

# Yesodey Hatorah Senior Girls School



## Medical Needs Policy

Approved by:	Curriculum Committee	Date:	October 2025
Reviewed on:	September 2025		
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## 1. Aims

This policy aims to ensure that:

- Students, staff and parents/carers understand how our school will support students with medical conditions
- Students with medical conditions are properly supported to allow them to access the same education as other students, including school trips and sporting activities

The governing board will implement this policy by:

- Making sure sufficient staff are suitably trained
- Making staff aware of students' conditions, where appropriate
- Making sure there are cover arrangements to ensure someone is always available to support students with medical conditions
- Providing supply teachers with appropriate information about the policy and relevant students
- Developing and monitoring individual healthcare plans (IHPs)

## 2. Legislation and statutory responsibilities

This policy meets the requirements under [Section 100 of the Children and Families Act 2014](#), which places a duty on governing boards to make arrangements for supporting students at their school with medical conditions.

It is also based on the Department for Education (DfE)'s statutory guidance on [supporting students with medical conditions at school](#).

## 3. Roles and responsibilities

### 3.1 The governing board

The governing board has ultimate responsibility to make arrangements to support students with medical conditions. The governing board will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

### 3.2 The headteacher

The headteacher will:

- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations
- Ensure that all staff who need to know are aware of a child's condition
- Take overall responsibility for the development of IHPs
- Make sure that school staff are appropriately insured and aware that they are insured to support students in this way
- Contact the school nursing service in the case of any student who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date (see Appendix 1)

### 3.3 Staff

Supporting students with medical conditions during school hours is not the sole responsibility of 1 person. Any member of staff may be asked to provide support to students with medical conditions, although they will not be required to do so. This includes the administration of medicines.

Those staff who take on the responsibility to support students with medical conditions will receive sufficient and suitable training and will achieve the necessary level of competency before doing so.

Teachers will take into account the needs of students with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a student with a medical condition needs help.

### 3.4 Senior Administrator

The Senior Administrator is responsible for:

- Maintaining a record of student's medical needs on the school's database
- Liaising with relevant parties regarding Individual Healthcare plans (IHCP) for any student requiring it
- Organising appropriate training for staff who support children with medical needs
- Putting cover arrangements in place in case of staff absence or staff turnover
- Briefing for supply teachers
- Ensuring that risk assessments for school visits and other school activities outside of the normal timetable are in place
- Informing the Education Welfare Service of the prolonged absence of a student due to medical issues

### 3.5 Parents/carers

Parents/carers will:

- Notify the school that their child has a medical condition at the earliest point possible
- Provide the school with sufficient and up-to-date information about their child's medical needs and advising the school in writing of any changes to the prescription, its administration or to the support required
- Be involved in the development and review of their child's IHP and may be involved in its drafting

- Carry out any action they have agreed to as part of the implementation of the IHP, e.g. provide medicines and equipment, and ensure they or another nominated adult are contactable at all times
- Ensuring their child is well enough to attend school
- informing the school on the first day that their child is absent, and on each subsequent day
- providing medical certificates where necessary
- the disposal of all medication

Only one parent is required to agree to or request that medicines are administered.

Where parents have difficulty supporting or understanding their child's medical conditions, the school will liaise and refer to the appropriate agency.

### **3.6 Students**

Students with medical conditions will often be best placed to provide information about how their condition affects them. Students should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs. They are also expected to comply with their IHPs.

### **3.7 School nurses and other healthcare professionals**

Our school nursing service will notify the school when a student has been identified as having a medical condition that will require support in school. This will be before the student starts school, wherever possible. They may also support staff to implement a child's IHP.

Healthcare professionals, such as GPs and paediatricians, will liaise with the school's nurses and notify them of any students identified as having a medical condition. They may also provide advice on developing IHPs.

## **4. Key Principles and Equal opportunities**

Yesodey Hatorah is committed to making reasonable adjustments and to ensuring that students with medical conditions are properly supported in school so that they can:

- play a full and active role in school life
- access and enjoy the same opportunities at school as any other child, including school trips and physical education
- remain healthy and safe
- achieve their academic potential

Yesodey Hatorah would not seek to prevent or create unnecessary barriers to children participating in any aspect of school life, including school trips.

Yesodey Hatorah is committed to working in partnership with health and social care professionals, students, and parents to ensure that the needs of children with medical conditions are effectively supported. We will focus on the needs of the child by listening to the views of parents and their children.

