



Policy on Supporting Students with Medical Conditions

Reviewed: July 2026

Review date: July 2027

Person responsible for policy: JDB

Contents:

Policy Statement

1. Policy Aims
2. Policy framework and legislation
3. Equal Opportunities
4. Individual Health Care Plan, Asthma Policy and Care Plan, Diabetes Policy and Care Plan and Other Medical Conditions Care Plan
5. Request for a school to administer prescribed medication
6. Providing Care and Support and Administering prescribed and non-prescribed medication
7. Training and Emergency procedures
8. The Role of Parents
9. Storage and disposal of medical equipment.
10. Record Keeping
11. Physical Activity
12. Post hospitalisation
13. Supporting students with medical conditions who cannot attend school

Appendices

- 1. Individual Healthcare Plan (IHP)**
- 2. Record of administering prescribed medication to a student.**
- 3. Record of administering paracetamol (non-prescribed medication) to a student.**
- 4. Request for school to administer medication**
- 5. Asthma Policy and Care Plan**
- 6. Diabetes declaration.**
- 7. Students prone to Anaphylaxis/Epilepsy Care Plan**
- 8.

Policy Statement

Droitwich Spa High School is an inclusive community that supports students with medical conditions, aiming to provide them with the same opportunities as others. The school recognises the impact that medical conditions can have on students and recognises that certain medical conditions are debilitating and potentially life threatening if poorly managed.

1. Policy Aims

Following the Department for Education statutory guidance ['Supporting pupils at school with medical conditions'](#) December 2015, the policy aims to ensure that;

- key members of staff understand how our School will support students with medical conditions and the importance of medication being taken and care administered as directed by healthcare professionals and parents.
- students with medical conditions are properly supported to allow them to access the same education as other students, including school trips, sporting, social and educational activities, and emotional and wellbeing support.
- staff aware of students' conditions, where appropriate.
- appropriate staff understand student medication requirements and administer according to student needs, alongside training and legislative requirements.
- all staff understand their duty of care in the event of an emergency
- all staff understand their duty of care to children and young people in the event of an emergency and are confident in knowing what to do.
- appropriate staff understand student medication requirements and administer according to student needs, alongside training and legislative requirements.
- sufficient staff are suitably trained and students have fair access to these staff.
- Appropriate staff administer and monitor individual healthcare plans (IHCPs), where appropriate.

2. Policy framework and legislation

Definition

Students' medical needs may be broadly categorised as one of two types:

- (a) Short-term, affecting their participation in school activities when they are on a course of medication.
- (b) Long-term, potentially limiting their access to education and requiring extra care and support

The Legal Framework

Schools have a responsibility for the health and safety of students in their care. The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of students with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all students at the school. This may mean making special arrangements for students so that they can access their full and equal entitlement to all aspects

of the curriculum. In this case, individual procedures may be required. Droitwich Spa High School is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any reasonable additional support that students with medical conditions (long or short term) may need.

The Department for Education statutory guidance ['Supporting pupils at school with medical conditions'](#) December 2015 and Children and Families Act 2014 (Section 100) places a duty on schools to make arrangements for children with medical conditions. Students with medical conditions have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone. However, teachers and other school staff in charge of students have a common law duty to act 'in loco parentis' and must ensure the safety of all students in their care. To this end, the school reserves the right to refuse admittance to a child with an infectious disease where there may be a risk posed to others or to the health of the child involved. This duty also extends to teachers leading activities taking place off the school site.

The prime responsibility for a child's health lies with the parent, who is responsible for the child's medication and must supply the school with all relevant information needed in order for appropriate care to be given to the child. The school takes advice and guidance from a range of sources as appropriate. These may include the School Nurse, Health professionals and the child's GP in addition to the information provided by parents in the first instance.

3. Equal Opportunities

Droitwich Spa High School is clear about the need to actively support students with medical conditions to participate in school trips, sporting, social and educational activities, and emotional and wellbeing support, and not prevent them from doing so. We will consider what reasonable adjustments need to be made to enable these students to participate fully and safely on school trips, visits, and sporting activities. Risk assessments may 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. Droitwich Spa High School will ensure the students safety is at the heart of every decision.

