

Supporting Pupils with Medical Conditions Policy



Ludus Admirandus

Academy@Worden

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1. Aims

This policy aims to ensure that:

- Pupils, staff and parents/carers understand how the school will support pupils with medical conditions
- Pupils with medical conditions are properly supported to enable full access to education, including school trips, physical education and extracurricular activities
- Pupils are supported to manage their medical conditions safely and, where appropriate, independently
- The school promotes inclusion and ensures that pupils with medical conditions are not disadvantaged

The governing board will implement this policy by:

- Ensuring that sufficient staff are suitably trained to support pupils with medical conditions
- Ensuring that all relevant staff are made aware of a pupil's condition, where appropriate, while maintaining confidentiality
- Ensuring that cover arrangements are in place so that support is always available
- Providing supply staff with appropriate information about the policy and relevant pupils
- Supporting the development, implementation and regular review of Individual Healthcare Plans (IHPs)
- Monitoring the effectiveness of this policy

The named person with responsibility for implementing this policy is:

Mrs V Dovey

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 pupils at their school with medical conditions.

It is also based on the Department for Education's statutory guidance: *Supporting pupils at school with medical conditions*.

This policy also complies with the Equality Act 2010, which requires schools to make reasonable adjustments so that pupils with medical conditions are not disadvantaged.

In addition, this policy is written in line with our funding agreement and articles of association.

3. Roles and Responsibilities

3.1 The Governing Board

The governing board has overall responsibility for ensuring that appropriate arrangements are in place to support pupils with medical conditions.

The governing board will:

- Ensure that this policy is implemented effectively and reviewed regularly
- Ensure that sufficient staff receive suitable training and are competent before taking responsibility for supporting pupils with medical conditions
- Ensure that there are appropriate systems in place for the development and review of Individual Healthcare Plans (IHPs)
- Ensure that pupils with medical conditions are supported to participate fully in all aspects of school life
- Monitor the effectiveness of the school's arrangements for supporting pupils with medical conditions
- Ensure that appropriate insurance is in place to cover staff providing support

3.2 The Headteacher

The headteacher will:

- Ensure that 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
- Take overall responsibility for the development, implementation and review of IHPs
- Ensure that all staff providing support to pupils with medical conditions are appropriately trained and aware that they are insured to do so
- Liaise with the school nursing service regarding any pupil with a medical condition that may require support at school
- Ensure that systems are in place for obtaining, recording and updating information about a child's medical needs
- Promote a culture of inclusion so that pupils with medical conditions can access all aspects of school life

3.3 Staff

Supporting pupils with medical conditions is a shared responsibility across the school.

- Any member of staff may be asked to provide support to pupils with medical conditions, including the administration of medicines, although they will not be required to do so
- Staff who take on responsibility for supporting pupils with medical conditions will receive appropriate training and achieve the necessary level of competency before doing so
- All staff will be aware of pupils' medical needs where appropriate and will know how to respond in an emergency
- Teachers will take into account the needs of pupils with medical conditions in their teaching and when planning activities, including school trips and physical education

3.4 Parents/Carers

Parents/carers will:

- Provide the school with sufficient and up-to-date information about their child's medical needs
- Be involved in the development and regular review of their child's IHP
- Carry out any actions they have agreed to as part of the IHP, such as providing medicines and equipment
- Ensure that all medication supplied is in date and clearly labelled

3.5 Pupils

Pupils with medical conditions will:

- Be encouraged to take an active role in managing their condition, where appropriate
- Be involved in discussions about their medical support needs and contribute to their IHP
- Comply with their IHP and agreed support arrangements

3.6 School Nurses and Other Healthcare Professionals

- The school nursing service will notify the school when a pupil has been identified as having a medical condition that will require support in school, wherever possible before the pupil starts
- School nurses and other healthcare professionals will provide advice and support to the school in managing pupils' medical conditions

- Healthcare professionals, such as GPs and paediatricians, will liaise with the school nursing service to ensure appropriate information is shared

4. Equal Opportunities

The school is committed to ensuring that pupils with medical conditions are treated fairly and are able to access the same opportunities as other pupils.

We will actively support pupils with medical conditions to participate fully in all aspects of school life, including school trips, educational visits, sporting activities and extracurricular provision, and will not prevent them from doing so unnecessarily.

