



Enfield County School for Girls

Supporting Students with Medical Conditions Policy

September 2025

Approved by:	The Governing Body	Date: September 2025
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Medical Conditions Policy

Introduction

Enfield County School for Girls is an inclusive school where we focus on the well-being and progress of every child and where all members of our community are of equal worth.

This policy provides an outline of roles and responsibilities and the procedures and practices that staff will follow. We used the DfE document, *Supporting pupils with medical conditions at school 2017* as guidance.

The named person responsible for students with medical conditions is:	SENDCo – Edel McGinley
The named SENDCo is:	SENDCo – Edel McGinley
The First Aiders in our school are:	<p>Natalie Culling (RA Reception)</p> <p>Sherald Edwards (HW Reception)</p> <p>Tyla Forbes (RA Onward)</p> <p>Jacqui Gormley (HW Science Office)</p> <p>Leyla Hayta (RA Pastoral Office)</p> <p>Anna Joannou (HW Reception)</p> <p>Louise Kearney (HW Data/Exams Office)</p> <p>Samantha Livermore (Post-16 SRC)</p> <p>Natasha Ray (RA Reception)</p> <p>Sutapa Sengupta (HW Office)</p> <p>Wafaa Sunkur (Attendance/Admissions Office)</p> <p>Kelly Toye (HW Data/Exams Office)</p>
First Aid supplies and medication are located at:	<p>Upper Site – Medical Room and School Office</p> <p>Lower Site – Pastoral Support Office (medical room)</p>
School Nurse Support	<p>Barnet, Enfield and Haringey Mental Health NHS Trust Bay Tree House, Christchurch Close, Enfield EN2 6NZ Tel: 020 8702 5762 / Team landline: 020 8702 3499</p>



Rationale

Our school has a responsibility to support students with medical conditions so that they can play a full and active role in school life. As an inclusive school, we are committed to ensuring that those students with long term and complex medical conditions, are provided with the on-going support to enable them to manage their conditions whilst in school and keep them well.

Aims

We aim to ensure that:

- students with medical conditions are able to take a full and active role in school life
- the health and wellbeing of students with medical conditions is supported whilst they are in school
- all staff are aware of the needs of children with medical conditions and are able to support them accordingly

Objectives

We aim to deliver these aims through:

- raising staff awareness of medical conditions
- ensuring that staff have the necessary training to support identified students
- ensuring medical health care plans are fully completed in conjunction with our school nurse, parents, students and other relevant professionals.
- ensuring that staff are aware what to do in an emergency
- ensuring that the correct arrangements are in place for the storage and taking of medicines
- ensuring that parents and students are actively involved

Roles and responsibilities

Governing body

The Children and Families Act 2014 requires governing bodies to make arrangements to support students at their school with medical conditions.

This includes:

- ensuring that arrangements are in place in schools to support students with medical conditions
- providing a strategic overview through policy formation, monitoring and review
- ensuring that sufficient funds are made available to enable the policy to be implemented
- ensuring that the school has a properly resourced training plan in place for staff



Supporting Students with Medical Conditions

- ensuring that school leaders consult health and social care professionals, students and parents to ensure that the needs of children with medical conditions are effectively supported
- monitoring the effectiveness of this policy through data analysis of outcomes for students with medical conditions as part of the scrutiny of 'different groups of students'
- complying with duties under the Equality Act 2010

The Headteacher

The Headteacher must oversee the implementation of the school policy, including:

- providing time and resources for the responsible person to carry out their duties
- enabling staff training to go ahead
- keeping governors informed about the contents of the policy and providing information for them about its effectiveness
- tracking outcomes for students with medical conditions in conjunction with assessment/data leads



SENDCo

The SENDCo's responsibilities include:

- keeping a register of students with medical needs
- policy drafting and review
- liaison with external agencies including hospitals
- guidance and operation surrounding staff training needs
- completing and/or ensuring that, where necessary, risk assessments with clear action plans for school visits, holidays and other school activities outside the normal timetable
- monitoring individual health care plans
- drawing up and supervising the implementation of healthcare plans in conjunction with the school nurse, students, parents and other members of staff
- providing updates on the effectiveness of the school's policy to the Headteacher

Teachers

Teachers are responsible for the students in their care. It is expected that they:

- are knowledgeable about children's individual medical conditions, how they should support them and what they should do in an emergency
- feedback information to the person responsible where they have any concerns or observations
- liaise with parents
- adapt their teaching, learning and the classroom environment where necessary to support the students
- implement children's healthcare plans effectively

The School Nurse

- works in partnership with our school. The nurse will advise, or will know where help can be sought on health matters affecting our students.
- will also offer training to school staff on EpiPens and long term medical conditions to facilitate every child attending school and reaching their full potential.