4. Individual Health Care Plan, Asthma Policy and Care Plan, Diabetes Policy and Care Plan and Other Medical Conditions Care Plan

- All children with a serious medical condition should have an individual healthcare plan (IHP), see appendix 1.
- An IHP details exactly what care a child requires in school, when they need it and who is going to provide it.
- It should also include information on the impact any health condition may have on a child's learning, behaviour or classroom performance.
- This should be drawn up with input from the child (if appropriate) their parent/carers, relevant school staff and healthcare professionals, ideally a specialist if the child has one.

- All other 'less serious' medical conditions will be supported through the tailored policy and care plans contained in the appendices.
- Health Care Plans are created and uploaded electronically to the student's profile on Arbor.

5. Request for a school to administer prescribed medication (Appendix 4)

To fully safeguard every individual student, the parent/carer must provide full details and consent through the 'Request for school to administer medication'.

6. Providing Care and Support and Administering Prescribed and Non-prescribed Medication

The school will ensure that;

- Medication is dispensed, and care given as detailed in the student's IHP.
- The proformas documented in Appendix 2 and 3 are completed with double signatures when administering prescribed and non-prescribed medication
- More than one member of staff is trained to administer the medication and meet the care needs of an individual child.
- There are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. (The governing body has made sure that there is the appropriate level of insurance and liability cover in place.)
- A trained member of staff is available to accompany a student with a medical condition on an off-site visit, including overnight stays.
- Non-prescribed medication is not administered to a child without parental consent.
- the school has a small stock of paracetamol and will administer the appropriate dosage when parental consent has been gained.

The school will only accept prescribed medicines that are:

- In-date.
- Labelled.
- For the named student.
- If there is a cream or ointment the date of opening must be clearly documented on the medication/box.
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage, and storage.
- Issued from United Kingdom origin. Medicines brought from overseas will not be accepted as these medicines may be different to UK licensing

7. Training and Emergency procedures

- All staff will contact Reception or one of the first aiders in the case of an emergency.
- 999 contacted depending on the severity of the emergency.
- A child's IHP should explain what help they need in an emergency. The IHP will accompany a student should they need to attend hospital.

- If a student needs to attend hospital, a member of staff (preferably known to the student) will stay with them until a parent arrives, or accompany a child taken to hospital by ambulance. They will not take students to hospital in their own car, unless in emergencies.
- The school will ensure that the school has an appropriate number First Aid trained staff.

8. The Role of Parents

- Every effort will be made to encourage the student to involve their parents/carers, while respecting their confidentiality.
- Parents should let the school know immediately if their child's needs change.
- If a student misuses their medication, or anyone else's, their parent is informed as soon as possible and the school's disciplinary procedures are followed.
- Completing Appendix 4: Request for school to administer medication, where appropriate.

9. Storage and disposal of medical equipment.

The school will ensure that:

- All staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment is readily available whether the child is in the school or taking part in on off-site activities. Students may carry their emergency medication with them if they wish/this is appropriate.
- Controlled drugs are stored securely, but accessibly, with only named staff having access. Staff at this school can administer a controlled drug to a student once they have had specialist training.
- All medication is stored safely, and that students with medical conditions know where they are at all times and have access to them immediately.
- Medication is in date and labelled in its original container where possible, in accordance with its instructions. The exception to this is insulin, which though must still be in date, will generally be supplied in an insulin injector pen or a pump.
- Parents are asked to collect all medications/equipment at the end of the school term, and to provide new and in-date medication at the start of each term.
- Sharps boxes are kept securely at school and will accompany a child on off-site visits. Needles and other sharps are disposed of in line with local policies

10. Record Keeping

- Parents are asked if their child has any medical conditions on the enrolment form.
- This school uses an IHP to record the support needed by a student with a serious medical condition. The IHP is developed with the student (where appropriate), parent/carer, school staff, specialist nurse (where appropriate) and relevant healthcare services.
- Health Care Plans are created and uploaded electronically to the student's profile on Arbor.
- This school has a centralised register of IHPs, and an identified member of staff has the responsibility for this register.
- IHPs are regularly reviewed, at least every year or whenever the student's needs change.
- Where appropriate, the student, parents, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the IHP. Other school staff are made aware of and have access to the IHP for the students in their care.