The school will make reasonable adjustments, in line with the Equality Act 2010, to ensure that pupils with medical conditions are not disadvantaged.

Risk assessments will be carried out, where appropriate, so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions can participate safely. In doing so, the school will consult with pupils, their parents/carers and any relevant healthcare professionals.

The school will also ensure that:

- Pupils with medical conditions are supported to access a full curriculum
- Absence related to medical conditions is managed sensitively and support is put in place for reintegration where needed

5. Being Notified that a Child has a Medical Condition

When the school is notified that a pupil has a medical condition, the following process will be followed to determine whether the pupil requires an Individual Healthcare Plan (IHP):

- The school will obtain relevant information about the pupil's medical condition from parents/carers, previous settings and/or healthcare professionals
- Where appropriate, a meeting will be arranged with parents/carers, the pupil, and relevant staff to discuss the pupil's needs
- The school will consult with the school nursing service or other healthcare professionals, where necessary
- A decision will be made as to whether an IHP is required

Where an IHP is required, the school will make every effort to ensure that it is developed and implemented within 2 weeks of notification, or by the beginning of the relevant term for new pupils.

The school will ensure that all relevant staff are informed of the pupil's medical needs and that appropriate support arrangements are put in place as soon as possible.

Further information can be found in Appendix 1.

6. Individual Healthcare Plans (IHPs)

The headteacher has overall responsibility for the development and implementation of Individual Healthcare Plans (IHPs) for pupils with medical conditions. This responsibility has been delegated to **Mrs V Dovey and the Pastoral Leaders**.

Not all pupils with a medical condition will require an IHP. The need for an IHP will be agreed in consultation with parents/carers and a relevant healthcare professional. This decision will be based on evidence. Where there is no consensus, the headteacher will make the final decision.

IHPs will be developed in partnership with the school, parents/carers, the pupil (where appropriate), and a relevant healthcare professional, such as a school nurse, specialist or paediatrician.

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

IHPs will be developed with the pupil's best interests in mind and will clearly set out:

- What needs to be done
- When it needs to be done
- Who is responsible

IHPs will be linked to, or become part of, any statement of special educational needs (SEN) or Education, Health and Care (EHC) plan. If a pupil has SEN but does not have an EHC plan, this will be referenced within the IHP.

The level of detail within each IHP will depend on the complexity of the pupil's condition and the level of support required. When developing IHPs, the school will consider:

- The medical condition, including triggers, signs, symptoms and treatments
- The pupil's resulting needs, including:
 - Medication (dose, side effects and storage)
 - Other treatments and required facilities or equipment
 - Dietary requirements and access to food and drink where necessary
 - Environmental factors (e.g. crowded corridors, travel time between lessons)
- The pupil's educational, social and emotional needs, including:
 - Management of absences
 - Support for reintegration
 - Access arrangements such as rest breaks or extra time
- The level of support required, including during emergencies
- Whether the pupil can self-manage medication, and how this will be monitored

- Who will provide support, including:
 - Training requirements
 - Confirmation of staff competency from a healthcare professional
 - Arrangements for cover when staff are unavailable
- Which members of staff need to be aware of the pupil's condition and support needs
- Arrangements for obtaining written parental consent for administering medication
- Any specific arrangements required for school trips and activities outside the normal timetable, including risk assessments
- How confidentiality will be maintained, including who will have access to information
- Clear emergency procedures, including who to contact and contingency arrangements

7. Managing Medicines

Prescription and non-prescription medicines will only be administered at school when:

- It would be detrimental to the pupil's health or school attendance not to do so, and
- The school has received written consent from parents/carers

The only exception is where medicine has been prescribed to a pupil without the knowledge of parents/carers.

Pupils under 16 will not be given medicines containing aspirin unless prescribed by a doctor.

Before administering any medication (e.g. for pain relief), staff will check the maximum dosage and confirm when the previous dose was taken. Parents/carers will always be informed when medication is administered.

The school will only accept prescribed medicines that are:

- In date
- Clearly labelled
- Provided in the original container as dispensed by a pharmacist
- Accompanied by instructions for administration, dosage and storage

Insulin may be accepted in an insulin pen or pump rather than the original container, provided it is in date.

