

Supporting Pupils with Medical Needs

APPROVING BODY	Local Academy Board
DATE APPROVED	September 2025
VERSION	4
SUPERSEDES VERSION	3
REVIEW DATE	September 2026
FURTHER INFORMATION / GUIDANCE	<ul style="list-style-type: none">• Misuse of Drugs Act (2001) and subsequent amendments• Department of Education statutory guidance (Sept 2014) Supporting students at school with medical conditions

Policy statement and principles

The Academy is an inclusive community that aims to support and welcome students with medical conditions. The Academy understands its responsibility to make the Academy welcoming, inclusive and supporting to all students with medical conditions and provide them the same opportunities as others at the Academy.

We will help to ensure they can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- Achieve economic well-being.

The Academy ensures all staff understand their duty of care to children and young people in the event of an emergency. Staff receive on-going training and are regularly updated on the impact medical conditions can have on students. The training agenda is based on a review of current healthcare plans.

All staff feel confident in knowing what to do in an emergency.

The Academy understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood. The Academy understands the importance of medication being taken as prescribed. All staff understand the common medical conditions that affect children at this school.

This Academy has consulted on the development of this medical condition policy with a wide range of key stakeholders within both the school and wider community. The policy and supporting documents are based on Department of Education statutory guidance (Sept 2014) **Supporting students at school with medical conditions.**

These key stakeholders include:

- Strategic Lead for Inclusion
- SENCO
- Pastoral and First Aid teams at Academy
- Students and their families with medical conditions
- Health and Safety Co-Ordinator

The medical conditions policy is supported by a clear communication plan for staff, parents and students to ensure its full implementation.

The Policy forms part of the staff handbook and is available for all staff via shared drives and parents via our website. Key staff, where identified in IHCPs will receive appropriate training on the implementation of the policy.

This Academy ensures that the whole school environment is inclusive and favourable to students with medical conditions. This includes the physical environment, as well as social, emotional, sporting and educational activities

Roles and responsibilities

Parents and carers – will be responsible for providing the Academy with details of the medical condition their child has, if they have an Individual Healthcare Plan/working with professionals to create one, advising on changes to condition in a timely manner and providing clearly labelled (in date) medication.

Students – will ensure they inform responsible adults on how their condition affects them.

The Governing Body – will ensure health and safety measures for staff and students, risk assessments are inclusive of students with medical conditions, medical policy is kept up to date and report on medical policy success and improvement, provide indemnity to staff who volunteer to administer medication.

The Headteacher/Head of School - will ensure the Academy is inclusive and welcoming, that medical policy is in keeping with local and national guidance and frameworks and liaise between interested parties. They will ensure the policy is implemented and kept up-to-date, ensuring appropriate training for staff.

Academy staff – will be aware of triggers and symptoms of conditions and how to act in an emergency and know which students have a medical condition. They will allow students immediate access to emergency medication. They will be aware if students with medical conditions suffer bullying or need extra social support and understand common medical conditions and impact on students. They will ensure that all students with medical conditions are not excluded unnecessarily from activities. They will ensure students with medical conditions have adequate medication and sustenance during exercise and be aware medical conditions can affect schoolwork. They will liaise with pastoral staff and raise any concerns they have about a student's medical condition.

First Aiders and other external health professionals (where appropriate) – give immediate help to casualties in school, ensure ambulance or other professional help is called where necessary. Will help provide regular training to school staff on common medical conditions.

SENCO – will help update the school's medical policy and know which students have SEN due to their medical condition. They will ensure teachers make arrangements if student needs special consideration and ensure students with medical conditions are not excluded unnecessarily from activities.

TAs - will communicate with parents if their child is unwell and will guide students to have access to their medication when in school. They liaise with parents, if the student's learning is suffering due to medical condition and use opportunities to raise awareness of medical conditions across the school alongside the Inclusion team.

Monitoring of Individual Healthcare Plans

The Academy uses Individual Healthcare Plans to record important details about an individual student's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Individual Healthcare Plan if required.

- Healthcare Plans will be completed for each student with medical needs on admission to the Academy (new intake/mid-year).

Support pupils with medical needs

- If a student has a short-term medical condition that requires medication during school hours, parents should inform school. Where possible students should keep the medication with them or store refrigerated medication in the Student Reception. Controlled drugs must be stored in Student Reception.
- The parents, healthcare professional and student with a medical condition, are asked to fill out the student's Individual Healthcare Plan together. Parents then return these completed forms to the school.
- This school ensures that a relevant member of school staff is also present, if required, to help draw up an Individual Healthcare Plan for students with complex healthcare or educational needs.

This is represented in the table on the following page.