Supporting Students with Medical Conditions

- assists school staff with Health Care Plans and planning for those students with long term conditions.
- delivers, with a team of school nurses, the school age national immunisation programme.

Involvement of Parents

Parents must be closely involved in the school's efforts to ensure correct support for students with medical conditions. This involvement should begin as soon as the school is informed that a student with a medical condition will be transferring to the school.

Parents are expected to:

- provide on-going information about the progress of their child both in terms of health needs and if there are any noticeable changes in relation to their overall wellbeing and academic progress
- work in partnership with the school on drawing up an appropriate health care plan for their child
- ensure that the correct prescribed medication is provided to the school according to school policy

Involvement of students

It is expected that students are involved in the writing of their individual healthcare plan and are encouraged to take responsibility for managing their condition as much as possible within school.

Procedures and practice

When a child is transferred to the school with medical needs:

The SENDCo liaises closely with the previous school to ensure that records and information are transferred to the appropriate person in the school in a timely manner and ideally prior to the student being transferred. This should include face-to-face discussion where this is practicable.

The school nurse where relevant is involved in providing advice to the SENDCo as necessary, about the particular medical condition of the child. In some identified cases additional training may need to be arranged.

Staff training:

All relevant staff are trained in relation to the main conditions in school such as epilepsy, diabetes and asthma. All staff, including supply staff are aware of:

- what to do in an emergency



- specific information relating to students they are working with.

The SENDCo with relevant identified staff maintain a training needs analysis which includes the training provided and attended as well as any identified training required as new students are admitted or if students' health care needs change.

Individual Health Care Plans

A healthcare plan is used and completed with the involvement of:

- the school nurse (where relevant)
- the SENDCo
- relevant support staff
- the parent
- the student

Plans are reviewed annually or as and when the students' health care needs change. Healthcare plans are stored securely in the School Office at the Upper School and in the Pastoral Support Office at the Lower School. Photographs of the students with Individual health care plans are on the notice boards in both staff rooms. All healthcare plans are saved on the staff shared area on the T:Drive and on the 'Students with Additional Needs' Teams page.

When a child feels ill

When a student informs the teacher that she feels ill the class teacher makes the initial decision about the actions to take. If he/she is in any doubt they must consult immediately with the responsible person who may take the advice of a first aider.

In the case of an emergency an ambulance should be called and parents informed as quickly as possible.

A member of staff will accompany the student to hospital in the ambulance until such time as the parent can arrive.

All staff must be aware of the possible emergencies that might occur in relation to students with medical conditions in the school.

Managing medicines

All medication is kept securely in the admin main office of each site and students must know where their medication is at all times. Wherever possible students are encouraged to self-manage/medicate their medicines. However, an appropriate level of supervision is still needed.

A consent form for medicines management must be signed by parents on transfer of their child to the school and administering staff must check the details including dosage, method of



administration (eg. Injection, oral or other), expiry date and when the medicine was last administered. A record must be kept of each administration.

Staff should administer the medication as instructed on the label and as specified in the written permission from the parents – great care should be taken in ensuring that the correct amount is given by the correct route and, wherever possible, a second member of staff should check and witness the administration.

If an error occurs in administration

If an error occurs, medical advice would be sought where appropriate and parents informed of the incident. Where necessary an investigation would take place led by the Headteacher with guidance from and in liaison with the Local Authority.

Risk Assessments

A risk assessment is completed as part of a child's healthcare plan. Separate risk assessments are also completed (where necessary) when the child is involved in an additional activity outside of the normal school timetable. This is to ensure that the student can participate without putting themselves or others at risk.

