



Victoria

ACADEMIES TRUST

Supporting pupils with medical conditions policy

Date of last review:	<i>September 2026</i>	Review period:	<i>1 year</i>
Date of next review:	<i>September 2029</i>	Owner:	<i>DoE</i>
Type of policy:	<i>Trust</i>	Board approval:	<i>Trust Board</i>
Signed (Trust)	<i>W. Ciglar</i>	Signed (School)	<i>A. Beaumont</i>

1. Aims

At Victoria Academies Trust we understand that medical conditions requiring support at school can affect quality of life and may be life-threatening.

Our school will support pupils with medical conditions so that they have full access to education,

This policy sets out our approach to supporting pupils with medical conditions across Victoria Academies Trust.

The named person for implementing this policy at Rowley Park Academy is Annika Beaumont.

Section(s) 8 have been adapted to reflect how we manage medicines within school.

including school trips and physical education.

This policy aims to:

- 1. Make sure that pupils, staff and parents/carers understand how our school will support pupils with medical conditions*
- 2. Set out the roles and responsibilities for everyone in the school community in regard to pupils with medical conditions*
- 3. Set out the procedure for creating, reviewing and managing individual healthcare plans (IHPs)*
- 4. Set out how we will manage medicines in school*
- 5. Reassure parents/carers that the school will help their child feel safe, supported and included*

At Victoria Academies Trust, our values encompass the priorities that we have for all children:

- Unity*
- Integrity*
- Courage*
- Curiosity*
- Excellence*

At all of our schools, we strive to ensure that:

“We are a family of schools, united in our passion for inspiring pupils to achieve more than they imagine possible.

We have a positive influence on children’s lives in areas where we can make the most difference.

We are ambitious for our children. Our high expectations of them, the memorable experiences and opportunities they have in our schools, along with the kindness and compassion which is at the centre of our Trust, means that they will be successful in whatever they choose for their future.

We are at the heart of our communities; a place where local people can turn to for help, support and guidance, working with us for the greater good of our shared community.

We are aspirational for our people, who are given opportunities to grow, develop and become experts in their chosen fields.

Our people feel valued and supported; they show ambition, courage, and resilience, but most of all are kind and respectful.”

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 trustees to make arrangements for supporting pupils at their school with medical conditions.

It is also based on the statutory guidance on supporting pupils with medical conditions at school from the Department for Education (DfE).

3. Roles and responsibilities

3.1 The board of trustees

The board of trustees has ultimate responsibility to make sure there are arrangements to support pupils with medical conditions across the trust. Although the trust delegates certain duties to different levels as outlined below, the board is still accountable for making sure the trust is compliant with the requirements in the above legislation and guidance.

The board will also determine and approve this policy.

3.2 Director of Education

The Director of Education will:

1. Oversee and support the headteacher and Academy Council of each school in carrying out their duties
2. Highlight any issues found across the trust to the board of trustees

3.3 Academy Councils

Academy Councils of each school will:

1. Review this policy in a timely manner, in line with the relevant legislation and requirements

2. Monitor practice, and staff training, in regard to pupils with medical conditions, in line with this policy

The Academy Council of each school may delegate the day-to-day implementation of this policy to the headteacher of the school.

3.4 The headteacher

The headteacher of each school will:

1. Make sure all staff are aware of this policy and understand their role in its implementation
2. Make sure 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
3. Make sure that all staff who need to know are aware of a child's condition
4. Take overall responsibility for the development and monitoring of individual healthcare plans (IHPs)
1. Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way
2. Manage cover arrangements in the case of staff absence or turnover, to make sure a suitable staff member is always available, and supply staff are briefed appropriately about pupils' medical needs
3. Approve risk assessments for school visits and school activities outside the normal school timetable that involve provision for pupils with medical conditions
4. 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
5. Make sure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date
6. Implement systems for obtaining information about a child's needs for medicines and keeping this information up to date when starting school

The headteacher may delegate all or some of the day to day implementation of this policy to a named member of staff.

3.5 Staff

Supporting pupils with medical conditions during school hours is not the sole responsibility of 1 person. Any member of staff at the school may be asked to provide support to pupils with medical

conditions, although they will not be required to do so. This includes the administration of medicines and includes implementing systems for obtaining information about a child's needs for medicines and keeping this information up to date.

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 take into account 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.