- The school ensures that the student's confidentiality is protected and seeks permission from parents before sharing any medical information with any other party.
- The school keeps an accurate record of all medication administered, including the dose, time, date and supervising staff (See Appendix 2).
- All staff providing support to a student and other relevant teams have received suitable training and ongoing support, to make sure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the student's IHP.

11. Physical Activity

- The school understands the importance of all students taking part in physical activity.
- It expects staff to make appropriate adjustments to physical activity sessions to make sure they are accessible to all students. This includes out-of-school clubs and team sports.
- Staff are aware that students should not be forced to take part in activities if they are unwell. They should also be aware of students who have been advised to avoid/take special precautions during activity, and the potential triggers for a student's medical condition when exercising and how to minimise these.
- The school ensures that students have the appropriate medication/equipment/food with them during physical activity.

12. Post hospitalisation

Where a child is returning to school following a period of hospital education or alternative provision (including home tuition), the school will work with the local authority and education provider to ensure that the child receives the support they need to reintegrate effectively.

13. Supporting students with medical conditions who cannot attend school

- Droitwich Spa High School are committed to adopt a 'working together' ethos through a multi-agency forum with Parents / carers and other agencies to facilitate the right support for students. For more detailed information on how the school will respond, please see Absence Policy.

Appendix 1

Individual Healthcare Plan

1 CHILD/ YOUNG PERSON'S INFORMATION

1.1 CHILD/ YOUNG PERSON DETAILS

Child's name:	
Date of birth:	
Year group:	
Nursery/School/College:	
Address:	
Town:	
Postcode:	
Medical condition(s): Give a brief description of the medical condition(s) including description of signs, symptoms, triggers, behaviours.	
Allergies:	
Date:	
Document to be updated:	

1.2: FAMILY CONTACT INFORMATION

Name:	
Relationship:	
Home phone number:	
Mobile phone number:	
Work phone number:	
Email:	

Name:	
Relationship:	
Home phone number:	
Mobile phone number:	
Work phone number:	
Email:	

Name:	
Relationship:	
Home phone number:	
Mobile phone number:	
Work phone number:	
Email:	

1.2 ESSENTIAL INFORMATION CONCERNING

THIS CHILD / YOUNG PERSON'S HEALTH NEEDS

	Name	Contact details
Specialist nurse (if applicable):		
Key worker:		
Consultant paediatrician (if applicable):		
GP:		
Link person in education:		
Class teacher:		
Health visitor/ school nurse:		
SEND co-ordinator:		
Other relevant teaching staff:		
Other relevant non-teaching staff:		
Head teacher:		
Person with overall responsibility for implementing plan:		
Any provider of alternate provision:		

This child/ young person has the following medical condition(s) requiring the following treatment.

Medical condition	Drug	Dose	When	How is it administered?
Does treatment of the medical condition affect behaviour or concentration?				
Are there any side effects of the medication?				
Is there any ongoing treatment that is not being administered in school? What are the side effects?				

Any medication will be stored _____

2. ROUTINE MONITORING (IF APPLICABLE)

Some medical conditions will require monitoring to help manage the child/ young person's condition.

What monitoring is required?	
When does it need to be done?	
Does it need any equipment?	
How is it done?	
Is there a target? If so what is the target?	

3. EMERGENCY SITUATIONS

An emergency situation occurs whenever a child/ young person needs urgent treatment to deal with their condition.

What is considered an emergency situation?	
What are the symptoms?	
What are the triggers?	
What action must be taken?	
Are there any follow up actions (eg tests or rest) that are required?	

4. IMPACT ON CHILD'S LEARNING

How does the child's medical condition effect learning? i.e. memory, processing speed, coordination etc	
Does the child require any further assessment of their learning?	

5. IMPACT ON CHILD'S LEARNING and CARE AT MEALTIMES

	Time	Note
Arrive at school		
Morning break		
Lunch		

Afternoon break		
School finish		
After school club (if applicable)		
Other		

☐ Please refer to home-school communication diary ☐ Please refer to school planner

☐ **6. CARE AT MEALTIMES**

What care is needed?	
When should this care be provided?	
How's it given?	
If it's medication, how much is needed?	
Any other special care required?	

