

Darland High School Healthcare Needs Policy

May 2026

This policy is to be read in conjunction with the following policies:

Asthma Policy

Educational Visits

Equalities Policy

Health and Safety Policy

Name of person responsible for maintaining this policy: Assistant Headteacher

1. Key principles

Learners with healthcare needs should be properly supported so that they have full access to education, including trips and physical education.

Governing bodies must ensure that arrangements are in place to support learners with healthcare needs.

Governing bodies should ensure that education setting staff consult the relevant professionals, learners and parents to ensure the needs of the learner with healthcare needs are properly understood and effectively supported.

All learners with healthcare needs are entitled to a full education. In addition to the duties set out above (Education Act 2002), consideration must also be given to whether the learner is defined as disabled under the Equality Act 2010¹. Governing bodies must comply with the duties of this Act, including those within an education context. For example, reasonable adjustments for disabled learners must be made and disabled learners must not be discriminated against when making admission arrangements. In drafting this statutory guidance and advice, the Welsh Ministers have had regard to the UNCRC – the contents reflect the rights contained in the convention².

2. Roles and responsibilities - The roles and responsibilities of the following:

2a. School

The governing body will oversee the development and implementation of arrangements, which will include:

- Complying with applicable statutory duties, including those under the Equality Act 2010 (e.g. the duty to make reasonable adjustments in respect of learners with healthcare needs if they are disabled, as outlined above)
- Having a statutory duty to promote the well-being of learners. Schools should give consideration to how they can meet these needs, including providing learners access to information and material aimed at promoting spiritual and moral well-being and physical and mental health (Article 17 of the UNCRC)
- Considering how they can support learners to develop the skills, knowledge and emotional resilience required to uphold their rights, and the rights of others
- Ensuring the roles and responsibilities of all those involved in the arrangements to support the healthcare needs of learners are clear and understood by all those involved, including any appropriate delegation of responsibilities or tasks to a headteacher, member of staff or professional as appropriate
- Working collaboratively with parents and other professionals to develop healthcare

arrangements to meet the best interests of the learner.

- Developing and implementing effective arrangements to support learners with healthcare needs. This should include a policy on healthcare needs and where appropriate, IHPs for particular learners.
- Ensuring arrangements are in place for the development, monitoring and review of the healthcare needs arrangements.
- Ensuring the arrangements are in line with other relevant policies and procedures, such as health and safety, first aid, risk assessments, the Data Protection Act 1998, safeguarding measures and emergency procedures.

School first aiders;

The school undertakes to have at least four trained first aiders on the staff at any one time. Each of the following areas has a first aider:

- PE
- Science
- Pastoral

These First Aiders are normally members of the technical staff and it is their job to deal with primary first aid needed by students in that area. In addition, there is a main school first aider. This main First Aider is a member of the school's office team and is stationed in the main school office.

The School Nurse

There is a school nurse who is appointed and managed by the local NHS trust. They are available Wednesday mornings and is based in the Nurses office their duties are vaccination programme, seeing learners who are referred by staff and parents, attending meetings as required, e.g. Care and Support, Medical Updates, Organising and delivering training where relevant e.g. Epi-Pen annually; ensuring Individual Healthcare Plans are up to date and robust. The system for referral to the school nurse is via a paper form which they collect regularly from the school office, or else contact and referrals can be made via email.

2b. Parents/Carers

- On starting at Darland High School, parents are asked to

- Complete a form in the new learner induction pack, listing any medical conditions that their child has, along with details of any medication.
- To inform Principal First Aider of any medication or healthcare needs, or changes;
- Participation in drafting and agreeing individual healthcare plan (IHP), where appropriate;
- Parents are contacted to in order to clarify any conditions that are listed on the form and subsequent medications, actions that are needed and how their needs may be met in school.
- Meet with the Assistant Headteacher Pastoral and main First Aider if their child has a severe ailment which staff need to be particularly aware of.

