



New River College
Supporting Pupils with Medical Conditions Policy

Approved by school governors in **March 2026**

New River College

Supporting pupils with Medical Conditions Policy

NRC Core values:

- Educating and supporting all pupils to learn
- Providing a safe, nurturing and supportive environment
- Making sure all pupils have the skills to return to mainstream education or to access their next steps in learning
- Working in partnership with others, especially Islington schools



Purpose

The purpose is to outline how we meet the needs of pupils with identified medical conditions. This policy has been updated in line with statutory guidance December 2015 from the DFE on Supporting Pupils with Medical Needs.

This policy complies with all statutory requirements, especially those relating to the legislation contained in the Equality Act 2010 and the Children and Families Act 2014.

The school has separate detailed policies for Asthma and Allergies and is awarded Asthma and Allergy friendly School status.

Aims

New River College understands that it has a responsibility to make the school welcoming and supportive to pupils with medical conditions who currently attend and to those who may enrol in the future. This school is an inclusive community that aims to support and welcome pupils with medical conditions. Pupils at school with medical conditions will be properly supported so that they have full access to education, including school trips and physical education.

New River College 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

The Governing body ensures arrangements are in place in school to support pupils with medical conditions.

The Governing body ensures school leaders consult health and social care professionals, pupils and parent/carers to ensure that the needs of children with medical conditions are effectively supported.

Pupils with medical conditions are encouraged to take control of their condition. New River college aims for all pupils to feel confident in the support they receive from the school to help them do this.

New River College aims to include all pupils with medical conditions in all school activities.

New River College ensures all staff understand their duty of care to children and young people in the event of an emergency. All staff feel confident in knowing what to do in an emergency.

New River College understands that certain medical conditions are serious and can be potentially life-threatening, particularly if mis managed or misunderstood.

The medical conditions policy is supported by a clear communication plan for staff, parent/carers and pupils to ensure its full implementation

Parent/carers are informed about the medical conditions policy:

- When their child is enrolled as a new pupil
- Via the school's website, where it is available all year round

School staff are informed and reminded about the medical policy and pupils medical needs

- On induction
- Via Arbor (School Information Management System)
- At annual scheduled medical conditions training

On induction the SENCO is responsible for checking parent/carers have shared any medical needs information and where needed request a health care plan.

Staff who have pupils with medical needs should:

- understand the nature of the condition, and when and where the pupil may need extra attention, making use of information provided by the pupil's parent/carers and health professionals
- flag concerns around pupils' medical conditions to the SENCO who can liaise with the parent/carer and if needed the pupils GP.
- understand their duty of care to pupils in the event of an emergency to act like any reasonably prudent parent. This may include administering medication.

All staff should:

- be aware of the likelihood of an emergency and know what action to take if one occurs
- be familiar with normal precautions for avoiding infection and must follow basic hygiene procedures
- know who is responsible for carrying out emergency procedures
- ensure parent/carers are made aware of the need to notify the school of pupil's medical needs
- pay full attention to the medical needs of any pupil and how their needs are best met so they can fully support each pupil in their learning

All staff understand the school's general emergency procedures

All staff know what action to take in the event of a medical emergency. This includes:

- How to contact emergency services and what information to give
- How to contact a first aid member of staff
- Designated areas where emergency medication is stored

Designated areas for safe storage of medication, first aid equipment

Primary site – Medical room

Secondary site – Main office, staff room and food room

Medical site – Medical cabinet in school reception

Action for staff to take in an emergency for asthma and anaphylaxis is displayed in the staff room.

See Appendix 1 – TIME – Asthma Emergency procedures

See Appendix 2 – RACE – Anaphylaxis Emergency procedures

For any emergency procedures staff will follow the individual pupil's health care plans.

See Appendix 3 – Epilepsy General Emergency procedures

See Appendix 4 – Diabetes general emergency procedures

Training is refreshed for all staff at least annually on the management of long-term conditions e.g., asthma. Information on first aiders is displayed in prominent locations for staff, in reception in

classrooms and the staff room. If a pupil needs to be taken to hospital, a member of staff will accompany them if parent/carers are unavailable or school will ask parent/carer to meet ambulance at casualty. Staff should not take pupils to hospital in their own car.

First Aid trained staff

Training is refreshed for first aiders where appropriate. Certification lasts for 3 years.

