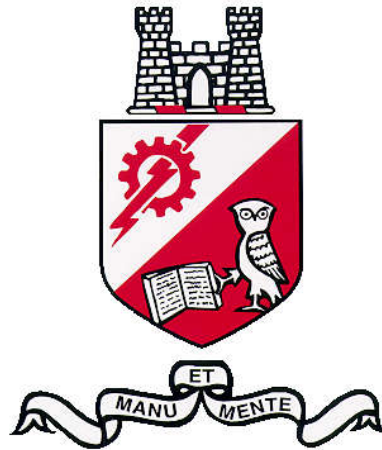


WEST HATCH HIGH SCHOOL



THE BEST THAT I CAN BE

WELFARE POLICY SUPPORTING PUPILS WITH MEDICAL CONDITIONS

Policy Date: November 2025

Signed:

Headteacher

Ratified by the Governing Body in December 2025

Signed:

Chair of Governors
Adrian Harris

WELFARE POLICY

SUPPORTING PUPILS WITH MEDICAL CONDITIONS

Since September 2014, schools in England have to meet a duty to support children with medical conditions and follow statutory guidance issued by the Department for Education. Section 100 of the “Children and Families Act 2014” places a duty on the Governing bodies/Management committees of schools, academies and PRUs to make arrangements to support these pupils so that they have full access to education, including school trips and physical education.

Statutory guidance about the support that pupils with medical conditions should receive at school.

[Supporting pupils at school with medical conditions \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/270242/Supporting_pupils_at_school_with_medical_conditions.pdf)

How local authorities must meet their duty to ensure children with health needs receive a good education.

[Arranging education for children who cannot attend school because of health needs \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/270242/Arranging_education_for_children_who_cannot_attend_school_because_of_health_needs.pdf)

Provisions in place at West Hatch High School:

1. Pupils with medical needs are supplied with a yellow medical exit card.
2. Diabetic students are supplied with a pink exit card.
3. First Aid Officer will liaise with the Exams Officer to inform of those with medical needs.
4. Attendance Officer meets with Heads of Houses every two weeks to inform of those whose attendance is failing due to long term medical issues and identify action needed.
4. Welfare Officer/Medical Officer liaises with parents regarding pupils with long term medical issues. Head of Year arranges work to be sent home regularly.
5. Medical Officer to inform PE Department of those pupils who cannot partake in a particular sport due to medical needs or an on-going illness. Medical Officer will issue the student with a temporary medical exit card and will carry out a risk assessment prior to them starting back at school.
6. Care Plans and Protocols are drawn up by the Medical Officer, School Nurse and parent, to offer full support to pupils with complex medical needs. Care Plans provide clarity about what needs to be done, when and by whom. Not all students will require a Care Plan. The Medical Officer, health professional and parent should agree based on medical evidence, when a healthcare plan would be appropriate. Care Plans are easily accessible to all who need to refer to them. Medical Officer to monitor and manage.
7. When a student returns to school following an injury, we will be guided by advice from the medical professionals when we complete the risk assessment. They must only use walking aids ie: crutches if they have been supplied by the hospital. (see appendix 1 for protocol for accepting students back in school whilst on crutches.)
8. Medical Officer to meet with outside Health agencies i.e. specialist nurse advisors.
9. Welfare Officers link with CAMHS (Child & Adolescent Mental Health Services) referring pupils with depression and family therapy.
10. Annual staff training given to relevant staff on all medicines held in School.