7. PHYSICAL ACTIVITY

Are there any physical restrictions caused by the medical condition(s)?	
Is any extra care needed for physical activity?	
Actions before exercise	
Actions during exercise	
Actions after exercise	

8. TRIPS AND ACTIVITIES AWAY FROM SCHOOL

What care needs to take place?	
When does it need to take place?	
If needed, is there somewhere for care to take place?	
Who will look after medicine and equipment?	
Who outside of the school needs to be informed?	

Who will take overall responsibility for the child/young person on the trip?

9. SCHOOL ENVIRONMENT

Can the school environment affect the child's medical condition?

How does the school environment affect the child's medical condition?

What changes can the school make to deal with these issues?

Location of school medical room

10. EDUCATIONAL, SOCIAL & EMOTIONAL NEEDS

Pupils with medical conditions may have to attend clinic appointments to review their condition. These appointments may require a full day's absence and should not count towards a child's attendance record.

Is the child/young person likely to need time off because of their condition?

What is the process for catching up on missed work caused by absences?

Does this child require extra time for keeping up with work?

Does this child require any additional support in lessons? if so what?

Is there a situation where the child/young person will need to leave the classroom?	
Does this child require rest periods?	
Does this child require any emotional support?	
Does this child have a 'buddy' e.g. help carrying bags to and from lessons?	



11. STAFF TRAINING

Governing bodies are responsible for making sure staff have received appropriate training to look after a child/young person. School staff should be released to attend any necessary training sessions it is agreed they need.

What training is required?	
Who needs to be trained?	
Has the training been completed? Please sign and date.	

Please use this section for any additional information for this child or young person.



	Name	Signatures	Date
Young person			
Parents/ Carer			
Healthcare professional			
School representative			
School nurse			

Appendix 2

Record of administering prescribed medication to a student.

Surname	
Forename	
Date of Birth	
Condition or Illness	
Date medicine provided by parent	
Name and strength of medicine	
Quantity received	
Expiry date	
Quantity returned	
Dose and frequency of medication	

Checked by: _____

Staff signature - _____

Signature of parent - _____

Date	____/____/____	____/____/____	____/____/____
Time Given			
Dose given			
Any reactions			
Name of member of staff			
Staff initials			

Appendix 3

Record of administering paracetamol (non-prescribed medication) to a student.

Surname		
Forename		
Date of Birth		
Condition or Illness (e.g headache)		
VERBAL CONSENT GAINED (time and date)	Time:	Date:
Date and time paracetamol administered	Time:	Date:
Number of paracetamol administered		



Appendix 4

Request for school to administer medication

The school will not give your child medicine unless you complete and sign this form.

Details of Pupil

Surname	
Forename(s)	
Address	
Date of Birth	
Male / Female	
Tutor group	
Condition or illness	

Medication

Parents must ensure that in date properly labelled medication is supplied.

Name/Type of Medication (as described on the container)	
Date dispensed	
Expiry Date	



Full Directions for use:

Dosage and method NB Dosage can only be changed on a Doctor's instructions	
Timing	
Special precautions	
Are there any side effects that the School needs to know about?	
Self-Administration Yes/No	
Procedures to take in an Emergency	

Contact Details

Name	
Phone Numbers	Home/mobile
	Work
Relationship to Pupil	

I understand that I must deliver the medicine personally to _____
(agreed member of staff) and accept that this is a service that the school is not obliged to undertake.
I understand that I must notify the school of any changes in writing.

Signature(s): _____ Date: _____

Agreement of Principal

I agree that _____ (name of child) will receive _____
(quantity and name of medicine) every day at _____ (time(s) medicine to be
administered e.g. lunchtime or afternoon break).



This child will be given/supervised whilst he/she takes their medication by _____
(staff member).

This arrangement will continue until _____ (either end date of course of
medicine or until instructed by parents).

Signed: (Authorised School Staff): _____ Date: _____

The original should be retained on the school file and a copy sent to the parents to confirm the
school's agreement to administer medication to the named pupil.