All medicines will be stored safely and appropriately. Pupils will be made aware of where their medicines are stored and will be able to access them immediately when required. Medicines and devices such as asthma inhalers, blood glucose testing equipment and adrenaline auto-injectors will always be readily accessible and will not be locked away.

Medicines will be returned to parents/carers for safe disposal when no longer required or when they have expired.

7.1 Controlled Drugs

Controlled drugs are prescription medicines regulated under the Misuse of Drugs Regulations 2001 (as amended), such as morphine or methadone.

Where prescribed, a pupil may carry their own controlled drug if they are deemed competent to do so and it is agreed in their Individual Healthcare Plan (IHP). Pupils must not pass controlled drugs to others.

All other controlled drugs will be stored securely in a locked cupboard in the Pastoral Hubs, with access restricted to named staff.

Controlled drugs will be easily accessible in an emergency. A record will be kept of all doses administered and the quantity held.

7.2 Pupils Managing Their Own Needs

Pupils who are competent will be encouraged to manage their own medicines and medical procedures. This will be agreed with parents/carers and reflected in the pupil's IHP.

Where appropriate, pupils will be allowed to carry their own medicines and devices.

Staff will not force a pupil to take medication or carry out a procedure if they refuse. In such cases, staff will follow the agreed IHP procedure and inform parents/carers so that alternative arrangements can be considered if necessary.

7.3 Unacceptable Practice

Staff will use their professional judgement in line with the pupil's IHP. However, it is generally unacceptable to:

- Prevent pupils from easily accessing their inhalers or medication when needed
- Assume that all pupils with the same condition require the same treatment
- Ignore the views of the pupil or their parents/carers
- Ignore medical evidence or professional advice (although this may be challenged appropriately)
- Send pupils home frequently or exclude them from school activities due to their condition unless specified in their IHP
- Send pupils unaccompanied to manage illness inappropriately
- Penalise pupils for attendance related to their medical condition or treatment
- Prevent pupils from eating, drinking or accessing toilet breaks when required to manage their condition
- Require parents/carers to attend school to administer medication or provide medical support, including toileting support

- Prevent pupils from taking part in school life, including trips and visits, or require unnecessary parental attendance
- Administer or ask pupils to administer medication in school toilets

8. Storage and Access to Medication

All medication will be stored safely and securely in accordance with school procedures, while ensuring it remains accessible when needed.

The school will ensure that:

- Medication is stored in a secure location (e.g. locked medical cupboard in the Pastoral Hubs), except where pupils are authorised to carry their own medication
- Emergency medication, such as asthma inhalers, adrenaline auto-injectors (e.g. EpiPens) and diabetes equipment, is always readily accessible and not locked away
- Pupils know where their medication is stored and how to access it when required
- Access to medication is restricted to authorised staff on a need-to-know basis

Where pupils are competent and it is appropriate to do so, they will be permitted to carry and self-administer their own medication, as agreed in their Individual Healthcare Plan (IHP) and with parental consent.

All medication will be clearly labelled, in date, and stored in its original packaging with appropriate instructions for use.

Medication that is no longer required or has expired will be returned to parents/carers for safe disposal.

The school will ensure that appropriate arrangements are in place for storage and access during off-site activities, including school trips and educational visits.

9. Self-Management by Pupils

Where appropriate, pupils will be supported and encouraged to manage their own medical conditions and medication safely.

Decisions about whether a pupil can self-manage their medication will be made on an individual basis, taking into account:

- The pupil's age, maturity and understanding
- The nature of their medical condition
- Advice from parents/carers and relevant healthcare professionals
- The arrangements set out in the pupil's Individual Healthcare Plan (IHP)

Where a pupil is deemed competent, they may:

- Carry their own medication (e.g. inhalers, adrenaline auto-injectors)

- Self-administer medication as required
- Manage aspects of their condition independently within agreed parameters

This arrangement will always be agreed in advance with parents/carers and recorded in the pupil's IHP.

Staff will not force a pupil to take medication or carry out a medical procedure if they refuse. In such cases, staff will follow the procedures outlined in the pupil's IHP and inform parents/carers as soon as possible so that alternative arrangements can be considered.

