to the development of, and comply with, their individual healthcare plan.
- Informing their teacher, Administrator/First Aider or any member of staff when they are not feeling well.
- Letting a member of staff know if another student is feeling unwell.
- Acting responsibly with their medication. If a student misuses their medication, or anyone else's, their parent is informed as soon as possible and the school's disciplinary procedure is followed.

Education and Learning

This school ensures that students with medical conditions can participate fully in all aspects of the curriculum and ensures appropriate adjustments and extra support are provided.

All staff are aware of the potential social problems that students with medical conditions may experience and use this knowledge, alongside the school's action on bullying policy, to prevent and deal with any problems. They use opportunities such as PSHE and science lessons to raise awareness of medical conditions to help promote a positive environment.

Staff are aware of the potential for students with medical conditions to have special educational needs and disabilities (SEND). Students with medical conditions who are finding it difficult to keep up with their studies are referred to the SEND Coordinator (SENDCo). The school's SENDCo consults the student, parents, and student's healthcare professional to ensure the effect of the student's condition on their schoolwork is properly considered.

All staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition.

Individual Healthcare Plans

Parents are asked if their child has any health condition on the enrolment form, which is completed when they join this school. The school send out a data collection sheet every year for updating and information is recorded on the Student Information Management system and records are maintained in line with the Data Protection Act 2018. The parent/carer may be asked to complete a photo permission letter to allow the school to put a photograph on a poster to be displayed at school depending on the medical condition.

This school uses an Individual Healthcare plan (IHP) to record the support an individual student needs around their medical condition (symptoms, triggers, signs, medication and any other treatments). The school, healthcare professionals and parents should agree, based on evidence, whether an IHP is required considering factors such as whether it is a complex, long-term condition or where there is a high risk that emergency intervention may be required at school. The process for developing IHPs and a template for an IHP are attached (Appendices 1 and 2).

Where a student has SEND but does not have an Education, Health and Care Plan (EHCP), their special educational needs are mentioned in their IHP. The school have a centralised register of IHPs. These are completed at the start of the school year, at enrolment, or when a diagnosis is first communicated to the school.

The IHPs will be regularly reviewed, at least every year, or when the pupil's needs change.

This school makes sure that all staff providing support to a student have received suitable training and ongoing support to ensure that they have the confidence to provide the necessary support and that they fulfil the requirements set out in the students' IHP. This should be provided by the specialist school nurse/other suitably qualified healthcare professional and/or parent.

A record of training completed will be kept by the course administrator.

Medicines – Administration and Storage

Medication will only be administered when it would be detrimental to a child's health or school attendance not to do so. Where clinically possible medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.

Occasionally a child will show an adverse reaction to a new course of treatment and for this reason the school would advise that the first dose is taken outside of school.

No child under 16 should be given prescription or non-prescription medicines without their parent's written consent.

A child under 16 should never be given medicine containing aspirin unless prescribed by a Doctor.

This school can administer both prescribed and non-prescribed medication. Medication can only be accepted where it is in date, labelled, provided in the original container as dispensed by the pharmacist or over the counter and includes 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 pump rather than in its original container.

A MED1 form (Appendix 3) must be completed for each prescribed medicine (except for asthma inhalers). A MED2 (appendix 4) form must be completed for each non prescribed medicine. Forms can be obtained from the First Aid team or downloaded from the website.

Medication for pain relief should never be administered without first checking maximum dosages and when the previous dose was taken.

The school keeps a record (MED3 form) of all medicines administered to individual children after checking the student's name, written instructions, prescribed dose and expiry date. The dose, time, date and supervising staff will be recorded. Any side effect of the medication to be administered at school will be noted and communicated to parents.

All medication is stored safely in the medical room (office). There is always someone on duty for access to the medical room. Controlled drugs that have been prescribed for a student are securely stored and only named staff have access.

Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenalin pens are readily available to children.

If a student refuses to take medication, they will not be forced to do so, but the parent will be informed as soon as possible.

Sharps boxes will always be used for disposal of needles and other sharps.

Students are not permitted to carry any medicines with them around school, the only exceptions being asthma inhalers and epipens and other medicines /equipment identified on individual health care plans.

The responsibility for delivery and collection of medication rests with the student's family and students are responsible for attending the medical room at the designated time to take their medication.

If parents do not collect out of date medication, this medication will be disposed of in line with school procedures.

Epipens

For students who require an epipen for anaphylaxis, the parent or carer must:

- Make sure that their child keep a first resort epipen on their person/nearby at all times whilst at school, or on offsite visits. Students will not be able to go on offsite visits if they do not have their first resort epipen with them.
- Provide a spare epipen, to be kept in the medical room/taken on school trip by nominated member of staff as required.
- Ensure that epipens are in date and their child behaves responsibly with their epipen.