Appendix 5

Asthma Policy and Care Plan

1. The school:

- Recognises that asthma is a widespread, serious but controllable condition and the school welcomes all pupils with asthma.
- Ensures that pupils with asthma can and do participate fully in all aspects of school life, including art lessons, PE, science, visits, outings or field trips and other out of hours school activities.
- Recognises that pupils with asthma need immediate access to reliever inhalers at all times.
- Keeps a record of all pupils with asthma and the medicines they take.
- Ensures that the whole school environment, including the physical, social, sporting and educational environment, is a favourable to pupils with asthma.
- Ensures that all staff (including supply teachers and support staff) who come into contact with pupils with asthma know what to do in an asthma attack

2. Asthma medicines

Immediate access to reliever medicines is essential. Pupils with asthma are encouraged to carry their reliever inhaler. Parents/carers are asked to ensure that the school is provided with a labelled spare reliever inhaler. All inhalers must be labelled with the child's name by the parent/carer. School staff are not required to administer asthma medicines to pupils (except in an emergency).

3. Record keeping

- At the beginning of each school year or when a child joins the school, parents/carers are asked if their child has any medical conditions including asthma on their Data Collection Sheet.

4. Exercise and activity

- Taking part in sports, games and activities is an essential part of school life for all pupils. Lists of students with asthma will be included on SIMS database and an asthma register will be kept on reception.
- Pupils with asthma are encouraged to participate fully in all PE lessons.

5. Out of Hours



- There has been a large emphasis in recent years on increasing the number of children and young people involved in exercise and sport in and outside of school. The health benefits of exercise are well documented and this is also true for children and young people with asthma. It is therefore important that the school involve pupils with asthma as much as possible in after school clubs.

6. When a pupil is falling behind in lessons

- If a pupil is missing a lot of time at school or is always tired because their asthma is disturbing their sleep at night, we will initially talk to the parents/carers to work out how to prevent their child from falling behind. If appropriate, we will then talk to the school nurse and special education needs coordinator about the pupil's needs Page 7 of 14
- The school recognises that it is possible for pupils with asthma to have special education needs due to their asthma.

7. Asthma Attacks:

- All staff who come into contact with pupils with asthma know what to do in the event of an asthma attack
- In the event of an asthma attack the school follows a clear procedure of First Aid.

8. Letter to Parents

Dear Parent\Carer,

Droitwich Spa High School Asthma Care Plan

Please find attached Droitwich Spa High School Asthma Care Plan and declaration form.

We are committed to providing quality care for children with asthma. You will be pleased to know that Droitwich Spa High School takes its responsibilities with any medical condition seriously. Therefore, we have developed an Asthma Policy to enable all staff members to help your child manage their condition.

To ensure your child receives the best possible care at all times, we ask you to assist with the following:-

- Complete the declaration form and Asthma Care plan overleaf.
- Inform school immediately of any change of treatment (when appropriate)



- Ensure your child has a reliever (blue) inhaler for use in school (and a spacer if this is the usual method of delivery) as well as a home inhaler. School inhaler

Please complete even if your child has no symptoms at present and only has a history of asthma. We still need this information. If you have any questions or wish to see a copy of the Asthma Policy and procedures, please contact myself or the School Nurse. Thank you for your co-operation in this important matter.

Yours sincerely,

Mr J. Broughton

Assistant Head teacher – Head of Student Welfare

Asthma Declaration:

I (parent/Carer's name) confirm that my child
..... is able to take responsibility for the administration of their own reliever
in school (blue) inhaler when required

Signed (Parent\Carer) Date.....

Asthma Care Plan

Child's name.....

Date of Birth

Address:

Telephone Number Mobile

Emergency contact number.....

GP Name Telephone No.....

Regular treatment to be given during school hours

Name of medication	Dosage	When to be taken



Reliever medication to be given as required

Name of medication	Dosage	When to be taken

Treatment to be taken before exercise

Name of medication	Dosage	When to be taken

Asthma Triggers

Appendix 6 Diabetes

Letter to Parents

Dear Parent\Carer,

Droitwich Spa High School Diabetes Care Plan

Please find attached Droitwich Spa High School and Sixth Form Centre Anaphylaxis Care Plan and declaration form.

