

WRANGLE PRIMARY ACADEMY



UNIVERSITY OF
LINCOLN

Supporting Pupils with Medical Conditions Policy

Approved by: Academy Monitoring Committee (AMC)

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1. Aims

The purpose of this policy is to ensure that pupils with medical conditions receive appropriate support so that they can:

- access education safely and as fully as possible;
- participate in lessons, enrichment activities, school trips, residential visits, sporting activities and other aspects of school life;
- manage their medical condition with increasing independence, where appropriate;
- receive appropriate support in an emergency;
- have their views, needs and wishes taken into account;
- experience no unnecessary disadvantage because of their medical condition.

The school will work in partnership with pupils, parents/carers, healthcare professionals and other relevant agencies to identify and put in place appropriate arrangements.

The Principal will ensure that effective arrangements are in place for:

- identifying pupils who require medical support;
 - developing and reviewing Individual Healthcare Plans (IHPs), where appropriate;
 - ensuring sufficient appropriately trained staff are available;
 - ensuring appropriate contingency arrangements are in place;
 - ensuring relevant staff have access to the information they need;
 - supporting pupils to participate fully in school life;
 - maintaining appropriate records;
 - regularly reviewing the effectiveness of arrangements.
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2. Legislation and statutory responsibilities

This policy is based on the school's responsibilities under **Section 100 of the Children and Families Act 2014**, which places a duty on the appropriate governing authority/proprietor to make arrangements for supporting pupils with medical conditions.

For an academy, the policy also reflects the responsibilities of the Academy Trust Board and the academy's governance arrangements.

The policy has regard to the Department for Education's statutory guidance on Supporting pupils at school with medical conditions.

The Academy Trust Board must ensure that arrangements are sufficient to meet the Trust's statutory responsibilities and that policies, plans, procedures and systems are properly and effectively implemented. The Trust's governance arrangements may delegate specific

functions to the AMC or academy leaders in accordance with the Trust's scheme of delegation.

The Trust Board should ensure that sufficient staff receive suitable training and are competent before taking on responsibility for supporting pupils with medical conditions.

The policy also has regard to relevant duties and requirements relating to:

- the Equality Act 2010;
- special educational needs and disabilities;
- safeguarding and child protection;
- health and safety;
- data protection and confidentiality;
- educational visits and activities;
- first aid;
- attendance and access to education.

This policy will be reviewed either annually or when there are significant changes to relevant legislation.

3. Scope and principles

This policy applies to all pupils with a medical condition that may require support during the school day or while participating in school-related activities.

A medical condition may be temporary or long-term and may include physical, neurological, psychological or other health needs.

The school recognises that:

- every pupil's medical needs are individual;
- pupils with the same medical condition may require different support;
- some pupils will be able to manage their condition independently;
- some pupils will require occasional support;
- some pupils will require regular or emergency support;
- support arrangements may change as a pupil develops or their medical condition changes.

The school will aim to ensure that pupils with medical conditions are supported so that they can access education and participate fully in school life.

No pupil will be unnecessarily prevented from attending or participating in school activities because of their medical condition.

Where immediate support is required, the school will take reasonable steps to put appropriate interim arrangements in place while longer-term arrangements are developed.

4. Roles and responsibilities

4.1 Academy Trust

The **Academy Trust** has overall accountability for ensuring that appropriate arrangements are in place to support pupils with medical conditions across the Trust.

The Trust Board will ensure that:

- the Trust has an appropriate policy for supporting pupils with medical conditions;
- the arrangements are sufficient to meet the Trust's statutory responsibilities;
- policies, plans, procedures and systems are properly and effectively implemented;
- sufficient appropriately trained staff are available to support pupils with medical conditions;
- staff who undertake medical support duties receive suitable training and are competent to undertake those duties;
- appropriate resources are available to implement the policy;
- the effectiveness of arrangements is appropriately monitored;
- the policy is reviewed regularly and remains accessible to parents/carers and staff.

