Supporting Pupils with Medical Conditions Policy

Freemantle Church of England Community Academy Trust

Reviewed by:	Frances Line and Laura Allen	**Date:** Sept 2026
Approved by:	Directors	
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1. Aims

This policy aims to ensure that:

- Pupils, staff and parents/carers understand how our academy will support pupils with medical conditions
- Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including academy trips and sporting activities

The Board of Directors and Senior Accountability Team (SAT) will implement this policy by:

- Making sure sufficient staff are suitably trained
- Making staff aware of pupils' conditions where appropriate
- Making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions
- Developing and monitoring individual healthcare plans (IHPs), in conjunction with healthcare professionals when appropriate to do so

The named persons with responsibility for implementing this policy are the Headteacher, Nina Myszkowski and the SENCo, Laura Allen

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 the board of Directors to make arrangements for supporting pupils at their school with medical conditions.

It is also based on the Department for Education's statutory guidance on supporting pupils with medical conditions at school (2015) and the Early Years Foundation Stage statutory framework.

This policy also complies with the academy funding agreement.

3. Roles and Responsibilities

3.1 The Board of Directors

The Board of Directors has ultimate responsibility to make arrangements to support pupils with medical conditions. The Board of Directors will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

3.2 SAT including SENCo

SAT and the SENCo will:

- 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 individual healthcare plans (IHPs), including in contingency and emergency situations
- Ensure that all staff who need to know are aware of known conditions
- Take overall responsibility for the development of IHPs
- Make sure that academy staff are appropriately insured and aware that they are insured to support pupils in this way
- Contact the school nursing team in the case of any pupil who has a medical condition that may require support at the academy, but who has not yet been brought to the attention of the school nursing service
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

3.3 Staff

Supporting pupils with medical conditions during academy hours is not the sole responsibility of one person.

Those staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.

Teachers will consider the needs of pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

3.4 Parents/carers

Parents/carers will:

- Provide the academy with sufficient and up-to-date information about their child's medical needs and inform us of any changes
- Provide evidence of appropriate prescription and written permission for medicines to be administered by staff
- Be involved in the development and review of their child's IHP and may be involved in its drafting and updating
- Carry out any action they have agreed to as part of the implementation of the IHP or in managing temporary illness, e.g. by providing medicines and equipment and ensuring they or another nominated adult are contactable at all times

3.5 Pupils

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Pupils can be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs, if appropriate. They are also expected to comply with their IHPs.

3.6 School nurses and other healthcare professionals

The school nursing service will notify the academy when a pupil has been identified as having a medical condition that will require support in the academy. This will be before the pupil starts at the academy, wherever possible. They may also support staff to implement a child's IHP.

Healthcare professionals, such as GPs and paediatricians, will liaise with the school nurses and notify them of any pupils identified as having a medical condition. They may also provide advice on developing health care plans.

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.

The academy will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on trips, visits and sporting activities.

Risk benefit assessments will be carried out and validated through Evolve so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

5. Being notified that a child has a medical condition

When the academy is notified that a pupil has a medical condition, the process outlined below will be followed to decide whether the pupil requires an IHP.

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.

See Appendix 1 for further details.

5.1 Obtaining information about medicines

The EYFS framework states that settings must include how they obtain information about a child's need for medicine, and a system for keeping this information up to date (see section 10 of this policy).

We will:

- For new starters, send a form to all parent/carers of pupils after their place at the academy has been confirmed, but before their first academy year starts, to confirm any medicine(s) their child needs. Where a pupil has a new diagnosis and/or a pupil has moved to the academy mid-term, we will send a form and put arrangements in place within 2 weeks
- Send a reminder to parents/carers at the start of each year in a newsletter, as well as a form to complete, if their child requires certain medicine(s)

We ask that parents/carers proactively inform us by either phone call to the academy or an email to adminoffice@freemantleschool.co.uk if their child's medical needs change during the academy year.

6. Individual Healthcare Plans (IHPs)

The Headteacher and/or SENCo have overall responsibility for the development of IHPs for pupils with medical conditions. This can be delegated to other members of SAT in their absence.

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

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

- What needs to be done
- When
- By whom

Not all pupils with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the Headteacher will make the final decision.

Plans will be drawn up in partnership with the academy, parents and a relevant healthcare professional, such as the school nurse, specialist or paediatrician, who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate.

IHPs may be linked to, or form part of, an Education, Health and Care Plan (EHCP). If a pupil has SEND but does not have an EHC plan, the SEND will be mentioned in the IHP.