A student's health should not be put at unnecessary risk simply because they attend school. In addition, and in line with our safeguarding duties we will not place other students at risk or accept a student in school where it would be detrimental to the child and others to do so.

We will never prevent students from drinking, eating, or taking toilet or other breaks whenever they need in order to manage their medical condition effectively.

We will not require parents, or otherwise make them feel obliged to attend school, to administer medication or provide medical support to their child, including assisting with personal hygiene. No parent should have to give up working because the school is failing to support their child's medical needs.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that students with medical conditions are included. In doing so, students, their parents/carers and any relevant healthcare professionals will be consulted

## **5. Being notified that a child has a medical condition**

When the school is notified that a student has a medical condition, the process outlined below will be followed to decide whether the student requires an IHP.

The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for students who are new to our school.

See Appendix 1.

## 6. Individual healthcare plans (IHPs)

The headteacher has overall responsibility for the development of IHPs for students with medical conditions. This has been delegated to Headteacher.

Plans will be reviewed at least annually, or earlier if there is evidence that the student's needs have changed.

Plans will be developed with the student's best interests in mind and will set out:

- What needs to be done
- When
- By whom

Not all students with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents/carers when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the headteacher will make the final decision.

Plans will be drawn up in partnership with the school, parents/carers and a relevant healthcare professional, such as the school nurse, specialist or paediatrician, who can best advise on the student's specific needs. The student will be involved wherever appropriate.

IHPs will be linked to, or become part of, any education, health and care (EHC) plan. If a student has special educational needs (SEN) but does not have an EHC plan, the SEN will be mentioned in the IHP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The governing board and the Headteacher will consider the following when deciding what information to record on IHPs:

- The medical condition, its triggers, signs, symptoms and treatments
- The student's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons
- Specific support for the student's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions
- The level of support needed, including in emergencies. If a student is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the student's medical condition from a healthcare professional, and cover arrangements for when they are unavailable
- Who in the school needs to be aware of the student's condition and the support required
- Arrangements for written permission from parents/carers and the headteacher for medication to be administered by a member of staff, or self-administered by the student during school hours
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the student can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parent/carer or student, the designated individuals to be entrusted with information about the student's condition
- What to do in an emergency, including who to contact and contingency arrangements
- Contact details of relevant individuals and agencies

It should be noted that at all times, confidentiality and compliance with GDPR is mainstream practice within the school.

## 7. Managing medicines

## 7.1 Prescription Medicines

Prescription medicines will only be administered at school:

- When it would be detrimental to the student's health or school attendance not to do so **and**
- Where we have parents/carers' written consent (this is on the consent form completed by parents at the beginning of the school year)

**The only exception to this is where the medicine has been prescribed to the student without the knowledge of the parents/carers.**

Students under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Where a member of staff administers medication to a student, they will first check maximum dosages and when the previous dosage was taken. Parents/carers will always be informed.

The school will only accept prescribed medicines that are:

- In-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely. Students will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to students and not locked away.

Medicines will be returned to parents/carers to arrange for safe disposal when no longer required.

## 7.2 Non-prescription medicines

If members of staff have concerns regarding a child's welfare, they should notify the parents, who may decide to refer the matter to the child's G.P. However, there may be rare occasions when, due to an accident or other rare event, it appears that administering a non-prescribed medication is in the best interest of the child. If so, the following guidelines should be followed:

- The Head Teacher must provide written authorisation
- This should only be done at the prior and written request of the parent (see consent forms)
- The parent must provide the medication and details of the timing of the last / next dose of medication
- Staff must inform parents in writing on the day the medication is taken, detailing time and quantity taken
- The administration of the medication must be recorded on an appropriate form on each occasion
- In the case of an emergency the most Senior teacher on site or available acting in loco parentis will decide on the best way forward in their judgement

Where a student requires pain relief (usually in the form of Panadol or similar), the staff member:

- will only administer it where we have parents/carers' written consent (see consent forms)
- will first check maximum dosages and when the previous dosage was taken
- will record this on a log at front reception desk

## 7.3 Controlled drugs

[Controlled drugs](#) are prescription medicines that are controlled under the [Misuse of Drugs Regulations 2001](#) and subsequent amendments, such as morphine or methadone.

A student who has been prescribed a controlled drug may have it in their possession if they are competent to do so, but they must not pass it to another student to use. All other controlled drugs are kept in a secure cupboard in the school office and only named staff have access.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

## 7.4 Students managing their own needs

Students who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents/carers and it will be reflected in their IHPs.