The school will ensure appropriate supervision and monitoring is in place where pupils are self-managing their condition to ensure safety and wellbeing.

10. Emergency Procedures

Staff will follow the school's normal emergency procedures, including calling 999 where appropriate.

All Individual Healthcare Plans (IHPs) will clearly define what constitutes an emergency for each pupil and will set out the specific actions to be taken.

In the event of a medical emergency:

- The member of staff will remain with the pupil and provide appropriate support until help arrives
- A member of staff will contact emergency services (999) if required
- Parents/carers will be contacted as soon as possible
- Relevant medical information will be shared with emergency services where appropriate

If a pupil needs to be taken to hospital:

- A member of staff will remain with the pupil until a parent/carer arrives, or
- Accompany the pupil to hospital by ambulance if no parent/carer is available or if required by the situation

Where possible, the school will ensure that a member of staff accompanies the pupil to hospital and brings relevant medical information, including the pupil's IHP.

11. Day-to-Day Support and Inclusion

The school is committed to ensuring that pupils with medical conditions are fully included in all aspects of school life and are not disadvantaged as a result of their condition.

We will:

- Ensure pupils with medical conditions are able to access the full curriculum wherever possible
- Make reasonable adjustments to support participation in lessons, practical activities, PE and examinations
- Support pupils to attend school trips, visits and extracurricular activities through appropriate planning and risk assessment

- Provide support for managing fatigue, absence, or recovery periods linked to a medical condition
- Ensure that staff are aware of pupils' needs, where appropriate, to support them effectively during the school day

Where necessary, the school will work with parents/carers and relevant healthcare professionals to put in place appropriate support strategies to ensure the pupil's safety, wellbeing and educational progress.

The school will also promote a supportive and understanding environment, ensuring that pupils with medical conditions are treated fairly and with dignity.

12. Unacceptable Practice

School staff will use their professional judgement in line with pupils' Individual Healthcare Plans (IHPs). However, the following practices are considered unacceptable:

- Preventing pupils from easily accessing their medication or inhalers when needed
- Assuming that every pupil with the same medical condition requires identical support or treatment
- Ignoring the views of the pupil or their parents/carers
- Ignoring medical evidence or advice from healthcare professionals (although this may be appropriately challenged if necessary)
- Sending pupils home frequently or excluding them from school activities solely due to their medical condition, unless specified in their IHP
- Sending a pupil unaccompanied or to an unsuitable location when they are unwell
- Penalising pupils for attendance issues related to their medical condition or associated appointments
- Preventing pupils from eating, drinking, or accessing toilet breaks when needed to manage their medical condition
- Requiring parents/carers to attend school to administer medication or provide medical support
- Preventing pupils from participating in school life, including trips and visits, due to their medical condition or requiring unnecessary parental attendance
- Administering or requiring pupils to administer medication in inappropriate or unsafe locations, such as school toilets

The school will ensure that all pupils with medical conditions are supported safely, fairly, and in a way that promotes inclusion and independence wherever possible.

13. Risk Assessments

Where appropriate, the school will carry out risk assessments to ensure that pupils with medical conditions are able to participate safely in school activities, including lessons, practical subjects, PE, school trips and educational visits.

Risk assessments will:

- Identify any potential risks to the pupil due to their medical condition
- Consider control measures to reduce or remove those risks where reasonably practicable
- Be developed in consultation with parents/carers, the pupil (where appropriate) and relevant healthcare professionals
- Be linked to the pupil's Individual Healthcare Plan (IHP), where applicable

Risk assessments will be reviewed and updated:

- When a pupil's medical needs change
- Following an incident or emergency
- In preparation for off-site visits or changes to routine activities

All staff involved will be made aware of relevant risk assessment outcomes on a need-to-know basis to ensure the pupil's safety and inclusion.

14. Training

Staff who are responsible for supporting pupils with medical conditions will receive suitable and sufficient training to enable them to carry out their duties safely and confidently.

Training needs will be identified during the development or review of Individual Healthcare Plans (IHPs). Where appropriate, staff involved in supporting pupils with medical conditions will be included in relevant discussions.

The type and level of training required will be identified by relevant healthcare professionals and agreed with the headteacher and/or **Mrs V Dovey**. Training will be kept up to date and refreshed as necessary.