Monitoring of individual healthcare plan: Action	Responsibility	Document
Parents and/or medical professional inform school of medical need	Parent/medical professional	Data collection form (new intake/admission)
IHCP letter sent to parents when medical need identified that requires an IHCP	SENCO for new intake Admissions Administrator to inform SENCO on new in year admission	IHCP letter (Appendix 1)
SENCO and Healthcare Assistant review response from parents	SENCO/Healthcare Assistant	IHCP template (Appendix 2)
If further information is required an IHCP meeting is arranged (input from health care professional)	SENCO/Healthcare Assistant	IHCP appendix 2
IHCP completed and attached to SIMS/circulated to staff. Data pack updated	SENCO/Healthcare Assistant	IHCP template (Appendix 2)
School identify training needs and training commissioned by healthcare professional. Staff signed off as competent/ review date agreed.	SENCO/Healthcare Assistant	IHCP template (Appendix 2)
IHCP reviewed annually or when condition changes (parents/healthcare to make school aware)	SENCO/Healthcare Assistant	IHCP template (appendix 2)

Medical Register

The register is updated on an annual basis, based on information collected from data collection forms. It is held on SIMS and in the staff handbook

Ongoing Communication and Review of Individual Healthcare Plans

- Parents should inform the SENCO / Healthcare Assistant of any changes to the IHCP.
- IHCP will be reviewed on an annual basis by school.

Storage and Access to Individual Healthcare Plans

- IHCP will be stored centrally and linked to SIMS
- Staff will be made aware of what students have an IHCP
- For offsite activities, staff will ensure they have the relevant information relating to the pupil
- Information will be forwarded to new school/college with the school file

Individual Healthcare Plans are used by this school to:

- Inform the appropriate staff and supply teachers about the individual needs of a student with a medical condition in their care.
- Remind students with medical conditions to take their medication when they need to and, if appropriate, remind them to keep their emergency medication with them at all times.
- Identify common or important individual triggers for students with medical conditions at school that bring on symptoms and can cause emergencies. This school uses this information to help reduce the impact of common triggers.
- Ensure that all medication stored at school is within the expiry date.
- Ensure the school's local emergency care services have a timely and accurate summary of a student's current medical management and healthcare in the event of an emergency.
- Remind parents of students with medical conditions to ensure that any medication kept at school for their child is within its expiry dates. This includes spare medication.

Administration of medication

- The Academy understands the importance of taking the medication as prescribed.
- All staff understand that there is no legal or contractual duty for any member of staff to administer medication or supervise a student taking medication unless they have been specifically contracted to do so. Where specific training is not required, any member of staff may administer prescribed and non-prescribed medicines to students under the age of 16 with parental consent.
- Our Governing Body/Academy Trust is responsible to ensure full insurance and indemnity to staff who administer medicines. Our insurance policy includes liability cover.
- Administration of medication which is defined as a controlled drug (even if the student can administer themselves) should be done under the supervision of a member of staff.
- When medication is held by the Academy, a log of when this is administered is kept in student reception

Some prescription medicines are controlled under the Misuse of Drugs legislation (and subsequent amendments). These medicines are called controlled medicines or controlled drugs. Examples include:

- Morphine
- Pethidine
- Methadone

Storage of medication

Safe storage – emergency medication (EpiPens)

Support pupils with medical needs

- a. Emergency medication is readily available to students who require it at all times during the school day. If the emergency medication is a controlled drug and needs to be locked up, these are kept in Student Reception and are easily available. First Aiders are aware of the location.
- b. All students carry their own EpiPens at all times and a spare kept in Student Reception.
- c. Students are reminded to carry their emergency medication with them.

Safe storage – non-emergency medication

- a. All non-emergency medication is kept in a lockable cupboard, in either the Student Reception cupboard or fridge.
- b. Students with medical conditions know where their medication is stored and how to access it.
- c. Staff ensure that medication is only accessible to those for whom it is prescribed.

Safe storage – general

- a. First Aider ensures the correct storage of medication at school.
- b. Annually the First Aider checks the expiry dates for all medication stored at the Academy.
- d. First Aider along with the parents of students with medical conditions, ensures that all emergency and non-emergency medication brought into school is in the original container or packaging (except insulin) and clearly labelled with the student's name, the name and dose of medication and the frequency of dose. This includes all medication that students carry themselves.
- e. Some medication may need to be refrigerated. All refrigerated medication is stored in a locked airtight container and is clearly labelled. This is in a secure area, inaccessible to unsupervised students.
- f. It is the parent's responsibility to ensure new and in date medication arrives with the child on the first day of the new academic year.
- g. All medication and equipment is either returned to student or where this is not possible returned to a pharmacy and/or safely disposed of.