11. All medicines labelled and checked regularly and kept secure and the Medical Officer monitors the expiry dates. A spreadsheet has been set up which records all expiry dates and also records the way the medicines were disposed of. An arrangement is in place with the Brooke Parade Pharmacy that they destroy our old medicines. Students are encouraged to take home their old medicines but any out of date medicines that are left in school are taken to the pharmacy.
12. Follow "Managing Medicines" guidance book.
13. Welfare Officer/Head of Year/Medical Officer to arrange with parents a phased return for pupils who have had long term illness.
14. Liaison with Hospitals if pupils have a long term admission.
15. School Nurse will notify the school of any A&E visits which are a safeguarding concern.
16. School Counsellor to support pupils' emotional well-being.
17. Welfare Officer liaises with the School Nurse regularly to discuss pupil health and implement any strategies that may benefit them whilst at school.
18. Equality Act – Pupils with a physical impairment: A pupil needing a wheelchair (short-term) or crutches can comfortably be in school working in the library or LSU. Welfare Officer/Medical Officer to liaise with parents and organise.
19. All medication for students (prescribed or over the counter) must be provided by parents/carers and we are only able to accept prescribed medication with the original pharmacist label. Where students have long term medical needs requiring medication to be kept in school we ask that parents/carers ensure that all medication supplied is 'in date'. If students require to take antibiotics, the Medical Officer oversees this.
20. Use of a wheelchair will be used to transport a student that is unable to walk to the medical room. The first aid team will assess whether it is safe to move the student, and if it is will then aid them to safely get into the wheelchair. If the first aider is unable to manoeuvre the wheelchair due to a pre-existing condition, then another member of the team must accompany them. The caretakers can also be radioed if assistance is needed especially with our older students that require more force to push the wheelchair.

Glossary

First Aid Trained Staff

First Aid at Work Certificate:

A Thomas	First Aid Officer
Y Johnstone	Office
S Young	Office
C Kay	Drama
J Mason	Office
E Anderson	Office
A Harding	Office

Emergency First Aid at Work Certificate:

L Elliot	History
P Baines	DT
L Taylor	Technology

A D'Silva	PE
M Titus	Pastoral
R Wallis	Science Technician
L Pearce	PE/LSA
C Reid	PE
M Bolashodun	Pastoral
A Fell	Food Technology
C Hoy	PE
C Stitchman	Catering
B Tindides	PE
C Huskisson	Drama
A Afzal	Science Technician
M Connolly	Technician
K Young	Geography
S Harman	Geography
D Cranwell	Science
J Parmar	Science
M Lord	Music
M Capaldi	Science

Caretakers (Emergency First Aid):

Charles Naven
 Onaldo Peixoto Dos Santos
 Deniz Mustafa
 Paul Still
 Craig Pitman

Outdoor First Aid:

C Huggins	PE
J Howell	PE



Protocol for Accepting Students Back into School Whilst On Crutches

The school requires a letter from a medical professional (GP, hospital etc.) detailing exactly what injury has been sustained before accepting responsibility for a student on crutches.

This letter should include details of whether the student is required to use crutches in school and approximately for how long. Further information to be detailed, if possible, including: when weight bearing should begin and any follow up appointments (fracture clinics, physiotherapy etc.)

Looking after students on crutches is not a responsibility taken lightly by the school and without clear medical information, potentially puts the school and students at risk.

It is unacceptable for students when returning to school on crutches, that they do not use crutches obtained from, other than a professional/medical establishment i.e. friends, football coaches, etc. – these students have not been officially checked out either at GP or A&E, and are a potential danger to both themselves and other students.

We would appreciate parent(s)/guardian(s) contact prior to the student's initial return to school, to enable the following to be discussed and explained:

- Leaving lessons early
- General help and support
- Medication
- Arrangements to and from school
- Emergency contact details can be checked.
- Follow-up appointments noted
- Risk Assessment completed for impaired mobility, and a PEEP Plan In terms of the health and safety evacuation issues, within high-risk classrooms such as: Science, Art, Design and Technology etc. We may have to make the decision as to whether a student on crutches is able to join in with a practical activity, consideration will also be given, regarding access to classrooms via stairways.
- A provision may be made during the lesson for a student to join another class if it is felt too dangerous for them to join in, however we do endeavour to promote inclusion at all times.

With regard to the issue of medical protective footwear (as issued by A&E department/GP surgery) for all students returning to school on crutches, it has been the practice in the past that there was a requirement for all students on crutches who could not wear their usual footwear, to obtain a protective Velcro foot covering. However, we accept that this type of footwear would not be issued in all cases therefore it is suggested that students are not allowed back into school without relevant protective footwear.

It is recommended that a generic temporary Risk Assessment/PEEP Plan detailing the health & safety issues for all students on crutches is produced and parents/guardians made aware of the details in each case.