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

Administration-emergency medication – Pupils managing their own medication

All pupils with medical conditions have easy access to their emergency medication. All pupils are encouraged to carry and administer their own emergency medication i.e., inhalers, auto adrenaline injectors (AAI) and insulin with a spare being kept in designated areas. Pupils who do not carry and administer their own emergency medication know where their medication is stored and how to access it.

At Primary medication is stored in the most appropriate place based on the pupils' needs and staff are aware of this.

Parent/carers are contacted if a pupil refuses medication.

Administration-general – First aiders

- All use of medication defined as a controlled drug, even if the pupil can administer the medication themselves, is done under the supervision of first aid trained staff.
- New River College understands the importance of medication being taken as prescribed.
- All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication unless they have been specifically trained to do so.
- For medication where no specific training is necessary e.g., paracetamol, any member of staff may administer prescribed medication to pupils under the age of 16, but only with the written consent of the pupil's parent/carer.
- Training is given to all staff members who agree to administer medication to pupils, where specific training is needed. The local authority provides full indemnity.
- Parent/carers at New River College understand that if their child's medication changes or discontinued, or the dose or administration method changes, that they should notify the school immediately.
- All staff attending off-site visits are aware of any pupils with medical conditions on the visit. Risk assessments include medical conditions. 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.

If pupils refuse to take medication, staff should not force them to do so and inform the pupil's parent/carers as a matter of urgency.

New River College has clear guidance on the storage of medication at school

Safe storage – emergency medication (e.g., ADHD medication, asthma pumps, spacers, auto adrenaline injectors (AAI))

- Emergency medication is readily available to pupils who require it at all times in designated areas.
- If the emergency medication is a controlled drug (e.g., ADHD medication) and needs to be locked up, the keys are readily available in the key box in the designated areas.
- Pupils who are self-managing carry their own asthma pumps, spacers and AAI at all times and a

- spare is kept in designated areas.
- Pupils are reminded to carry their emergency medication with them.

Safe storage – non-emergency medication

- All non-emergency medication is kept in a lockable cupboard in designated areas.
- Pupils with medical conditions know where their medication is stored and who to see to access it.
- Staff ensure that medication is only accessible to those for whom it is prescribed.

Safe storage – general

- The SENCO ensures the correct storage of medication at school.
- Half termly the Lead for Safeguarding checks the expiry dates for all medication stored at school.
- The Lead for Safeguarding/SENCO along with the parent/carers of pupils with medical conditions, ensures that all emergency and non-emergency medication brought into school is clearly labelled with the pupil's name, the name and dose of medication and the frequency of dose. This includes all medication that pupils carry themselves.
- Some medication at New River College may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled with the pupils' details. This is in the secure designated area, inaccessible to unsupervised pupils.
- It is the parent/carer's responsibility to ensure new and in date medication comes into school on the first day of the new academic year and throughout the year.

Safe disposal

- Parent/carers are asked to collect out of date medication.
- If parent/carers do not collect out of date medication, medication is taken to a local pharmacy for safe disposal.
- The Lead for Safeguarding is responsible for checking the dates of medication and arranging for the disposal of any that have expired. This check is done at least half termly.

New River College has clear guidance about record keeping and health care plans

Admissions forms

Parent/carers at New River College are asked if their child has any health conditions on the admissions form at induction.

Healthcare Plans

New River College uses a healthcare plan to record important details about individual pupil's medical needs at school, their triggers, signs, symptoms, medication and other treatments. These healthcare plans are held in the school office, in the staff room and with the SENCO.

Ways the health care plan is devised, monitored and reviewed – See Appendix 6 and 7.

Where parent/carers identify a medical need they are required to provide an in-date health care plan. Where parent/carers need support, they can consent to staff following this up with the GP or school nurse.

A healthcare plan, accompanied by an explanation of why and how it is used, is provided for any pupils with a long-term medical condition. This is sent:

- At the start of the school year

- At enrolment
- When a diagnosis is first communicated to the school

Review

Health care plans provided by medical professionals must be reviewed annually by the pupil's specialist health care professional.

The SENCO reviews the medical register termly in liaison with the DSL and Head of Centre to check and follow up with parent/carers when the review status of the health care plan is due.

