

**ST CUTHBERT MAYNE SCHOOL**  
**Joint Catholic and Church of England 11-18 Comprehensive School**  
**Dioceses of Plymouth and Exeter**



**St Cuthbert Mayne School**  
**Supporting Children with Medical Needs Policy**

**Adopted by Ethos Committee: May 2025**

**Reviewed by Full Governing Body: July 2025**

**Next Review Date: May 2026**

## **Introduction**

As a Christian community seeking to live out and share the Good News of Jesus Christ, the Gospel underpins all our shared activity and endeavour. We recognise all students in the community, young people, and adults as children of God. As such, each is a unique creation, gifted by God and precious. The adults in our community support and challenge each other to fulfil their responsibility to nurture and develop all of the young people in our care. We therefore choose with care the type of learning experiences we offer and the values we promote. These are inclusive of all children including those with a medical need.

### **1. Our Vision for an inclusive Education which meets the needs of all children with a medical need**

#### **1.1 Strategic Aim:**

The aim of this policy is to ensure that all children at St Cuthbert Mayne School with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

- Students at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.
- The Governing body will ensure that arrangements are in place in school to support pupils at school with medical conditions.
- The Governing body should ensure that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported.

#### **1.2 The Legalisation of this policy**

Section 100 of the Children and Families Act 2014 places a duty on governing bodies of maintained schools to make arrangements for supporting pupils at their school with medical conditions.

### **2. Our core drivers for successful inclusion of children with a medical need.**

At St Cuthbert Mayne we understand that students with long-term and complex medical conditions may require ongoing support, medicines or care while at school to help them manage their condition and keep them well. Others may require monitoring and interventions in emergency circumstances. We also

understand that children's health needs may change over time, in ways that cannot always be predicted, sometimes resulting in extended absences. It is therefore important that parents feel confident that we will provide effective support for a child's medical condition and that students feel safe.

In making decisions about the support we provide, we will establish relationships with relevant local health services. It is crucial that we receive and fully consider advice from healthcare professionals and listen to and value the views of parents and student.

In addition to the educational impacts, there are social and emotional implications associated with medical conditions. Children may be self-conscious about their condition and some may be bullied or develop emotional disorders such as anxiety or depression around their medical condition. In particular, long-term absences due to health problems affect children's educational attainment, impact on their ability to integrate with their peers and affect their general wellbeing and emotional health.

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. Short-term and frequent absences, including those for appointments connected with a student's medical condition (which can often be lengthy), also need to be effectively managed and appropriate support put in place to limit the impact on the child's educational attainment and emotional and general wellbeing.

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 governing bodies will comply with their duties under that Act. Some may also have special educational needs (SEN) and Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational need.

### **3. How will we meet the needs of Children with a Medical Condition?**

At St Cuthbert Mayne we recognise that a Child's individual Medical needs will require interventions and support targeted to their specific needs. This may include, but is not limited to a combination of strategies:

#### **3.1 Administration of prescribed medicines or drugs -**

No child under 16 may be given medicines without their parent's written consent (See Appendix 1 - Administration of medicines in school) and this must be completed by the parent giving permission for medicine to be administered by staff. Any member of staff giving medicines to a child must check:

- The student's name.
- Prescribed dose.
- Expiry Date (where available, if no dispensing date, should not be more than

12 months ago).

- Written instructions provided by the prescriber on the label or container or as directed by the parent/carer.
- The information on the printed container label must correspond with information provided by parent(s)/prescriber.

If in doubt about any procedure staff should not administer the medicines but check with the parents or a health professional before taking further action. If staff have any other concerns related to administering medicine to a particular child, the issue should be discussed with the parent, if appropriate, or with a health professional attached to the school (School Nurse).

Staff must complete and sign a record (See Appendix 2 - Student medication record) each time they give medicine to a student.