3.6 Parents/carers

Parents/carers will:

1. Provide the school with sufficient and up-to-date information about their child's medical needs
2. Provide evidence of appropriate prescription and written permission for medicines to be administered by staff
3. Be involved in the development and review of their child's IHP, and may be involved in its drafting
4. Carry out any action they have agreed to as part of the implementation of the IHP, e.g. provide medicines and equipment, and ensure they or another nominated adult are contactable at all times

3.7 Pupils

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

3.8 School nurses and other healthcare professionals

Our school nursing services will notify the relevant school 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. They may also support staff to implement a child's IHP.

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

4. Equal opportunities

Victoria Academies Trust will adhere to the legal responsibilities under the Equality Act 2010 and will not unlawfully discriminate against any pupils. Our trust is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

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

Risk assessments will be carried out 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/carers and any relevant healthcare professionals will be consulted.

5. Being notified that a child has a medical condition

When the school is notified that a pupil has a medical condition, the process outlined in Appendix 1 will be followed to decide whether the pupil requires an IHP.

The school 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 the school.

EYFS settings:

5.1 Obtaining information about medicines

The school will:

- For new starters, send a form to all parent/carers of pupils after their place at the school has been confirmed, but before their first school 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 school 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 school office on 01785 334144 or an email to office@rowleyparkacademy.org.uk if their child's medical needs change during the school year.

6. Allergy Management

Information on the separate management of allergies and anaphylaxis can be found in the school's Allergy Safety Policy, which should be read and followed alongside this Medical Conditions Policy.

7. Individual healthcare plans

The headteacher has overall responsibility for the development of IHPs for pupils with medical conditions or allergies.

The day-to-day responsibility has been delegated to SENCO.

Plans will be reviewed at least annually, 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/or the parents/carers 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 school, parents/carers 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 will be linked to, or become part of, any education, health and care (EHC) plan. If a pupil has special educational needs (SEN) but does not have an EHC plan, the SEN 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 SENCO will consider the following when deciding what information to record on IHPs:

- 1. The medical condition, its triggers, signs, symptoms and treatments*
- 2. 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. crowded corridors, travel time between lessons*
- 3. 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, counselling sessions*
- 4. 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*

5. 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
6. Who in the school needs to be aware of the pupil's condition and the support required
7. Arrangements for written permission from parents/carers and the headteacher for medication to be administered by a member of staff, or self-administered by the pupil, during school hours
8. Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the pupil can participate, e.g. risk assessments
9. Where confidentiality issues are raised by the parent/carer or pupil, the designated individuals to be entrusted with information about the pupil's condition
10. What to do in an emergency, including who to contact, and contingency arrangements

8. Managing medicines

Prescription medicines will only be administered at the school:

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

The person administering the medicine will keep a written record. Parents/carers will always be informed on the same day the medicine has been administered, or as soon as reasonably possible.

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

Schools 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

Schools 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 and not locked away.

Medicines will be returned to parents/carers to arrange for safe disposal when no longer required.
Non-prescribed medication will be decided on a case by case basis in discussion with the headteacher.

8.1 Administering 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 other controlled drugs will be kept in a secure cupboard in the school office and only named staff will 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.

8.2 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/carers and it will be reflected in their IHPs.

Pupils will be allowed to carry their own medicines and relevant devices wherever possible.

IHPs will include procedure for staff to follow if a pupil refuses to carry out a necessary procedure or take medicine.

8.3 Allergy Medication

The school will ensure that:

- All allergy medication (e.g. antihistamines, adrenaline auto-injectors) is readily accessible at all times
- Medication is not locked away and is quickly available in classrooms or a central medical location
- Spare medication is held where required

8.4 Unacceptable practice

Although school staff will use their discretion and judge each case on its merits with reference to the pupil's IHP, they will keep in mind that it is not generally acceptable practice to:

- Prevent pupils from easily accessing their inhalers and medication, or 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

- *Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHPs*
- *Send an ill pupil to the school office or medical room unaccompanied or with someone unsuitable (e.g. a fellow pupil who is not old or responsible enough)*
- *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*
- *Require parents/carers, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their pupil, including with toileting issues. No parent/carer should have to give up working because the school is failing to support their child's medical needs*
- *Prevent pupils from participating, or create unnecessary barriers to pupils participating, in any aspect of school life, including school trips, e.g. by requiring parents/carers to accompany their child*
- *Administer, or ask pupils to administer, medicine in school toilets*

9. Emergency procedures

Staff will follow the school's normal emergency procedures (for example, calling 999). All pupils' IHPs will clearly set out what constitutes an emergency and will explain what to do.

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.

Staff will always err on the side of caution and treat any suspected severe reaction as a medical emergency.

10. Training

All staff will complete allergy awareness training.