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

- The medical condition, its triggers, signs, symptoms and treatments
- The pupil's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. classroom structures
- Specific support for the pupil's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, ELSA sessions

- The level of support needed, including in emergencies. If a pupil is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the pupil's medical condition from a healthcare professional, and cover arrangements for when they are unavailable
- Who in the academy needs to be aware of the pupil's condition and the support required
- Arrangements for written permission from parents and the Leadership Team for medication to be administered by a qualified member of staff, or self-administered by the pupil during academy hours under the supervision of a member of staff
- Separate arrangements or procedures required for academy trips or other academy activities outside of the normal academy timetable that will ensure the pupil can participate, e.g. risk benefit statements
- Where confidentiality issues are raised by the parent/pupil, the designated individuals to be entrusted with information about the pupil's condition
- What to do in an emergency, including who to contact, and contingency arrangements

7. Managing Medicines

Prescription medicines prescribed to the child will only be administered at the academy:

- When it would be detrimental to the pupil's health or academy attendance not to do so **and**
- Where we have parents' written consent

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

Anyone giving a pupil any prescribed medication will first check maximum dosages and when the previous dosage was taken. Parents will always be informed.

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

The academy will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely. Pupils will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils (in a box in the classroom) and not locked away.

Medicines will be returned to parents to arrange for safe disposal when no longer required.

7.1 Controlled drugs

Controlled drugs are prescription medicines that are controlled under the Misuse of Drugs Regulations 2001 and subsequent amendments, such as morphine or methadone.

All controlled drugs are kept in a secure cupboard in the academy office and only named staff have access.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

All medications with the exception of asthma inhalers, adrenaline auto injectors are treated as controlled drugs and administered and documented by two qualified members of staff.

7.2 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 and it will be reflected in their IHPs.

Pupils will be allowed to carry their own medicines and relevant devices wherever possible. Staff will not force a pupil to take a medicine or carry out a necessary procedure if they refuse, but will follow the procedure agreed in the IHP and inform parents so that an alternative option can be considered, if necessary.

7.3 Unacceptable practice

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

- Prevent pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary
- 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 IHPs
- If the pupil becomes ill, send them to the academy office unaccompanied or with someone unsuitable
- Penalise pupils for their attendance record if their absences are related to their medical condition, e.g. hospital appointments
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of academy life
- Administer, or ask pupils to administer, medicine in academy toilets

8. Emergency Procedures

Staff will follow the academy's normal emergency procedures (for example, calling 999 or 112) as well as ensuring that the Headteacher/SAT are informed.

All pupils' IHPs will clearly set out what constitutes an emergency and will explain what to do and the staff who work directly with the child will be clear on what these arrangements are.

If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent/carer arrives, or accompany the pupil to hospital by ambulance.

9. Training

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

The training will be identified during the development or review of IHPs. Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the Leadership Team. Training will be kept up to date.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils
- Fulfil the requirements in the IHPs
- Help staff to understand the specific medical conditions they are being asked to deal with, their implications and preventative measures

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

10. Record Keeping

The Headteacher/SENCo will ensure that written records are kept of all medicine administered to pupils for as long as these pupils are at the academy. Parents will be informed if their pupil has been unwell at the academy.

IHPs are kept in a readily accessible place which all staff working directly with the child are aware of.

Medication administrators are responsible for booking in new medications and completing records for administration of medications. Supporting staff will complete records for children self-administering (e.g. asthma inhalers).

11. Liability and Indemnity

The Board of Directors and Headteacher will ensure that the appropriate level of insurance is in place and appropriately reflects the academy's level of risk.

We will ensure that we are a member of the Department for Education's risk protection arrangement (RPA) to protect the academy.

12. Complaints

Parents/carers with a complaint about their child's medical condition should discuss these directly with the Headteacher in the first instance. If the Headteacher cannot resolve the matter, she will direct parents to the academy's complaints procedure.