Record keeping

- Parents will complete a permission to [administer medication form](#). Once completed you will be contacted by a member of the Student Reception team to review and approve the request to administer medication (Appendix 3).
- All information regarding medical conditions and IHCP are stored centrally on SIMS or Medi-Tracker.
- Copies of IHCPs are sent to parents once completed.
- The Student Reception/First Aider keeps records of medication which are taken by students in a central log (Appendix 4).

In an emergency

- Relevant staff understand and are updated in what to do in an emergency for the most common serious medical conditions at this school.
- In an emergency situation, school staff are required under common law duty of care to act like any reasonably prudent parent/carer. This may include administering medication.
- Staff involved in home-to-school transport under the responsibility of the local authority are also kept up-to-date about a child or young person's medical needs via the Individual Healthcare Plan.
- First Aiders have either completed the Emergency First Aid at Work or First Aid at Work qualification.
- The Academy uses Individual Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of students with complex health needs in their care who may need emergency help.
- In an emergency, the office team will ensure that relevant details are printed and sent with the student to hospital.
- If a student needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. The Academy will try to ensure that the staff member will be one the student knows. The staff member concerned should inform a member of SLT.
- All students with medical conditions should have easy access to their emergency medication. Items such as inhalers and EpiPens are held by the student who must take the responsibility to have it to hand at all times.
- Students are encouraged to administer their own emergency medication (e.g. EpiPen) where possible and should carry it with them at all times unless it is a controlled drug as defined in the Misuse of Drugs Act 1971. This also applies to any off-site or residential visits.
- For off-site activities, such as visits and other Academy activities outside of normal timetable hours, a risk assessment is undertaken to ensure students needing medication still have access and a staff member named as the responsible lead. The risk assessment also helps to identify any reasonable adjustments that need to be made.

Duties of a First Aider

In the event of an employee or any other person being injured or becoming ill on the premises, a First Aider shall:

1. Take charge of the situation.
2. Render first aid as necessary.
3. Advise of the need for help from a medical practitioner or nurse or of the need for the emergency ambulance to be called, or any other action which needs to be taken.
4. Ensure that a record is made in the first aid record book of the incident and any subsequent treatment.
5. Have charge of the first aid equipment and facilities, keep stock and replace items as necessary.
6. Maintain notices of First Aid arrangements in the Academy.

The use of asthma inhalers

The Academy's students must take responsibility for their own inhalers at all times. Students must take their own inhalers with them when on school trips.

Student Asthma Register

A list of students known to be diagnosed with asthma is available on SIMS.

Complaints

Any complaints should be dealt with in accordance with the Academy's published Complaints Policy.

Appendix 1 – IHCP Letter / Email / Phone Call Template

Dear Parent,

Individual Health Care Plan

Your child has been identified as requiring an individual health care plan. Our Health Care Assistant will be in contact shortly by phone to discuss your child medical need to ensure that the Academy is in the best position to support your child's needs.

Yours sincerely

Appendix 2 – IHCP Template

Medical Condition Healthcare Plan

Name of School – The Carlton Academy
Child’s Name –
Year/Tutor Group – Year
Date of Birth –
Child’s Address –
Medical Diagnosis or Condition(s) –

Family Contact Information

Contact 1 Name & Relationship to child	
Phone Number Work	
Mobile	
Home	
Contact 2 Name and Relationship to child	
Phone Number Work	
Mobile	
Home	

Clinic/Surgery Information

Name of Clinic/Surgery	
Phone Number	
G.P Name & Address	

Support pupils with medical needs

Phone Number	
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Who is responsible for providing support in School?	Student Receptionist & Healthcare Assistant First Aiders
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Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues.

Name of Medication (not brand, actual medication name), 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 education, social and emotional needs.

Arrangements for school visits/trips

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)

Student Receptionist & Healthcare Assistant

First Aiders

Plan developed by

Staff training needed/undertaken – who, what & when

Form Copied to

Electronic copy – Shared with staff linked to pupil, stored on the intranet, added to the pupil's SIMS profile, added to MedicalTracker profile.

Paper copy – Stored in Student Reception

Paper copy – Stored in Student Reception

Signed Parent _____

Signed Staff _____

Date _____

Review Date _____

(annually unless notified by parent or healthcare professional of changes)

Reviewed and no changes.

Signed Parent _____

Signed Staff _____

Date _____

Next review Date _____

Appendix 3 – Medication Administration in School Form

Digital Copy -

<https://forms.office.com/Pages/ResponsePage.aspx?id=svRAecJgukWVZVvTgdjPcFyW8GHqePpKkgvb-8qUFGhUQ01XRjU4VDJQRINXOEE2TDZJQUYzSUQwUiQIQCN0PWcu>

Appendix 4 – Medication Log

Record Medication Use ✕

Student/Staff*

Medication use date & time*

  

Name of medication*

Exact dosage administered*

Medication administered by*

 

Staff name

Second staff name

Any side effects experienced?

Notes