Staff who are responsible for supporting pupils with specific 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 SENCO. 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 have an understanding of 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 they are aware of this policy and understand their role in implementing it – for example, with preventative and emergency measures so that they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

11. Record keeping

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

IHPs are kept in a readily-accessible place that all staff are aware of.

EYFS settings: 11.1 Recording information about medicines

We will:

- Enter each pupil's medicine need in the school's system
- Update our records when parents/carers of pupils inform us of changes to their child's needs
- Keep a record of changes, labelling the most recent record for each child
- Make sure that all staff have access to records so that they are informed about pupils' medical needs
- Securely hold this information digitally in accordance with the UK GDPR
- Inform parents/carers about how they can access their child's information (provided no relevant exemptions apply to their disclosure under the Data Protection Act 2018)

Following any significant medical incident, medication error, allergic reaction, anaphylaxis event or identified near miss, the school will undertake a formal review to identify lessons learned and

implement any necessary amendments to risk assessments, Individual Healthcare Plans, training or procedures.

12. Liability and indemnity

The Trust maintains appropriate public liability and employer liability insurance which covers staff undertaking duties associated with supporting pupils with medical conditions, including the administration of medication and emergency treatment, in accordance with Trust procedures.

13. Complaints

Parents/carers with a complaint about the school's actions in regard to their child's medical condition should discuss these directly with the headteacher or SENCO in the first instance. If this cannot resolve the matter, they will direct parents/carers to the trust's complaints procedure.

14. Monitoring arrangements

This policy will be monitored by the Director of Education

It will be reviewed and approved by the trust board every 3 years.