Students will be allowed to carry their own medicines and relevant devices wherever possible. Staff will not force a student to take a medicine or carry out a necessary procedure if they refuse but will follow the procedure agreed in the IHP and inform parents/carers so that an alternative option can be considered, if necessary.

## 7.5 Disposal of Medication

- Medicines should not be flushed down the sink or the toilet
- Medication supply should be reviewed annually. School staff should not dispose of medication. This is the responsibility of parents. When no longer required, medicines should be returned to the parent to arrange for safe disposal. This should be done termly, with advice sought from the local pharmacist as to disposal of uncollected medicines
- Sharps boxes should always be used for the disposal of needles. These can be obtained by parents on prescription from the child's GP or paediatrician. Collection and disposal of the boxes should be arranged with the Local Authority's environmental services

## 7.6 Unacceptable practice

School staff should use their discretion and judge each case individually with reference to the student's IHP, but it is generally not acceptable to:

- Prevent students from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every student with the same condition requires the same treatment
- Ignore the views of the student or their parents/carers
- 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 IHPs
- If the student becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- Penalise students for their attendance record if their absences are related to their medical condition, e.g. hospital appointments
- Prevent students from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Require parents/carers, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their student, including with toileting issues. No parent/carer should have to give up working because the school is failing to support their child's medical needs
- Prevent students from participating, or create unnecessary barriers to students participating in any aspect of school life, including school trips, e.g. by requiring parents/carers to accompany their child
- Administer, or ask students to administer, medicine in school toilets

## 8. Emergency procedures

Staff will follow the school's normal emergency procedures (calling Hatzola 020 8806 1123 or emergency services on 999 or both). All students' IHPs will clearly set out what constitutes an emergency and will explain what to do.

Staff will be aware who the first aiders are. Refer to the school's First Aid Policy for more detailed information.

If a student needs to be taken to hospital, staff will stay with the student until the parent/carer arrives or accompany the student to hospital by ambulance.

## 9. Training

Staff who are responsible for supporting students with medical needs will receive suitable and sufficient training to do so.

The training will be identified during the development or review of IHPs. Staff who provide support to students with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the Headteacher. Training will be kept up to date.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the students
- Fulfil the requirements in the IHPs
- Help staff to understand the specific medical conditions they are being asked to deal with, their implications and preventative measures

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

Staff will receive regular whole school awareness training where necessary in order to understand their role in supporting pupils with medical conditions. Induction arrangements for new staff will include this training.

## **10. Record keeping**

The governing board will ensure that written records are kept of all medicine administered to students for as long as these students are at the school. Parents/carers will be informed if their student has been unwell at school.

IHPs are kept in a readily accessible place that all staff are aware of.

## **11. Liability and indemnity**

The governing board will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

See Appendix 2 for the more details of the school's insurance arrangements.

## **12. Complaints**

Parents/carers with a complaint about the school's actions in regard to their child's medical condition should discuss these directly with the Headteacher in the first instance. If the Headteacher cannot resolve the matter, they will direct parents/carers to the school's complaints procedure.

## **13. Monitoring arrangements**

This policy will be reviewed and approved by the governing board every year.