2c. Learners

- To inform staff member/s if feeling unwell
- To inform relevant staff member/s of any medication or healthcare needs, or changes.
- Taking care when carrying medicines to and from school, and not sharing with others
- Taking part in discussions around sharing/confidentiality of their own personal information and/or medication

2d. Local Authority The school will work closely with the Local Authority to ensure that learners with medical needs are accommodated safely in the school. In particular, the school will ask the LA for advice when considering adapting the school accommodation to make the school accessible to learners with disabilities. It must be stressed that major adaptation of the school buildings (such as the installation of lifts) are the responsibility of the Local Authority.

2e. NHS Wales school health nursing service, health and other professionals, third sector organisations and other specialist services

The school will liaise fully with healthcare professionals to:

- Offer advice on the development of IHPs
- Assist in the identification of the training required for the education setting to successfully implement IHPs
- Support staff to implement a learner's IHP through advice and liaison with other healthcare, social care and third sector professionals.

3. Creating an accessible environment

Darland High School is inclusive and accessible in the fullest sense to learners with healthcare needs and will work closely with parents, health service professionals and the local Authority in ensuring that the following are adjusted in order to ensure:

- Physical access to school building/s.
- Learners with healthcare issues are accommodated on day visits and off site residential visits.
- Learners with healthcare issues are accommodated in PE lessons and have access to a range of extra-curricular activities.
- Food is managed well in accordance to particular dietary requirements.

4. Sharing information

The school will share information about the healthcare needs of learners in the following ways:

- By publication annually of information listing the medical and additional learning needs of all learners.
- Through logging on SIMS, the medical needs of all learners.
- Through highlighting to staff any changes in medical need or healthcare plans in the urgent notes section of the SIMS learner detail page and through announcement to staff in the weekly staff briefing and on Classcharts via the student information card where appropriate.

5. Procedures and record keeping for the management of learners' healthcare needs

In addition to transferring the medical information provided on entry of the learner to the school to the school's SIMS, the Assistant Headteacher will oversee the main first aider in drawing up healthcare plans for learners with severe medical needs and / or those who require prescription medication to be administered during the school day.

6. Storage, access and the administration of prescription medication and devices

Guidance: Administration of Medication in Schools

a) General Principles

Schools must have **clear, written procedures** for the safe management of medication. These procedures should ensure that:

- Medication is administered **safely, appropriately, and only when necessary**
- Learners can **access medication when required**, especially in emergencies
- Staff are **trained, confident, and acting within agreed policies**

Medication support should always be **individualised** and, where appropriate, detailed in the learner's **Individual Healthcare**

Plan (IHP). IHPs are created under the direction of the medical professionals involved with the patient alongside parents/carer – this is then communicated to the school, Assistant Headteacher Pastoral when either a learner with severe medical needs starts at the school, or when an existing learner develops a condition requiring one

7. Parental Responsibilities and Consent

- Schools must obtain **written parental consent** before administering medication (for learners under 16).
(See Appendix 1 and Appendix 2)
 - Parents must provide:
 - Medication in **original packaging**
 - Clear **labelling** (name, dosage, frequency, expiry date)
 - Written instructions for administration
 - Parents should supply only the **required amount**, not surplus medication. Parents should bring medication to school (not the students) and they must complete a form detailing how much medication is being left in school, e.g, number of tablets - See Appendix 1
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8. Storage and Access to Medication

Safe Storage

- All medication must be stored **securely and appropriately**:
 - In a locked cupboard where necessary
 - Each compartment will have the child's full name and photograph shown next to the relevant compartment.
 - In a refrigerator if required (monitored temperature)
- Medication must be:
 - Clearly labelled
 - Stored in original containers

9. Emergency Medication

Must be **readily accessible at all times** (not locked away)

- Includes items such as:
 - Inhalers (See Appendix 3)
 - Adrenaline auto-injectors
 - Blood glucose testing kits

- Must accompany learners on **off-site visits and activities**

10. Access for Learners

- Learners should know:
 - Where their medication is stored
 - How to access it quickly
- Competent learners may:
 - Carry and self-administer medication (with agreement)

11. Administration of Medication

- Only **trained staff** should administer medication (See Appendix 1 and Appendix 2)

Administration must follow:

- Prescribed dosage
- Correct timing
- Written instructions

Key requirements:

- Check **previous doses and maximum dosage** before administering
- Administration to be checked and verified by a second member of trained staff.
- Record **every administration** accurately
- Never give:
 - Medication without consent
 - Aspirin to under 16s (unless prescribed)

Where possible:

- Medication should be administered **outside school hours** (e.g. at home), unless this is not practical.