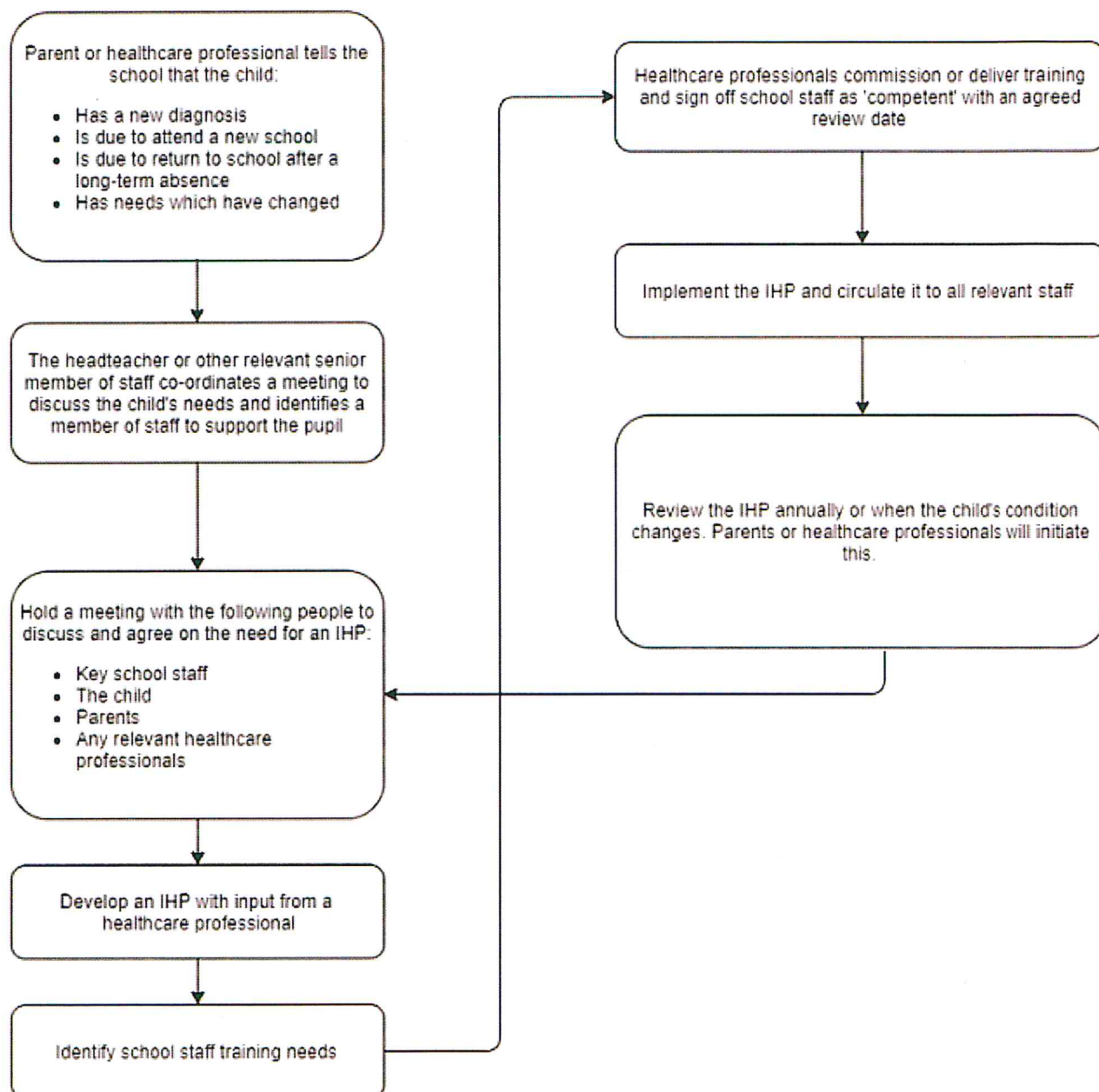
15. Links to other policies

This policy links to the following policies:

- › *Accessibility plan*
- › *Complaints*
- › *Equality information and objectives*
- › *First aid*
- › *Health and safety*
- › *Safeguarding*
- › *Special educational needs information report and polic*



Appendix 1: Being notified a child has a medical condition





Appendix 2: Procedures for children who are sick or infectious

- Pupils who have an infectious disease shouldn't attend school/nursery
- Parents should notify the school 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 school/nursery while they are sick. Depending on the sickness, staff may ask parents to take their child to the doctor before they return to school
- 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 school/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)
- School-based nurseries, add: Establishing a daily cleaning routine for:
 - Nappy changing facilities
 - Play areas
 - Toys, activities and equipment

Appendix 3: Individual Health Care Plan Template:



Individual Healthcare Plan (IHCP)

Pupil Name	
Date of birth	
Year group and class	
Medical condition / diagnosis	
Date diagnosis confirmed	
NHS number (if known)	
Photograph attached	Yes/no

Parent / carer information:

Parent/ carer 1:

Name	
Relationship to Pupil	
Telephone Number(s)	
Email address	

Parent/ carer 2:

Name	
Relationship to Pupil	
Telephone Number(s)	
Email address	

Emergency contact (if different from above)

Name	Relationship	Contact number

Medical professional involved:

Professional	Service / Hospital	Contact details
GP		
Consultant		
Specialist nurse		



Medical Information

Description of Medical Condition

Provide details of the condition, symptoms, triggers and impact on learning, attendance and participation in school activities.

Signs and Symptoms Requiring Attention

Mild Symptoms

Moderate Symptoms

Severe Symptoms / Emergency Symptoms

Medication and Treatment

Medication	Dose	Administration method	Timing / frequency	Stored at

Self-Management

- ☐ Pupil is able to self-manage medication independently.
- ☐ Pupil requires supervision when administering medication.
- ☐ Pupil requires staff to administer medication.

Details:



Daily Management Arrangements

Please outline any specific arrangements required, such as:

- Monitoring requirements
- Dietary requirements
- Access to food/drink
- Physical activity considerations
- Rest breaks
- Toilet access
- Environmental adjustments
- Educational visits

Details:

Emergency Procedures

What constitutes an emergency?

Action to be taken

1.

2.

3.

4.

Emergency Medication Required

When should emergency services (999) be called?

Who should be informed?

☐ Parent/Carer

☐ Headteacher



☐ SENCO

☐ School Nurse

☐ Other: _____

Staff Training Requirements

Staff who need to be aware of this plan

Staff requiring specific training

Training completed by

Name	Role	Date trained

Educational Visits and Extra-Curricular Activities

Arrangements required to ensure the pupil can participate safely:

Confidentiality and Information Sharing

Relevant information may be shared on a need-to-know basis with staff responsible for the pupil's care and welfare.

☐ Parent/Carer consent provided.

☐ Pupil consent provided (where appropriate).



Review of the Plan

Date Plan issued	
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Review date	
Next scheduled review	

This plan will be reviewed:

- *At least annually.*
- *Whenever the pupil's medical needs change.*
- *Following any significant medical incident or hospital admission.*

Agreement

Parent/Carer

I agree with the arrangements outlined within this Individual Healthcare Plan.

Name: _____

Signature: _____

Date: _____

Healthcare Professional (where involved)

Name: _____

Role: _____

Signature: _____

Date: _____

School Representative

Name: _____

Role: _____

Signature: _____

Date: _____