Asthmatics

Students must carry a first resort inhaler on them at all times whilst in school and attending offsite visits. It is recommended that a spare inhaler is provided to be kept in the medical room. Students will not be able to go on an offsite visit if they do not have their inhaler on them**.**

Parents need to be aware that the school does not hold its own salbutamol inhaler. However, if parents wish to provide the school with a spare inhaler, then it can be held in the school office in it its original packaging and named with a completed MED1 form.

Diabetics

Individual Health care plans will set out the appropriate arrangements for supporting children with diabetes.

Offsite visits and medication

This school ensures 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.

Off site visits include any activity organised by the school taking place away from the school site which is supervised by a member of school staff. These include school trips (day and overnight), sporting activities, work experience and educational placements. Risks assessments will be conducted as part of the planning process to take into account any additional controls required for individual student needs.

If the student requires medication whilst on an offsite visit, the First Aid team and Pastoral Leader should be informed, who will advise the Trip Leader. The parent will need to provide medication with a completed OV7 form to the Trip Leader. The parent will need to advise the Administrator/First Aider if medication from school needs to go on any offsite visit in each instance (see the exception regarding travel sickness medication below).

Students must not carry any medication with them, except asthma inhalers and epipens, unless identified on their individual health care plan. Students must take their asthma inhaler/epipen with them on all off site visits as described above. For their own health and safety they will not be allowed on the trip without their first resort epipen/inhaler.

Any travel sickness medication required for outgoing journeys should be given to the student prior to the trip. For the return journey, if required, a travel sickness tablet (non-prescription) can be placed in a sealed envelope clearly marked with the student's name and that it contains a travel sickness pill. This can then be given to the student who can self-administer the medication for the return journey.

Health and Safety

School staff have been given training and written information on medical conditions including avoiding/reducing exposure to common triggers.

The school is committed to identifying and reducing triggers both at school and on offsite visits.

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 offsite activities, taking into account the needs of students with medical needs.

In the event of an emergency, the emergency procedures identified in the healthcare plan would be

followed. All staff, including temporary or supply staff, are aware of the school's emergency procedure.

Action for staff to take in an emergency for asthma/anaphylaxis/diabetes is also displayed in the medical room.

A copy of the IHP will be sent with the child to the hospital.

If a student needs to be taken to hospital, a member of staff will accompany them if the parent/s are not available to get there in time. School staff will not be able to take a student to hospital in their own car.

This school reviews all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.

First Aid

The school will keep a defibrillator on site and will ensure that staff are appropriately trained. First Aid kits will be taken on offsite visits and first aid provisions at the destination of the offsite visit will be included in the risk assessment.

Absence from School due to a medical condition

The school will ensure that students who are unable to attend school because of medical needs are identified and supported to reduce the impact that their absence may have on their academic progress. A referral to the Education Support Team for Medical Absence (ESMA) will be made by the school and a request of medical evidence will be made to the medical professional dealing with the student through the parent.

Unacceptable Practice

With reference to a child's individual healthcare plan, using discretion in each case, it is not generally acceptable practice to:

- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- assume that every child with the same condition requires the same treatment;
- ignore the views of the child or their parents; or 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 in their individual healthcare plans;
- if the child becomes ill (depending on their condition), send them to the school office or medical room unaccompanied or with someone unsuitable;
- penalise children for their attendance record if their absences are related to their medical condition, e.g. hospital appointments;

- prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
- prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the child;
- force children to take part in activities if they feel unwell. Staff should be aware of students that have been advised to avoid/take special precautions during an activity, and the potential triggers for a student's medical condition when exercising and how to minimise these.

Liability and Indemnity

The school's insurance policy provides liability cover relating to the administration of medicines.