12. Supporting Self-Administration

- Learners should be encouraged to **self-manage** where appropriate, schools may:
 - Supervise administration
 - Provide support where needed
- If a learner refuses medication:
 - Do **not force administration**
 - Record the refusal
 - Inform parents immediately

13. Record Keeping

Accurate records must be maintained, including:

- Medication administered (date, time, dose, staff signature x 2) (See Appendix 1 and Appendix 2)
- Medication stored on site
- Parental consent forms
- Any **incidents or errors**

Records should be:

- Kept up to date
- Stored securely

- Accessible to relevant staff

14. Disposal of Medication

- Unused or expired medication should be:
 - Returned to parents for safe disposal
- Sharps (e.g. needles) must be:
 - Placed in **approved sharps containers**
 - Disposed of safely and appropriately

15. Staff Training and Responsibilities

- Staff must:
 - Volunteer or agree to administer medication
 - Receive **appropriate training**
 - Be confident and competent

Training should include:

- Understanding medical conditions
- Safe administration procedures
- Emergency response

- The school will undertake to keep a minimum of 4 fully trained first aiders on the staff.
- All teaching staff, and as many ancillary staff as can be accommodated, will be given training on a biennial programme, on meeting the needs of the following: Anaphylaxis, Diabetes, Asthma, Epilepsy

16. Emergency Situations

- Schools must have clear procedures for:
 - Recognising emergencies
 - Administering emergency medication
 - Contacting emergency services (999)

A trained member of staff should:

- Stay with the learner
- Provide relevant medical information to responders
- For every learner with a severe medical condition (e.g. Epilepsy, Diabetes), there will be an emergency health care plan. Designated First Aiders should be in charge of carrying out an emergency procedure, although the school undertakes to train as many staff as possible in the training for what to do when faced with anaphylaxis and diabetic shock.
- In the absence of the Office first Aiders, the Assistant Headteacher, pastoral will take charge.

Key Message

Effective medication management ensures that learners with healthcare needs are:

- **Safe**
- **Supported**
- **Able to fully participate in school life**

Robust procedures, trained staff, and clear communication are essential to achieving this.

17. Qualifications and assessments

Should learners miss public exams through illness or incapacity, we will let parents know that the school requires a note from the learner's doctor to enable the school to apply to the examination body for special consideration.

Access arrangements for learners with learning and / or medical needs is managed by the school's Additional Learning Needs Coordinator (ALNCO), and where required learners will be provided with extra time in examinations. Application for extra time and other arrangements needs to be completed several months in advance of the commencement of the exams.

18. Education other than at school (EOTAS)

The school will work closely with the Education Support Worker from the LA and other bodies such as CAMHS, to determine whether adjustments need to be made to the learner's timetable to meet their needs. Where part time schooling is the result of this agreement, the school will organise work to be sent home where appropriate.

Should a child be incapacitated and unable to attend school through hospitalisation or the need to recuperate after an illness or injury, then the learner's Head of Year will arrange for appropriate work to be sent home for the learner.

19. School transport

It is the responsibility of the Local Authority to ensure that all learners who have a severe medical or learning need are provided with taxi transport to and from school. It must be stressed that any decision on entitlement to this transport rests with the Local Authority and not with the school.

When taking learners out on day and on residential visits are required to obtain parental consent and a Form 4 from each child, before taking the trip. Form 4 details the medical needs of the learners and it is the visit leader's responsibility to familiarise themselves and other supervisory staff with the relevant medical information before the visit leaves school. Details of the visit and any medical needs of learners are required to be entered on the Evolve Visit Approval system before the visit leaves.