Training will:

- Ensure staff are competent and confident in supporting pupils with medical conditions
- Meet the requirements set out in individual IHPs
- Provide staff with an understanding of specific medical conditions, including symptoms, implications and any preventative measures
- Ensure staff understand how to respond in emergency situations

Healthcare professionals will provide confirmation of staff competency following training where appropriate, particularly for medical procedures or administration of medication.

All staff will receive awareness training on this policy as part of their induction and ongoing professional development. This will ensure staff understand:

- Their roles and responsibilities
- Preventative measures
- Emergency procedures

- How to recognise and respond appropriately when a medical issue arises

15. Record Keeping (updated point included)

The governing board will ensure that accurate written records are kept of all medicines administered to pupils (Appendix 2).

Records will include:

- Name of the pupil
- Date and time of administration
- Name of the medicine and dosage
- Name of the staff member administering the medicine
- Any relevant observations or concerns

Parents/carers will be informed if their child has been unwell at school or if any medication has been administered, where appropriate.

Individual Healthcare Plans (IHPs) and individual medical logs are recorded and maintained using secure school systems, including the Pastoral Hubs Medical Files, CPOMS and Synergy, in line with data protection requirements.

These records are:

- Kept securely
- Regularly updated
- Accessible only to authorised staff on a need-to-know basis

All medical information is treated as confidential and shared only where necessary to support the pupil's health, safety and wellbeing.

16. Confidentiality and Data Protection

The school will ensure that all information relating to a pupil's medical condition is handled in accordance with data protection legislation and school safeguarding procedures.

Medical information will be treated as confidential and will only be shared with staff who need to know in order to support the pupil safely.

The school will:

- Store all medical information securely, including Individual Healthcare Plans (IHPs), using approved school systems (e.g. CPOMS and Synergy)
- Ensure that access to medical information is restricted to authorised staff only
- Share information with external agencies or healthcare professionals only where necessary and with appropriate consent, unless there is a safeguarding concern

- Ensure that pupils and parents/carers are informed about how their medical information is stored and used

Staff will respect the confidentiality of pupils at all times and will not discuss medical conditions inappropriately or with unauthorised individuals.

Where confidentiality needs to be balanced with safety, the school will ensure that relevant information is shared on a need-to-know basis to protect the pupil's wellbeing.

17. Liability and Indemnity

The school will ensure that it is a member of the Department for Education's Risk Protection Arrangement (RPA), or holds equivalent insurance cover.

This provides indemnity for the school and its staff when acting in accordance with this policy and their training, including the administration of medication and support for pupils with medical conditions.

Staff will be made aware that they are covered under this arrangement when carrying out duties in line with Individual Healthcare Plans (IHPs) and school procedures.

18. Complaints

In the first instance, parents/carers with a concern or complaint regarding their child's medical condition should contact the headteacher or **Mrs V Dovey**.

If the matter cannot be resolved informally, parents/carers will be directed to follow the school's formal complaints procedure.

19. Monitoring Arrangements

This policy will be reviewed and approved by the governing board every two years, or sooner if required due to changes in legislation, guidance, or school practice.

The headteacher and designated staff will monitor the implementation of this policy to ensure it is effectively applied across the school.