### **3.2 Self-Management of medication**

Wherever possible, students should be allowed to carry their own medicines and relevant devices. Students, who are able, will be encouraged to manage their own medicines. This will generally apply to relief of treatments such as asthma, diabetes etc. Other medicines must be kept in secure storage in the Medical Office.

### **3.3 Epipens and Other Emergency Medication**

All staff will be given appropriate training in the administration of emergency medication where necessary in conjunction with the School Nurse or other medical professionals.

Arrangement will be made for immediate access to any emergency medications, eg. Epipens. Emergency medication is held with the locked cupboard held in the Medical Office. The key is held in the key cabinet in the same office and can be obtained from a Reception Staff member or from the attendance office.

The school will keep a record of all medicines administered to individual students, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school will be noted. This will then be reported back to the parent/carer who in turn should report any side effects back to the manufacturing pharmaceutical company.

### **3.4 The unavoidable absence from school due to medical reasons (as referred to in the attendance policy)**

There may be times when absence from school due to a medical condition is unavoidable including;

- Genuine short term or longer term illness

- Unavoidable medical / dental appointments (but try to make these after school if at all possible)

**Flexible learning** including part time timetables and alternative provision may be used to support a child with a medical condition.

Reintegration programmes after a period of long term absence

Please refer to 'Supporting children with medical needs who are unable to attend school policy'

### **3.5 Individual Healthcare Plan (IHP)**

Where a student needs to take medication in school for an extended period or has an ongoing condition, an IHP will be put in place. This will be agreed jointly by the school and parents/carers with the advice of health professionals where appropriate. Parents should provide the school with all necessary information about their child's condition and will sign appropriate agreement forms for the administration of medication. Paper copies can be found in the medical cabinet and electronic IHP's are kept on CPOMS. Students that require medical information to be shared more widely with staff to support their health, wellbeing or learning in school, will have medical plans. These are available through class charts. The content is agreed with parents and attached professionals to ensure confidentiality and GDPR compliance.

### **3.6 Transition between School settings**

When a child starts at St Cuthbert Mayne, arrangements will be made to ensure effective interventions including the training of staff, is in place to meet a child's medical needs. In the case of a new diagnosis or if a child moves to school mid-term, every effort will be made to ensure that arrangements are put into place within two weeks.

### **3.7 Educational Visits**

#### **Medical form for off site activities - SOE3 (appendix 3)**

ALL students (Year 7-13) are required to complete this form. The purpose of the Form is to provide staff with essential medical and Health and Safety information about every student. This form will be taken on any off-site school trip(s) which a student is involved with. This form can be accessed from the school website:

All medicine required by students on such undertakings will be part of the overall risk assessment for the visit. Medicines not self-managed by students will be in the safe care of a nominated adult. Complex medical needs for specific students

may necessitate a health plan for the visit. A copy of any health care plans should be taken on visits in the event of the information being needed in an emergency. The staff member in charge of the trip/visit is responsible for making enquiries regarding emergency medication for students from the Educational Trips Administrator. All arrangements will be documented on the Schools EVOLVE system.

### **3.8 Sporting Activities**

Risk assessments of medical needs of individual students will be required and awareness of relevant medical conditions and any preventative medicine that may be needed to be taken, knowledge of emergency procedures and immediate access to their medicines (such as asthma inhalers).

### **3.9 Contacting Emergency Services – Request for an Ambulance** Dial 999. Ask for

an ambulance and be ready with the following information:

Location: St Cuthbert Mayne School, Trumlands Road, Torquay TQ1 4RN  
Patient's Name, Date of Birth, location within school and brief description of symptoms (if known).

Inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient on arrival.

Remember, to speak clearly and slowly and be ready to repeat any information if required.

## **4. Roles and Responsibilities**

**4.1 Governing bodies** should ensure that the school's policy sets out the procedures to be followed whenever a school is notified that a pupil has a medical condition. They should ensure that school leaders consult health and social care professionals, pupils and parents/carers to ensure that the needs of students with medical conditions are properly understood and effectively supported.