Other activities

It is school policy that all students have access to all curriculum enrichment activities that are available. In some cases, this may mean that additional support and reasonable adjustments need to be made for some of our students. This may require further liaison with the school nurse and parents. Where an outside provider is delivering an enrichment activity it is expected that they have the same inclusive policy.

Transition arrangements

The transfer of information about students' medical conditions takes place during the transfer process. In some cases, it will involve the primary/secondary lead and school nurse meeting with key members of staff of our school. Wherever possible, face-to-face meetings are arranged to discuss and exchange information.

Additional days may be arranged for the student to visit the school as needed.

In an emergency

All staff have a duty of care to all students in the school which means they might be required to support them in an emergency.

Supporting Students with Medical Conditions



In the case of an emergency, the immediate needs of the child are paramount and an ambulance should be called immediately. Parents should be informed as soon as possible and if they are not immediately available the child will be accompanied in the ambulance by a known member of staff.

The SENDCo and Progress and Achievement Leader should always be informed and records kept of actions pre and post incident.

Children with health care plans have information about 'what to do in an emergency' written into the plan and all relevant staff should be aware of this and where it is stored.

Training on emergencies in relation to medical conditions is delivered by an appropriate medical professional (e.g. School Nurse for EpiPen training) to key staff annually and other members of staff are provided with summary information.

Monitoring and evaluation

The effectiveness of this policy is monitored through:

- termly checks of the record of medicine administration and incidents by the SENDCo
- annual review of the policy following consultation with key members of staff, parents, students and external agencies and amendments made as appropriate.
- analysis of student outcome information in relation to this group of students

Making a complaint

Parents should follow the guidance for making complaints as set out in our complaints policy.

Related policies

Safeguarding and Child Protection policy

SEND policy

Anti-bullying policy



Appendices:

Appendix 1 Individual Health Care Plan

Appendix 2 Parental agreement for school to administer medicine

Appendix 3 Record of Medicine Administered to an Individual Child

Appendix 4 Record of Medicine Administered to All Children

Appendix 5 Staff Training Record – Administration of Medicines

Appendix 6 Contacting Emergency Services



APPENDIX 1:

Individual Healthcare Plan

Name of school	
Student's name	
Group/class/form	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	

Family Contact Information

Name	
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

Supporting Students with Medical Conditions



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

Supporting Students with Medical Conditions



Form copied to



APPENDIX 2 - Parental agreement for school to administer medicine

The school will not give your child medicine unless you complete and sign this form, and the school has a policy that the staff can administer medicine.

Date for review to be initiated by	
Name of school	
Name of Student	
Date of birth	
Group/class/form	
Medical condition or illness	

Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name	
Daytime telephone no.	

Supporting Students with Medical Conditions



Relationship to child

Address

I understand that I must deliver the medicine personally to

[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____

Date _____



APPENDIX 3 Record of medicine administered to an individual child

All medication brought into school must be supplied in an appropriate and original container with the dispensing pharmacy details clearly stated and name and contact details of the doctor who prescribed the medication.

Name of school	
Name of child	
Date medicine provided by parent	
Group/class/form	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature _____

I accept that the administration of medication is a service which the school is not obliged to undertake and that, in doing so, it is being done with my full consent and all appropriate information has been supplied.

The above information is accurate to the best of my knowledge at the time of writing and I give consent to the school to administer the medication. I will inform the school in writing of any changes to the above information.

I understand that I am responsible for ensuring that the appropriate medication is available to the school.

Signature of parent _____

Supporting Students with Medical Conditions



Time given			
Dose given			
Name of member of staff			
Staff initials			



Supporting students with Medical Conditions Policy

Record of medicine administered to an individual child (Continued)

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			



APPENDIX 5:

Staff training record – administration of medicines

Name of school	
Name	
Type of training received	
Date of training completed	
Training provided by	
Profession and title	

I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [name of member of staff].

Trainer's signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Suggested review date _____



APPENDIX 6: Contacting emergency services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

- your telephone number
- your name
- your location as follows: Holly Walk (Upper), EN2 6QG or Rosemary Ave (Lower), EN2 0SP
- state what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code
- provide the exact location of the patient within the school setting
- provide the name of the child and a brief description of their symptoms
- inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
- put a completed copy of this form by the phone