It is parent/carers responsibility to inform the SENCO 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 – See Appendix 5 Medical Needs Register Template

Healthcare plans are used to create a centralised register of pupils with medical needs on Arbor. The SENCO has responsibility for the register at New River college and maintains a log of medication taken by pupils.

New River College ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities

Physical environment

New River College is committed to providing a physical environment that is accessible to pupils with medical conditions.

Exercise and physical activity

- New River College understands the importance of all pupils taking part in sports, games and activities.
- New River College ensures all teachers and learning assistants make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.
- Teachers and learning assistants are aware of pupils in their care who have been advised to avoid or take special precautions with particular activities.
- New River College ensure staff are aware of the potential triggers for pupils' medical conditions when exercising and how to minimise these triggers.

Education and learning

New River College ensures that pupils with medical conditions can participate fully in all aspects of the curriculum and ensures appropriate adjustments and extra support are provided. Staff are aware of the potential for pupils with medical conditions to have special educational needs (SEN). Pupils with medical conditions who are finding it difficult to keep up with their studies are referred to the SENCO. The school's SENCO consults the pupil, parent/carers and pupil's healthcare professional to ensure the effect of the pupil's condition on their schoolwork is properly considered.

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

New River College works in partnership with all interested and relevant parties including all school staff, parent/carers, employers and community healthcare professionals to ensure the policy is planned, implemented and maintained successfully.

The following roles and responsibilities are used for the medical policy at New River College. These roles are understood and communicated regularly.

Employer

New River College's employer has a responsibility to:

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

Executive Head teacher

New River College's Head teacher has a responsibility to:

- Ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks.
- Ensure the policy is put into action, with good communication of the policy to all.
- Ensure every aspect of the policy is maintained.
- Ensure information held by the school is accurate and up to date and that there are good information sharing systems in place using pupil's healthcare plans.
- Ensure pupil confidentiality and data protection.
- Assess the training and development needs of staff and arrange for them to be met.
- Ensure all supply staff and new teachers know the medical conditions policy.
- Update the medical policy every three years or sooner according to review recommendations and recent local and national guidance and legislation.

All school staff

All staff at New River College 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 policy.
- Know which pupils in their care have a medical condition.
- Allow all pupils to have immediate access to their emergency medication
- Maintain effective communication with parent/carers including informing them if their child has been unwell at school.
- Ensure pupils who carry their medication with them have it when they go on a school visit or out of the classroom.
- Be aware of pupils with medical conditions who may be experiencing bullying or need extra social support.
- Ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in.
- Ensure pupils 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 pupils who have been unwell catch up on missed school work.
- Be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it.
- Liaise with parent/carers, the pupil's healthcare professional and special educational needs coordinator if a pupil is falling behind with their work because of their condition.

SENCO

The SENCO at New River College has a responsibility to:

- Update the school's medical conditions policy.
- Know which pupils have a medical condition and which have special educational needs because of their condition.
- Ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in exams or coursework.
- 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.

Lead for Safeguarding

- Check medication held in school half termly for expiry dates and dispose of accordingly and replenish emergency asthma pumps and AAI.

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.
- Check medication is in date and administer medication according to health care plan (if appropriate) with another colleague present.
- Complete the medication log and ensure the parent/carer is informed at the earliest opportunity.

Local doctors and specialist healthcare professionals

Individual doctors, specialist healthcare professionals and school nurse caring for pupils who attend NewRiver College, have a responsibility to:

- Provide a health care plan with information and advice regarding individual children and young people with medical conditions
- Notify the school when a pupil has received a medical diagnosis / treatment when consent has been given to do so.
- If a parent/carer declines consent to information sharing the health care professional may do so in the best interests of the child. (GDPR changes re: KCSIE 2022)
- Ensure the child or young person knows how to take their medication effectively.
- Ensure children and young people have regular reviews of their condition and their medication.

Individual healthcare plans

Doctors or specialist health care professionals must ensure that plans are reviewed at least annually or earlier if the child's needs change. This is so that they are developed in the context of assessing and managing risks to the child's education, health and social well-being and to minimise disruption.

Pupils

The pupils at this school have a responsibility to:

- Treat other pupils with and without a medical condition equally.
- Tell their parent/carers, teacher or nearest staff member when they are not feeling well.
- Let a member of staff know if another pupil 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 situation.