We are committed to providing quality care for children with Diabetes. You will be pleased to know that Droitwich Spa High School and Sixth Form Centre takes its responsibilities with any medical condition seriously. Therefore we have developed a Diabetes Policy to enable all staff members to help your child manage their condition.

To ensure your child receives the best possible care at all times, we ask you to assist with the following:-

- Complete the declaration form and Diabetes Care plan overleaf.
- Inform school immediately of any change of treatment (when appropriate)
- Ensure school has an up to date labelled insulin / emergency treatment box.

Please complete even if your child has no symptoms at present and only has a history of Diabetes - we still need this information.

Thank you for your co-operation in this important matter.

Yours sincerely,

Mr J.D. Broughton

Assistant Head teacher – Head of Student Welfare



Diabetes Declaration:

I (parent/Carer's name) confirm that my child
..... does NOT require a member of trained staff to take responsibility
for the administration of their insulin.

Signed (Parent\carer) Date.....

Appendix 7

Individual Care Plan (Other medical conditions)

Name: -

DOB: -

Tutor Group:

Medical Diagnosis or Condition: -

Rescue medication if required: -

Location of medication: -

Contact details: Parents(s)/Carers

Name:-..... Home:-..... Mobile:-.....

Relationship:-.....

Name:-..... Home:-..... Mobile:-.....

Relationship.....



Additional Contact

Name:-..... Home:-..... Mobile:-.....

Relationship.....

GP name and number.....

Prepared by:-..... Review date:-.....

Follow Up Care

--

Who is responsible if there is an emergency, please state if different if different for off-site activities?

Parent/carer signature:

Date:

Appendix 7

Students prone to Anaphylaxis/Epilepsy Care Plan

At Droitwich Spa High School we are committed to fulfilling our Safeguarding responsibilities and we feel it is important to let you know the actions that will be taken by the school to ensure the care of your child.

- It is your responsibility to inform the school (through 'REQUEST FOR A SCHOOL TO **ADMINISTER MEDICATION**') of any changes to details (mobile phone numbers, addresses, contact names etc), medical conditions or any updated medical conditions.
- One way of communicating this to the school is via the Data Collection sheet which will be handed to each student at the beginning of each academic year. We would ask for a prompt return.
- It is also your responsibility to provide the school with the appropriate medicine to treat the symptoms as prescribed by a trained medical doctor.
- The medicine should be clearly labelled and in date. The school will record delivery of the medication and it will be stored appropriately in a locked cabinet.
- Reception will keep a list of students who are prone to Anaphylaxis.
- All of your contact details and details of any medical conditions will be stored on our SIMS data base in school.
- This information is confidential.
- Should a member of staff be concerned that a student requires First Aid; Reception will be contacted immediately either by phone / by a student / member of staff and a qualified First Aider will respond quickly. Whilst teaching and other staff have a general duty for the care and health of pupils in their charge, this does not extend to the administration of medicines and staff are at liberty to decline to undertake this if they so wish.
- The student will promptly be seen by First Aider who will administer First Aid. If necessary they will administer medicines to students suffering from anaphylactic reactions if they have been trained. In the absence of trained volunteers, schools will rely on the ambulance service for emergency assistance which will mean that treatment may be delayed.
- The school will contact you and inform you of our concerns.
- If medication is administered, the school will record exactly when the medication was taken and the initials of the person who has administered it and you will be informed of this.



- The school will take responsibility for training and maintaining a number of staff who are specifically trained by a medical practitioner and are covered by the school's employers liability insurance to administer the Epipen.

Droitwich Spa High School and Sixth Form Centre takes its responsibilities as a data controller and data processor seriously and are committed to using any personal data collected and held in accordance with the law. The schools policies, privacy notices and forms in relation to personal data are available for you to view on our web site at www.droitwichspahigh.worcs.sch.uk or by using the <https://website.droitwichspahigh.worcs.sch.uk/index.php/communications/information-management-and-data-protection/>

The School's Data Protection Officer is the Head of Governance who can be contacted at Droitwich Spa High School and Sixth Form Centre, Briar Mill, Droitwich, WR9 0AA or by email at privacy@droitwichspahigh.worcs.sch.uk