**4.2 The Head Teacher** will ensure that all staff receive appropriate support and training and are aware of this policy. Also, to inform parents of the policy and its implications. They will ensure a sufficient number of trained staff are available to implement the policy against all individual healthcare plans, including in emergency and contingency situations. The Head Teacher has the overall responsibility to implement and review individual healthcare plans and they also ensure that staff are appropriately insured and know that they are insured to support children with their conditions.

**4.3 All teachers and support staff** should be aware of the possible medical risks and conditions attached to certain students and be aware of how to deal with an

emergency. All staff will undertake the required training within school to support the implementation of this policy. The member of staff administering the medication must inform the student's parents.

**4.5 Parents and carers** must supply school with sufficient up-to-date information about their child's medical needs. Parents must be aware that medicines will ONLY be accepted by school with a completed and signed "Administration of Medicines in Schools" form with the medicine in the appropriate condition.

**4.6 Students** - It is the responsibility of the students to follow all medical protocols within school. All school staff hold a responsibility for ensuring that students comply.

**4.7 First Aiders** It is the role of the school First Aider to help an injured or ill student, to keep them safe until they can get more advanced medical treatment by seeing a doctor, health professional or go to hospital, preferably with their parent/carer. A First Aider must hold a valid and current certificate.

**Lead first aider with responsibility for children with a medical need: Sam Bradford**  
([Samantha.bradford@stcm.torbay.sch.uk](mailto:Samantha.bradford@stcm.torbay.sch.uk))

**4.8 The SEND department** is responsible for keeping an up-to-date list of children with medical needs. This information is taken from parents, who are responsible for updating as appropriate. This information is stored centrally on SIMs and on the schools medical register.

**Assistant Headteacher (SENDCo): Samantha Toohey**  
([Samantha.toohey@stcm.torbay.sch.uk](mailto:Samantha.toohey@stcm.torbay.sch.uk))

## **5. Staff training and support**

Staff will be supported in carrying out their role to support pupils with medical conditions. Training and support is provided by healthcare professionals including; Schools nursing team, paediatric health team and schools hearing support team. This is commissioned when a child is preparing for a school place, a child's needs have significantly changed or when a child is newly diagnosed.

Suitable training will be reviewed and reflected in a child's individual healthcare plan. All staff who provide support to pupils with a medical condition will be included in meetings where this is discussed. These will be led by the relevant health care professionals.

A first aid certificate does not constitute appropriate training in supporting children with medical conditions.

The wider staff body may not be directly supporting the needs of a child but can still access the medical register to access information on all children at St Cuthbert Mayne

School.

## **6. Liability and indemnity**

The School will ensure that the appropriate level of insurance is in place to enable staff to appropriately support children with a medical condition. Further information can be requested from the Schools business manager.

## **7. Complaints**

Governing bodies will ensure all complaints concerning the support provided to pupils with medical conditions may be made and will be handled. Please see guidance in the Schools Complaints policy.

Please read this policy in conjunction with;

St Cuthbert Mayne 'Supporting children with medical needs who are unable to attend school policy'

St Cuthbert Mayne 'First aid policy'

St Cuthbert Mayne 'SEND policy'

Appendix 1

Medicines

- Where possible, it is preferable for medicines to be prescribed in frequencies that allow the student to take them outside of school hours.
- If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete - Administer Medication consent online form. Alternatively Parents need to come into school and fill out the form and hand in labelled medication.
- Parents need to communicate with School if their children have already taken Medication before school.
- No child will be given any prescription or non-prescription medicines without parental consent.
- No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.

- Medicines MUST be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered. To be kept in the First aid room fridge.
- Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed. To be secured in the locked cabinet in the First aid room
- Any medications left over at the end of the course will be disposed of at the local Pharmacy for safe disposal.
- Digital records are kept of any medication administered to children and stored in the secure cabinet in the First aid room. Only administered by the First aid team.
- Students will never be prevented from accessing their medication.