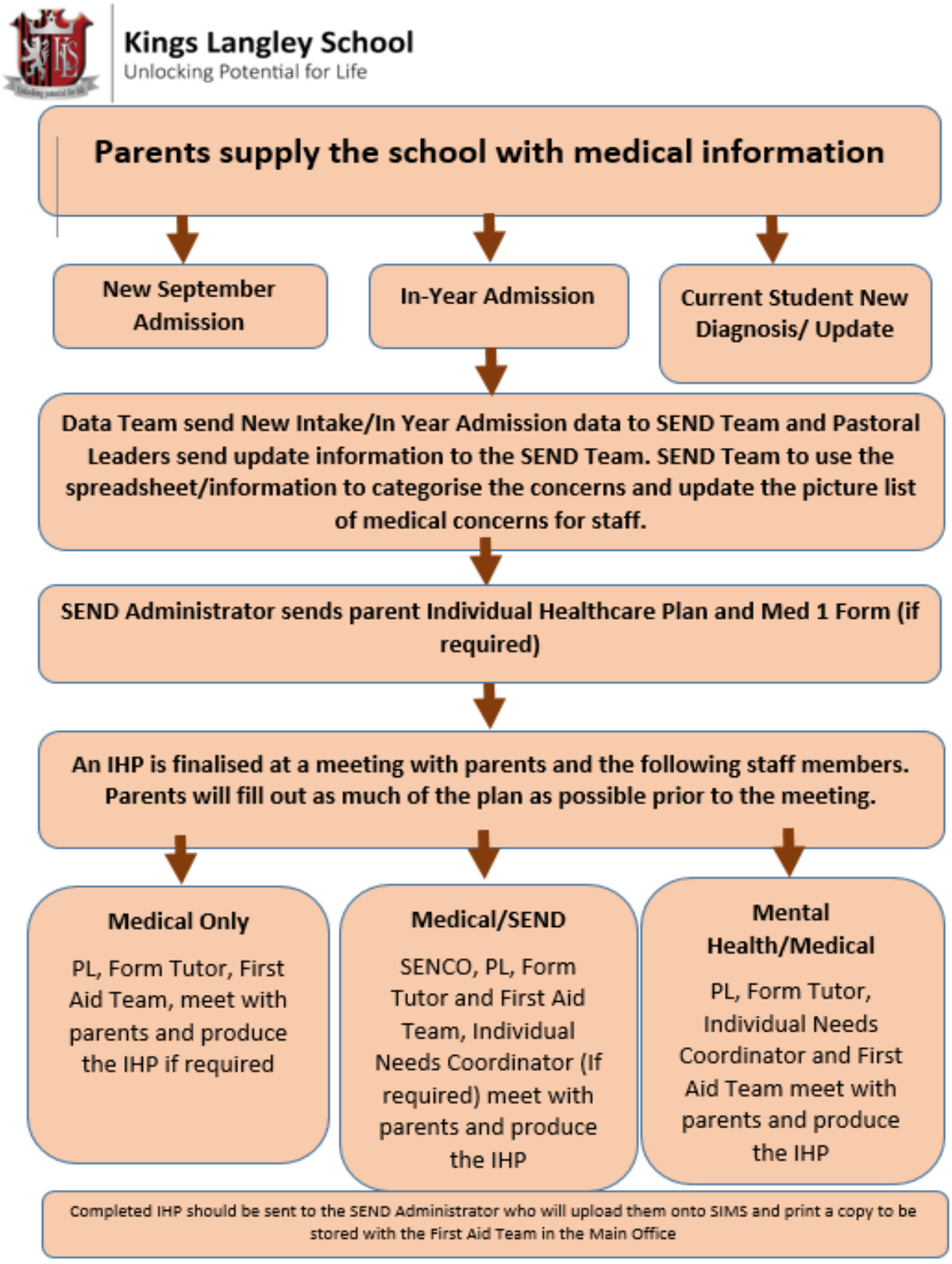
Handling Complaints

Should parents and students be dissatisfied with the support provided, they should contact the SEND Administrator or First Aid team in the first instance to try and resolve the issue. If they are still not satisfied, they should follow the procedure set out in the school's complaints policy.

Review

This policy will be regularly reviewed in liaison with stakeholders.

Appendix 1 - Model Process for Developing Individual Health Care Plans



Appendix 2 Individual Healthcare Plan	
Name of school/setting	
Child's name	
Group/class/form	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	

Family Contact Information

Name	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	
Name	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	

Clinic/Hospital Contact

Name	
Phone no.	

G.P.

Name	
Phone no.	

Who is responsible for providing support in school	

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (state if different for off-site activities)

Plan developed with

Staff training needed/undertaken - who, what, when

Form copied to

Appendix 3 - PRESCRIBED Medication in School

MED1 Form

In accordance with current Health and Safety requirements the school can administer, under supervision, prescribed and non-prescribed medication. Over the counter painkillers can be given to students with written parental consent (with the exception of any medication containing aspirin). Students are not allowed to carry medication around school under any circumstances with the exception of students that carry epipens or inhalers or have items identified within their Individual Healthcare Plan.

A MED1 form should be completed giving full instructions for administration for prescription medication. A separate MED1 form needs to be completed for each different prescribed medication. MED1 forms are available from the Administrator/First Aider or school website.

The medication must be in the original container with the name of the child clearly marked along with dispensing instructions.