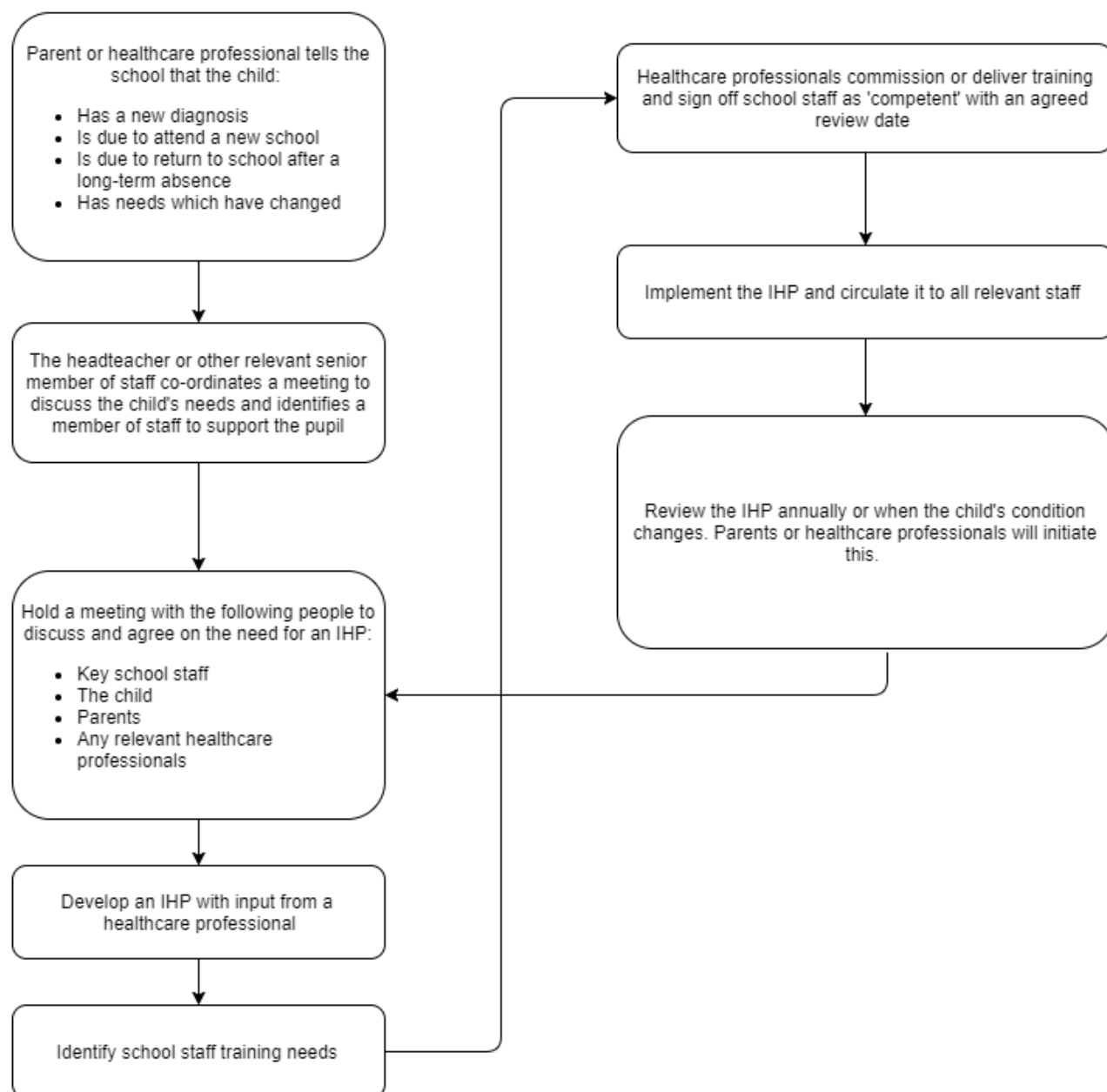
## **14. Links to other policies**

This policy links to the following policies:

- Accessibility plan
- Complaints
- Equality information and objectives
- First aid
- Health and safety
- Safeguarding
- Special educational needs information report and policy
- Children with health needs who cannot attend school



## Appendix 1: Being notified a child has a medical condition



## Appendix 2: School Liability and Indemnity Insurance details



Department  
for Education

### Confirmation of risk protection arrangement (RPA) membership

The Department for Education's risk protection arrangement (RPA) is a voluntary arrangement for academies, free schools and local-authority maintained schools. It is an alternative to insurance through which the cost of risks that materialise will be covered by government funds.

The following local-authority maintained school is a member of the RPA.

<b>NAME OF MEMBER ORGANISATION:</b>	Yesodey Hatorah Senior Girls School
<b>MEMBERSHIP NO/URN:</b>	133599
<b>MEMBERSHIP PERIOD:</b>	23 May 2024 to 31 March 2025
<b>RPA MEMBERSHIP RULES:</b>	VA/Foundation
(1)	<b>EMPLOYER'S LIABILITY</b>
Limit of Indemnity	Unlimited
(2)	<b>THIRD PARTY PUBLIC LIABILITY</b>
Limit of Indemnity	Unlimited
(3)	<b>PROFESSIONAL INDEMNITY</b>
Limit of Indemnity	Unlimited
(4)	<b>PROPERTY DAMAGE</b>
	Loss of or damage by any risk not excluded to any property owned by or the responsibility of the Member including property the responsibility of the Member due to a lease or hire agreement
	Cover
Limit	Reinstatement value of the property

#### NOTES:

1. Indemnity is subject to the RPA membership rules.
2. In accordance with the provisions of paragraph 1 of Schedule 2 of the Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 1998/2573), the Secretary of State for Education hereby certifies that any claim established against the named member organisation above in respect of any liability to the employees of the kind mentioned in section 1(1) of the Employers' Liability (Compulsory Insurance) Act 1969 will, to any extent to which it is otherwise incapable of being satisfied by the aforementioned employer, be satisfied out of moneys provided by parliament.
3. A General Principles Clause is included.