13. Monitoring Arrangements

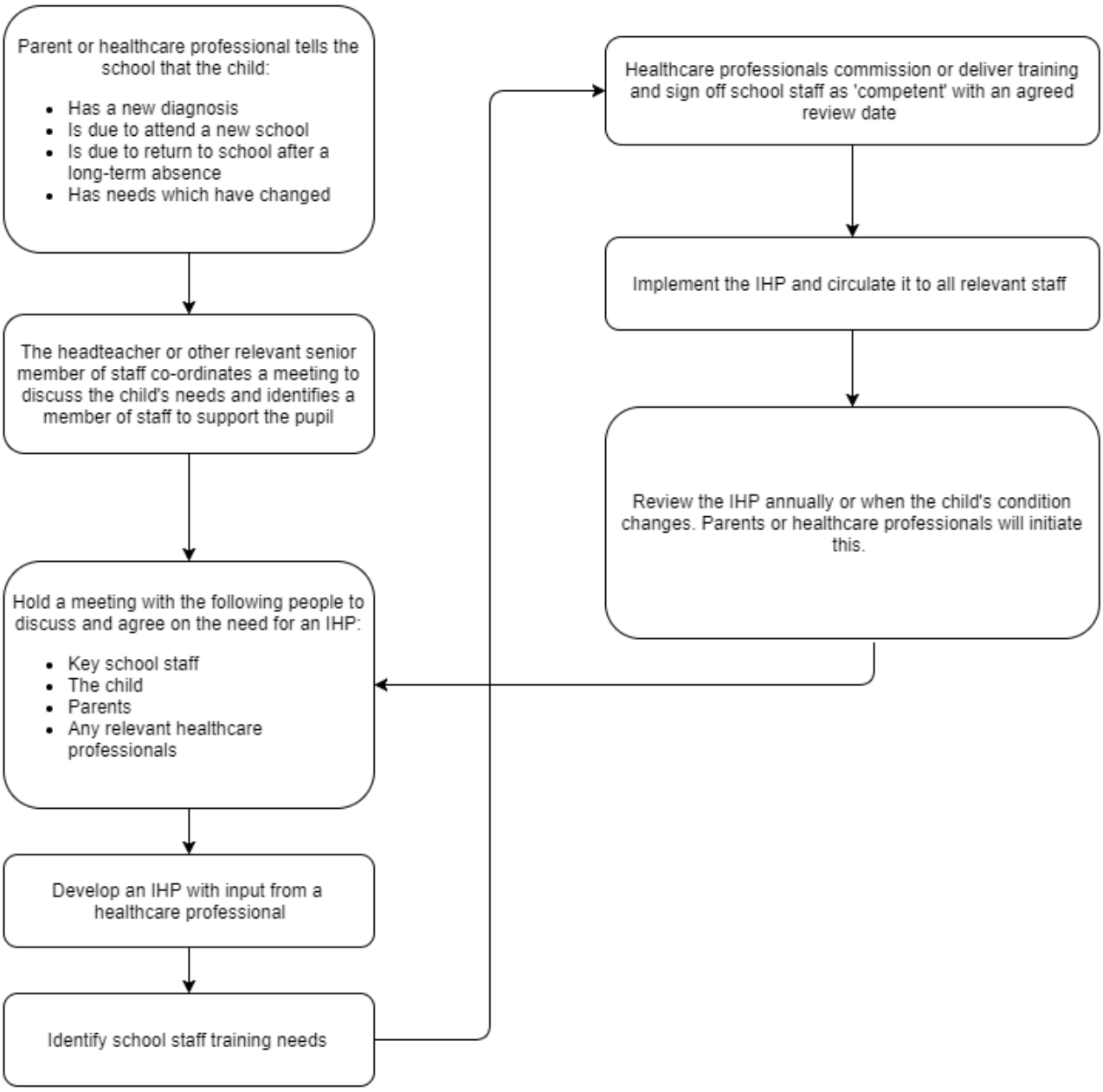
This policy will be reviewed and approved by the Board of Directors every year.

14. Links to other policies

This policy links to the following policies:

- Accessibility plan
- First aid
- Asthma
- Allergy and Anaphylaxis
- Health and safety
- Child Protection and Safeguarding
- SEND
- Complaints

Appendix 1: Being notified a child has a medical condition



Appendix 2: Procedures for children who are sick of infectious diseases

- Pupils who have an infectious disease shouldn't attend the academy/nursery
- Parents should notify the academy if their child has an infectious disease

- If a pupil becomes unwell during the day – for example, they have a temperature, sickness, diarrhoea or stomach pains – the parents or carers will be contacted to collect their child
- Pupils with a temperature, sickness, diarrhoea or an infectious disease should not attend the academy/nursery while they are sick. Depending on the sickness, staff may ask parents to take their child to the doctor before they return to the academy
- Staff will notify parents if a risk to other pupils exists

Children with specific infectious diseases set out in the UK Health Security Agency's exclusion table will not be allowed to return to the academy/nursery until the appropriate exclusion period has passed.

We will take the following steps to prevent the spread of infection:

- Reducing or eliminating sources of infection through good hygiene practices
- Good handwashing practice
- Encouraging and facilitating healthy eating
- Ensuring that regulated food hygiene standard requirements in the maintenance of food preparation areas and preparation of food are followed
- Championing and educating staff, parents, carers and pupils on the importance of immunisation as a tool against infection (while recognising the individual's right to choose)
- Establishing a daily cleaning routine for:
    - Nappy changing facilities
    - Play areas
    - Toys, activities and equipment