

# **Supporting pupils with medical conditions policy**

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# **Supporting Pupils with Medical Conditions Policy**

## **Ramsden Hall Academy**

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## 1. Aims

This policy aims to ensure that:

- **Pupils with medical conditions** are properly supported so that they have full access to education, including school trips and physical education
  - **Clear arrangements** are in place to support pupils with medical conditions, so they can play a full and active role in school life, remain healthy and achieve their academic potential
  - **Staff, parents/carers and pupils** understand how our Academy will support pupils with medical conditions
  - **Sufficient trained staff** are available to implement the policy and deliver Individual Healthcare Plans (IHPs) in normal, contingency and emergency situations
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## 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 based on the Department for Education's statutory guidance: **Supporting pupils at school with medical conditions** (2015).

This policy also complies with our funding agreement and articles of association, and has been developed with reference to:

- The Equality Act (2010)
  - The Special Educational Needs and Disability Code of Practice (2014)
  - Education Act (1996) and (2002)
  - The Children's Act (1989) and (2004)
  - The NHS Act (2006)
  - **Keeping Children Safe in Education** (2025)
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## 3. Roles and Responsibilities

### 3.1 The Governing Board

The governing board has ultimate responsibility to make arrangements to support pupils with medical conditions. The governing board will:

- Ensure that the level of insurance in place reflects the level of risk
- Handle complaints regarding this policy as outlined in the school's Complaints Policy

### **3.2 The Headteacher**

The headteacher will:

- Ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions
- Ensure that all pupils with medical conditions are able to participate fully in all aspects of school life, including school trips and physical education
- 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 IHCPs, including in contingency and emergency situations

### **3.3 The Medical Officer & Medication trained staff**

The Medical Officer is responsible for:

- Ensure that written records are kept of all medicines administered to pupils
- Contact the school nursing service in the case of any pupil 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
- Liaise with healthcare professionals, parents/carers and pupils to ensure that the needs of pupils with medical conditions are effectively supported
- Liaising with healthcare professionals regarding the training required for staff
- Making staff who need to know aware of a pupil's medical condition
- Developing and implementing Individual Health Care Plans (IHCPs)

### 3.4 All Staff

Supporting pupils with medical conditions during Academy & boarding hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to pupils with medical conditions, although they will not be required to do so.

All staff will:

- Take appropriate steps to support pupils with medical conditions
- Where necessary, make reasonable adjustments to include pupils with medical conditions into lessons
- Familiarise themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help
- Refer pupils to the First Aid Room if they have any concerns about a pupil's health
- **Be aware that pupils with medical conditions may face additional safeguarding challenges and report any concerns to the Designated Safeguarding Lead in line with our Child Protection Policy**

### 3.5 Community NHS trust and Other Healthcare Professionals

The community NHS trust will notify the Academy when a pupil has been identified as having a medical condition that will require support in school. This will be before the pupil starts school, wherever possible.

Healthcare professionals, such as GPs and paediatricians, will liaise with the Medical Officer and notify them of any pupils identified as having a medical condition.

### 3.6 Parents/Carers

Parents/carers are responsible for:

- Keeping the school informed about any changes to their child's health and medical needs
- Completing a parental agreement for school to administer medicine form before bringing medication into school
- Providing the school with the medication their child requires and keeping it up to date in the prescribed and labelled container
- Discussing medications with their child prior to requesting that a staff member administers the medication
- Being involved in the development and review of their child's IHCP, if required

- Carrying out any action they have agreed to as part of the implementation of the IHCP (e.g., provide medicines and equipment)

### 3.7 Pupils

- Pupils with medical conditions will often be best placed to provide information about how their condition affects them
  - Pupils are expected to comply with their IHCPs
  - Pupils are expected to take their own medication under the supervision of staff
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## 4. Equal Opportunities

Our Academy is clear about the need to actively support pupils with medical conditions to participate in Academy trips and visits, or in sporting activities, and not prevent them from doing so by considering what reasonable adjustments need to be made to enable these pupils to participate.

Risk assessments will be carried out, as appropriate, so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included.

**This policy applies to both physical and mental health conditions.** Where a pupil has a diagnosed mental health condition that requires specific support or intervention during the school day, an IHCP may be appropriate. We will work with parents/carers, the pupil, and relevant healthcare professionals (such as CAMHS) to determine the appropriate level of support.

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## 5. Being Notified that a Child has a Medical Condition

When the Academy is notified that a pupil has a medical condition, the following process will be followed:

1. **Initial notification** received by the Medical Officer from parents/carers, healthcare professionals, or Community NHS trust
2. **Assessment** of whether an IHCP is required (in consultation with parents/carers, the pupil, and healthcare professionals)
3. **Development of IHCP** if required (see Section 6)
4. **Staff notification** - relevant staff informed of the pupil's condition and support needs
5. **Training arranged** if specialist training is required

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

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## **6. Individual Health Care Plans (IHCPs)**

### **6.1 When an IHCP is Required**

Not all pupils with a medical condition will require an IHCP.

An IHCP will be developed when a pupil's medical condition:

- Is long-term or complex
- Requires regular medication or monitoring during the school day
- May result in an emergency situation
- Significantly impacts their ability to access education

### **6.2 What IHCPs Should Include**

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

- The medical condition
- The pupil's resulting needs
- The level of support needed,
- Who will provide this support
- Separate arrangements or procedures
- What to do in an emergency

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

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## **7. Managing Medicines**

### **7.1 When Medicines Will Be Administered**

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**
- Where we have parents' consent

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

Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents/carers will be informed during school hours.

## **7.2 Acceptable Medicines**

The Academy 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

## **7.3 Storage of Medicines**

**All medicines will be stored safely.**

**Non-controlled emergency medications** (such as asthma inhalers, EpiPens, and blood glucose testing equipment) will:

- Always be readily available to pupils.
- Be stored in the medical room

**Controlled drugs** are prescription medicines that are controlled under the Misuse of Drugs Regulations 2001 and subsequent amendments

A pupil 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 pupil to use.

All other controlled drugs are kept in a **locked safe in the locked medical room** and only named staff have access.

Medicines will be returned to parents/carers to arrange for safe disposal when no longer required or we may dispose of at parents request.

## **7.4 Medicines on School Trips**

- A designated member of staff will be responsible for carrying and administering medication



- All medications will be transported in their original containers
- Emergency contact details and IHCPs will be available at the school
- Risk assessments will specifically address medical needs

### **7.5 Pupils Managing Their Own Needs**

Pupils 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 IHCPs.

Pupils will be allowed to carry their own medicines and relevant devices wherever safe to do so.

If a pupils refuses to take their prescribed medication their parents / carer will be informed and a decision bout the next steps discussed.

### **7.6 Unacceptable Practice**

Academy staff should use their discretion and judge each case individually with reference to the pupil's IHCP, but it is generally **not acceptable** to:

- Prevent pupils from easily accessing their medication
- Assume that every pupil with the same condition requires the same treatment
- Ignore the views of the pupil 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 Academy activities, including lunch, unless this is specified in their IHCPs
- If the pupil becomes ill, send them to the medical room unaccompanied
- Penalise pupils for their attendance record if their absences are related to their medical condition (e.g., hospital appointments)

## **8. Training**

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

Training will be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils and to help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and any preventative or emergency measures

## **9. Record keeping**

The medical officer and all trained staff will ensure that written records are kept of all medicine administered to pupils.

Parents will be informed if their pupil has been unwell at school.

IHCPs are kept in the medical section of the T drive

## **10. Liability and indemnity**

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