20. Reviewing policies, arrangements and procedures

This policy is subject to biennial review by the governors' Student and Staff Wellbeing Working Party. In addition, the Health and Safety Officer will make a formal report to the former body detailing the First Aid and accident statistics from the time of previous meeting.

21. Insurance arrangements

All offsite visits are covered by the school's insurers (Zurich)

22. Complaints procedure Please see separate School Complaints Policy

23. Unacceptable practice

It is not acceptable practice to

- Prevent learners from attending an education setting due to their healthcare needs, unless their attending the setting would be likely to cause harm to the learner or others.
- Prevent learners from easily accessing their inhalers or other medication, and prevent them from taking their prescription medication when and where necessary.
- Assume every learner with the same condition requires the same treatment

- Ignore the views of the learner or their parents, or ignore healthcare evidence or opinion (although these views may be queried with additional opinions sought promptly).
- Send learners with healthcare needs home frequently or prevent them from staying for normal activities, including lunch, unless this is suitably specified in their IHP.
- Send a learner who becomes ill or needs assistance to a medical room or main office unaccompanied or with someone unable to properly monitor them.
- Penalise a learner for their attendance record if the absence is related to their healthcare needs. 'Authorised absences' including healthcare appointments, time to travel to hospital of appointment, and recovery time from treatment or illness should not be used to penalise a learner in any way. This includes, but is not limited to, participation in activities, trips or awards which are incentivised around attendance records
- Request adjustments or additional time for a learner at a late stage. They should be applied for in good time. Consideration should also be given to adjustments or additional time needed in mock examinations or other tests.
- Prevent learners from drinking, eating or taking toilet or other breaks whenever needed in order to manage their healthcare needs effectively
- Require parents, or otherwise make them feel obliged, to attend the education setting, trip or other off-site activity to administer medication or provide healthcare support to the learner, including for toileting issues.
- Expect or cause a parent to give up work or other commitments because the education setting is failing to support a learner's healthcare needs.
- Ask a learner to leave the classroom or activity if they need to administer non-personal medication or consume food in line with their health needs.
- Prevent or create unnecessary barriers to a learner's participation in any aspect of their education, including trips, e.g. by requiring a parent to accompany the learner.

The school has an Equalities Policy and will review provision for learners with severe healthcare needs on an annual basis.



Appendix 1 - Parental Request for Prescription Medicine to be administered in school

Name of child

Date of birth

Tutor Group

Medical condition / illness

Prescription Medicine

Name of prescription medication

Dosage & method

Timing

Special precautions / other instructions

Self administration – Y / N

Number / Quantity / Amount of medication left in school:

Signed:

Staff 1

Staff 2 :

Parent:

Date:

NB: PRESCRIPTION MEDICINES MUST BE IN THE ORIGINAL CONTAINER AS DISPENSED BY THE PHARMACY

Contact Details

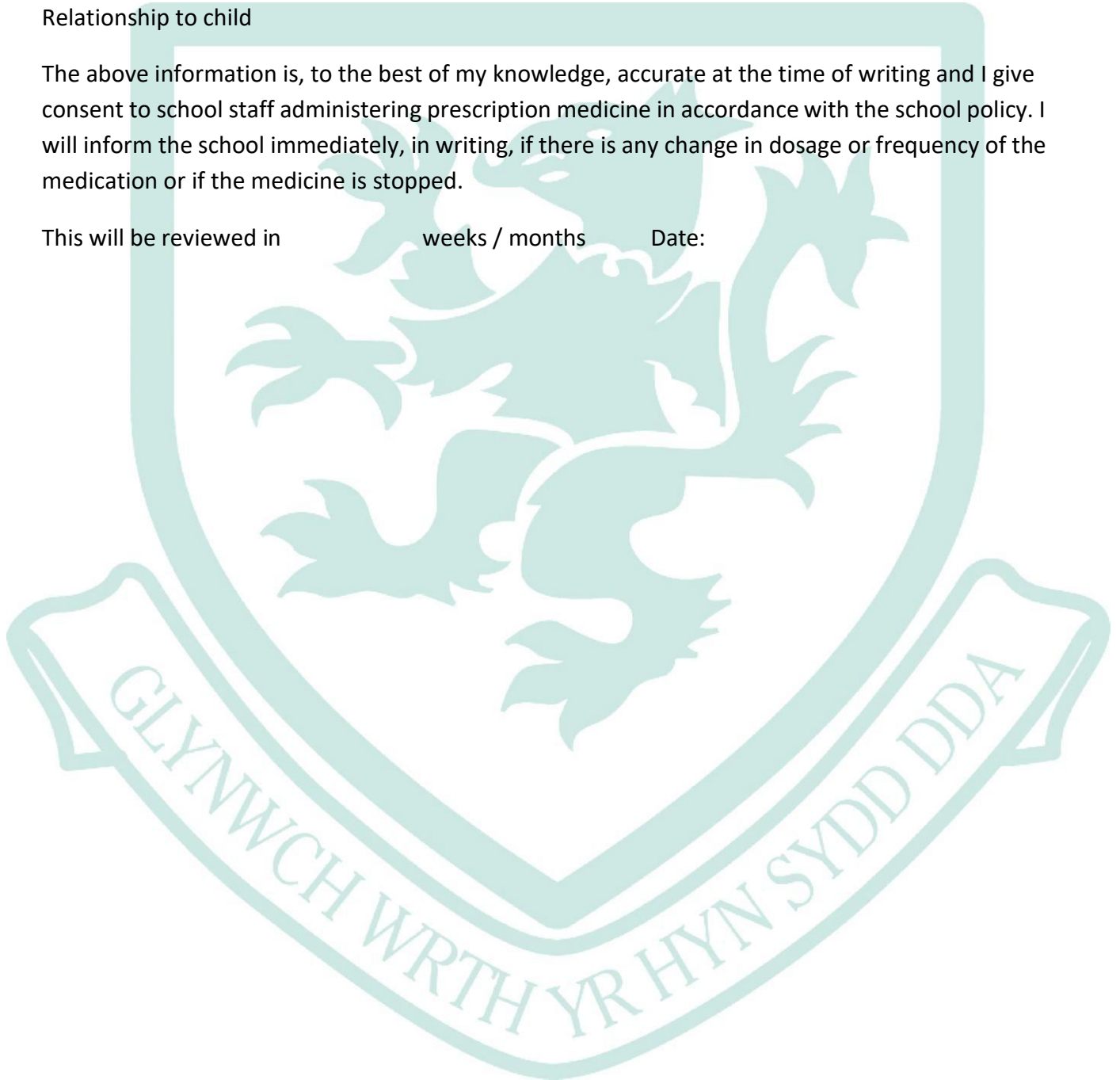
Name

Daytime telephone number

Relationship to child

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering prescription 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.

This will be reviewed in _____ weeks / months Date: _____



Appendix 3 - CONSENT FORM USE OF EMERGENCY SALBUTAMOL INHALER



Darland High School

Child or young person showing symptoms of asthma / having asthma attack

Child's full name (print)

Form Class

1. I confirm my child has been diagnosed with asthma and has been prescribed an inhaler.
2. My child will have a working, in-date inhaler, clearly labelled with their name, which they will bring with them to school every day.
3. In the event of my child displaying symptoms of asthma, and if their inhaler is not available or unusable, I consent for my child to receive salbutamol from an emergency inhaler held by the school for such emergencies.
4. Consent for their name to be held on an asthma register as eligible to receive salbutamol in an emergency.

You may wish to discuss this form with your child.

Signed Date

Parent/ carer full name (print)

Mobile telephone number

Home / work telephone number /

Parent / carer address

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E-Mail address

Child's Doctor's name

Child's Doctor's telephone number

Child's Doctor's address

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Glossary

Acronyms

UNCRC	The United Nations Convention on the Rights of the Child
IHP	Individual Health Care Plans
NHS	National Health Service
SIMS	Schools Information Management System
CAMHS	Child and Adolescence Mental Health Services