Signed:

Dated: 01 April 2024

Susan Dawson

Director of Commercial for Sector and Commercial Operations



Department  
for Education

## RPA Team Contact Details

### Reporting a New Claim

Submit via : [RPA.CM@davies-group.com](mailto:RPA.CM@davies-group.com)

### Urgent Incident Notifications

Phone: 0330 058 5566

### Claims Updates or Queries

Phone: 0330 058 5566

Email: [RPA.CM@davies-group.com](mailto:RPA.CM@davies-group.com)

### Overseas Travel Emergencies & Urgent Incidents

Phone: 0203 475 5031

### Overseas Travel Pre- travel Advice & Guidance

Website: <https://traveltracking.northcottglobalsolutions.com/default.aspx>

Username: NGS.Topmarksolutions

Password: topmarksolutions2018

Please email the following for access to E-Learning library:

[t2ops@northcottglobalsolutions.com](mailto:t2ops@northcottglobalsolutions.com)

### Queries on the Risk Management or Cover Provided

Phone: 0117 976 9361

Email: [RPACover@wtwco-gsp.com](mailto:RPACover@wtwco-gsp.com)

Access to the RPA cover helpdesk is available 9.00 to 17.00 Monday to Friday excluding bank holidays.

For assistance accessing the RPA Risk Management Portal: [RMBluesupport@willis.com](mailto:RMBluesupport@willis.com)

### Queries on Funding or How to Join/Leave the RPA

Email: [RPA.DFE@education.gov.uk](mailto:RPA.DFE@education.gov.uk)

### Cyber Incident Notifications

Cyber Incident Response Hotline: 0800 368 6378

Cyber Incident Response Email: [RPAresponse@CyberClan.com](mailto:RPAresponse@CyberClan.com)



Department  
for Education

## Confirmation of Risk Protection Arrangement (RPA) Overseas Travel

The Department for Education's risk protection arrangement (RPA) is a voluntary arrangement for academies, free schools and local authority maintained schools. It is an alternative to insurance through which the cost of risks that materialise will be covered by government funds.

The following local authority maintained school is a member of the RPA.

<b>NAME OF MEMBER ORGANISATION:</b>	Yesodey Hatorah Senior Girls School
<b>MEMBERSHIP NO/URN:</b>	133599
<b>MEMBERSHIP PERIOD:</b>	23 May 2024 to 31 March 2025

The RPA includes cover for school trips overseas travel, which is summarised below. Please see membership rules for full cover.

<b>OVERSEAS TRAVEL INCLUDING WINTER SPORTS</b>		<b>Limit</b>
Medical Expenses, Repatriation and Emergency Travel	Per person	£10,000,000
Baggage	Per person	£2,000 in total (inner limits apply)
Money	Per person Per event	£750 £5,000
Cancellation, Curtailment, Replacement, Rearrangement and Change of Itinerary	Per person Per trip	£4,000 £250,000
Political and Natural Disaster Evacuation	Per person Per trip	£10,000 £80,000
Missed Departure	Per person	£1,000
Disruptive Pupil Expenses	Per event	£5,000
Loss of Passport/Travel Documents	Per person and/or trips	£2,000
Search and Rescue Expenses	Per event	£100,000
Kidnap Consultants Costs	Per person and/or trips	£250,000
Piste Closure	Per day per person Total Per person	£35 per full day of closure £350
Legal Expenses	Per person	£50,000
Personal Liability	Per occurrence	£5,000,000
Personal Accident	Per Person	Death and capital benefits £100,000

**NOTES:**

1. Indemnity is subject to the RPA Membership Rules.
2. Cover applies to any school trip, excursion or work experience placement anywhere in the world which is related to education; commences during the RPA Membership Year and involves travel outside of the school boundaries. Includes winter sports trips.
3. **Emergency Contact Details: 0203 475 5031**

Signed:

*SEDawson*

Dated: 01 April 2024

Susan Dawson

Director of Commercial for Sector and Commercial Operations



Department  
for Education