The responsibility for delivery and collection of medication required each day rests with the family and students are responsible for ensuring they attend at their designated times. When medication is requested, the school will record the time and date it is administered.

Medication for school trips

- Medication is allowed on school trips, for which a MED1 (prescribed medicine) or MED2 Form (non-prescribed medication) will need to be completed (for exceptions see below).
- Students with asthma declared on their student medical record must bring a 'first resort' inhaler on all trips. If the student forgets their inhaler they will not be allowed to go on the school trip (a separate MED1 form does not need to be completed for asthmatics).
- Students that have epipens declared on their student record must bring in their 'first resort' epipen on all trips. The Administrator/First Aider will give the 2nd epipen, which is kept in school, to the trip leader. If the student forgets their epipen they will not be allowed to go on the school trip (a MED1 form does not need to be completed unless the school does not already have one).
- For travel sickness only, parents can provide one dose of non-prescription travel sickness medication for the return trip. This is to be placed in a sealed envelope with full details of the medication and time to be taken by the student, and given to the trip leader before departure. A MED2 form does not need to be completed.

Please note that, with the exception of spare epipens and inhalers, if your child already has medication in school this will not go on the trip unless requested by you. Please contact the Administrator/First Aider or the trip leader for further information.

If any medicine held at the school is out of date, it will be disposed of by the Administrator/First Aider.

MED1 REQUEST FOR KINGS LANGLEY SCHOOL TO ADMINISTER PRESCRIBED MEDICATION

The school will not give your child medicine unless you complete and sign this form, and the Headteacher has agreed that all school staff can administer the medication.

DETAILS OF STUDENT

Surname Forename(s)

Address

Postcode M / F

Date of birth Form

Condition or illness

MEDICATION

Name/Type of Medication (as described on the container)

For how long will your child take this medication

Date dispensed

Full directions for use

Dosage and method

Timing

Special Precautions

Side effects

CONTACT DETAILS

Name Daytime telephone no.

Relationship to student

Address (if different from above)

I understand that I must deliver the medicine personally to (agreed member of staff) and accept that this is a service which the school is not obliged to undertake.

Date Signature

Relationship to student

KINGS LANGLEY SCHOOL

Appendix 4 - NON-PRESCRIBED Medication in School

MED2 Form

In accordance with current Health and Safety requirements the school can administer, under supervision, non-prescribed medication. Over the counter painkillers can be given to students with written parental consent (with the exception of any medication containing aspirin). Students are not allowed to carry medication around school under any circumstances, with the exception of students that carry epipens or inhalers or have items identified within their Individual Healthcare Plan.

A MED2 form should be completed giving full instructions for administration. A separate MED2 form needs to be completed for each different non-prescribed medication. MED2 forms are available from the Administrator/First Aider or school website.

The medication must be in the original container with the name of the child clearly marked along with dispensing instructions.

The responsibility for delivery and collection of medication required each day rests with the family and students are responsible for ensuring they attend at their designated times. When medication is requested, the school will record the time and date it is administered.

Medication for school trips

- Medication is allowed on school trips, for which a MED1 (for prescribed medicine) or MED2 Form will need to be completed (for exceptions see below).
- Students with asthma declared on their student medical record must bring a 'first resort' inhaler on all trips. If the student forgets their inhaler they will not be allowed to go on the school trip (a separate MED1 form does not need to be completed for asthmatics).
- Students that have epipens declared on their student record must take their epipen on all trips. The Administrator/First Aider will give the 2nd epipen, which is kept in school, to the trip leader. If the student forgets their epipen they will not be allowed to go on the school trip (a MED1 form does not need to be completed unless the school does not already have one).
- For travel sickness only, parents can provide one dose of non-prescription travel sickness medication for the return trip. This is to be placed in a sealed envelope with full details of the medication and time to be taken by the student, and given to the trip leader before departure. A MED2 form does not need to be completed.

Please note, that with the exception of spare epipens and inhalers, if your child already has medication in school this will not go on the trip unless requested by you. Please contact the Administrator/First Aider or the trip leader for further information.
When a student finishes the course of medication held in the medical room, they will be informed. If any medicine held at the school is out of date, it will be disposed of by the Administrator/First Aider.

Medical Information Form

Student Full Name	
Details of medical condition in full	
Details of medication taken, in full. **Please include dosages and frequency.**	
Is your child's condition seasonal? If so, please give details in full.	
Has your child ever been hospitalised with this/these condition/s. **If so, please give further details.**	
Please provide any other information you think may be useful to the school	

Date you are completing this form _____

Please return this form to the School Office

STUDENT MEDICATION RECORD

(Medication taken provided by parent)

DATE	TIME	STUDENT	MEDICATION	DOSE