Parent/carers

The parent/carers of a pupil at this school have a responsibility to:

- Tell the school if their child has a medical condition.
- Ensure 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 school work they have missed.
- Ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional.

Unacceptable practice

Although school staff should use their discretion and judge each case on its merits, 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 parent/carers
- send children with medical conditions home frequently or prevent them from staying for normal school activities including lunch
- if the child becomes ill, send them to the school office or medical room unaccompanied
- penalise children for their attendance record if their absences are related to their medical condition e.g., hospital appointments related to a known medical condition.
- prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- require parents or otherwise make them feel obliged to attend school to administer

medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs

- prevent or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g., requiring parents to accompany the child

Complaints

Any complaint should be addressed through the New River College complaints procedure found on the website.

Ratified by the Governing Body:

Accepted on:

Review date: January 2029

Appendix 1 – TIME Asthma Emergency Procedures Poster

Whittington Health 

Child having an asthma attack?

 **Islington**
Clinical Commissioning Group

T	I	M	E
Think ? Any of these signs: • Coughing • Wheezing • Hard to breathe • Tight chest • Cannot walk/talk Send someone to get inhaler and spacer Stay with the child  Is this an emergency?	Intervene + • Keep calm • Reassure child • Sit them up and slightly forward • Is someone getting inhaler and spacer? • Administer inhaler • Note time of using inhaler   Is this an emergency?	Medicine  • Use blue inhaler • Shake inhaler • Place in spacer • Spray one puff • Take five breaths • Repeat the above up to 10 times if needed • If no improvement, call an ambulance  Is this an emergency?	Emergency 999  • If no improvement, or if you are worried or unsure, call 999 • Call parent/guardian • If ambulance takes longer than 10 mins, repeat Medicine steps • Note time of calling 999  School's postcode  Has child taken their inhaler?

When asthma strikes,
it's TIME to act.

15 February 2017 V2

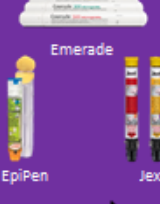

Helping local people live longer, healthier lives

Appendix 2 – RACE – Allergies Emergency procedure

Whittington Health 

CHILD HAVING AN ALLERGIC REACTION?



R	A	C	E
RECOGNISE Early recognition is key Make yourself aware of children with known allergies Know the child, know the allergy Reactions can occur from minutes to 2 hours post-exposure REMOVE allergen immediately if in contact 	ANAPHYLAXIS ABC Signs of anaphylaxis: Airway • Hoarse voice • Difficulty swallowing • Swollen tongue Breathing • Difficult/noisy breathing • Wheeze • Persistent cough Consciousness • Persistent dizziness • Pale/floppy • Suddenly sleepy • Collapse • Unconsciousness 	CARE Lie the child flat Sit up if breathing difficulty  Use adrenaline pen according to instructions  	EMERGENCY 999 Always call ambulance after using adrenaline pen Say ANAPHYLAXIS ("ANA- FIL-AX- IS") Keep child lying down No improvement after 5 mins? Give 2nd adrenaline pen Wheezy? Give 6-10 puffs of blue inhaler with spacer

In anaphylaxis,
it's a RACE against time.

Appendix 3 – Epilepsy General Emergency procedures

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

Ask for a first aider to come to the pupil

Call 999 for an ambulance if...

- You know 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...

- You know 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 4 - Diabetes awareness and treatment for staff

What is it?

- 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
- Get casualty to hospital, if necessary

Hyperglycaemia:

- Get casualty to hospital as soon as possible

Treatment

Hypoglycaemia:

- Sit casualty down
- If conscious, give them a sugary drink, chocolate or other sugary food
- If there's 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:

Call 999 immediately

Further actions

- If the casualty loses consciousness
- Open airway and check breathing
- Place them in recovery position
- Prepare to give resuscitation

Appendix 5 - Medical Needs Register Template

[illegible]

Appendix 6

MODEL LETTER/EMAIL INVITING PARENTS TO CONTRIBUTE TO INDIVIDUAL HEALTHCARE PLAN DEVELOPMENT

Dear Parent/carer,

DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting pupils at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support each pupils needs and how this will be provided. Please see your GP or health care professional to provide this for the school.

If you need any help with this contact our SENCO or School nurse.

Appendix 7 Model process for developing individual healthcare plans