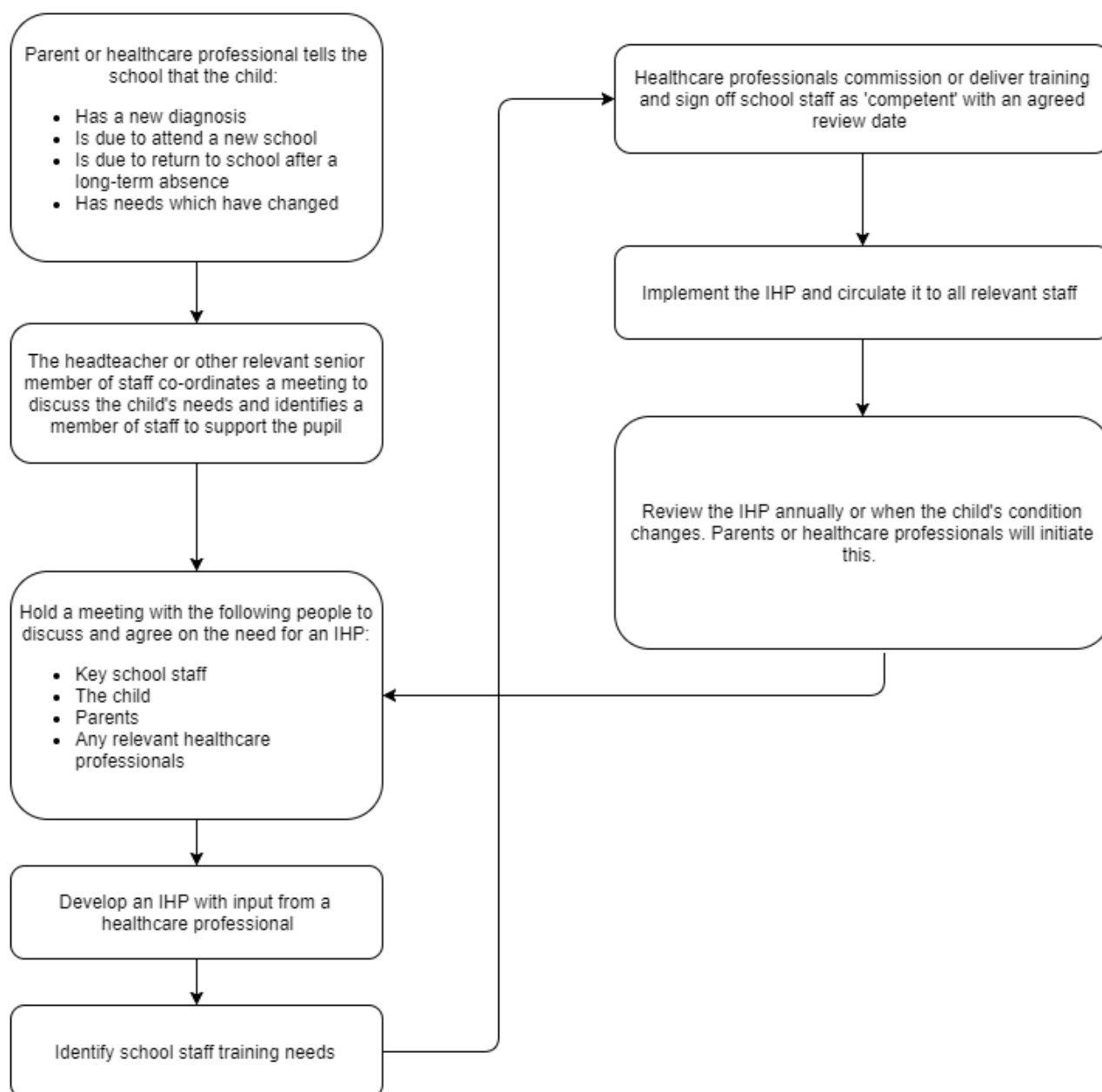
20. Links to Other Policies

This policy should be read in conjunction with the following school policies:

- Accessibility Plan
- Complaints Policy
- First Aid Policy
- Health and Safety Policy
- Safeguarding and Child Protection Policy

- Special Educational Needs (SEND) Information Report and Policy
- Allergy Policy (September 2026)

21. Appendix 1: Being notified a child has a medical condition



Appendix 2: Supporting pupils with medical conditions documents

Academy @ Worden

Supporting pupils with medical conditions



Ludus Admirandus

Contents

Individual healthcare plan

Name of school/setting

Academy@ Worden

Child's name

Form group & tutor

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

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

Form copied to

Parental agreement for setting to administer medicine

Academy @ Worden will not give your child medicine unless you complete and sign this form, and the school policy will be followed by the staff can administer medicine.

Date for review to be initiated by

Name of school/setting

Name of child

Date of birth

Form group and tutor

Medical condition or illness

Academy @ Worden

Medicine

Name/type of medicine
(as described on the container)

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.

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/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____

Date _____

Record of medicine administered to an individual child

Name of school/setting

Name of child

Date medicine provided by parent

Academy @ Worden

Form group and tutor
 Quantity received
 Name and strength of medicine
 Expiry date
 Quantity returned
 Dose and frequency of medicine

Staff signature _____

Signature of parent _____

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

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