The Trust Board may delegate specific governance functions in accordance with the Trust's scheme of delegation. Any delegated responsibilities will not remove the overall accountability of the Academy Trust Board.

The current DfE Academy Trust Handbook confirms that the academy trust is the legal entity and that the Trust Board has collective accountability and responsibility for the Trust and for assuring compliance with regulatory, contractual and statutory requirements.

4.2 Local governance

Where the Academy Trust has established AMC, that body will exercise any responsibilities delegated to it by the Academy Trust.

The precise responsibilities of the AMC will be determined by the Trust's scheme of delegation and relevant terms of reference.

This policy does not assume that particular functions are delegated locally. Where no such delegation exists, responsibility remains with the Trust Board and academy leadership as appropriate.

4.3 Principal

The Principal has overall responsibility for the **day-to-day implementation** of this policy within the academy.

The Principal will:

- ensure that staff are aware of this policy and understand their responsibilities;
- ensure sufficient appropriately trained staff are available;
- ensure appropriate contingency arrangements are in place;
- ensure relevant staff are informed about pupils' medical needs on a need-to-know basis;
- oversee the development, implementation and review of Individual Healthcare Plans;
- ensure appropriate arrangements are in place for medicines and medical equipment;
- ensure appropriate risk assessments are undertaken;
- liaise with parents/carers and healthcare professionals as necessary;
- ensure appropriate records are maintained;
- ensure staff undertaking medical support duties are appropriately trained and competent;
- ensure appropriate insurance and indemnity arrangements are in place;
- report relevant matters through the Trust's governance and assurance arrangements.

4.4 Named person responsible for implementation

The academy will designate a **named person** who has overall responsibility for the implementation of this policy.

The named person may be the Principal or another appropriately senior member of staff.

The named person will:

- coordinate arrangements for pupils with medical conditions;
- maintain an overview of IHPs and associated support arrangements;
- coordinate staff training and competency records;
- ensure relevant information is communicated to appropriate staff;
- monitor the availability and accessibility of medicines and medical equipment;
- coordinate reviews following significant changes or medical incidents;
- liaise with parents/carers and healthcare professionals as appropriate;
- identify and escalate concerns to the Principal.

4.5 Staff

Supporting pupils with medical conditions is a shared responsibility and is not the sole responsibility of one individual.

Any member of staff may be asked to provide appropriate support to a pupil with a medical condition, although staff will not be required to undertake medical procedures for which they have not received appropriate training.

Staff who undertake specific medical support duties will:

- receive appropriate training before undertaking those duties;
- work within the limits of their training and competence;
- follow the pupil's IHP and relevant procedures;
- maintain confidentiality;
- respond appropriately to signs of illness or deterioration;
- seek emergency assistance where necessary;
- record medication or other support provided;
- report concerns or significant changes in a pupil's condition.

Teachers will take account of the needs of pupils with medical conditions when planning and delivering education.

All staff should know what to do and how to respond when they become aware that a pupil with a medical condition requires help.

4.6 SENDCO

Where a pupil has special educational needs or a disability, the SENDCO will work with the Principal, pupil, parents/carers and relevant professionals to ensure that medical needs are appropriately reflected in the pupil's wider support arrangements.

Where appropriate, the SENDCO will ensure that an IHP is linked with the pupil's EHC plan or other relevant SEN documentation.

4.7 Parents and carers

Parents/carers will:

- provide accurate and up-to-date information about their child's medical condition;
- participate, where appropriate, in the development and review of their child's IHP;
- provide medicines and equipment required under agreed arrangements;
- ensure medicines supplied to the school are in date and appropriately labelled;
- inform the school promptly of significant changes to their child's condition or treatment;

- remain contactable, or nominate an appropriate alternative contact, where required.

4.8 Pupils

Pupils with medical conditions will be involved in discussions about their medical support wherever appropriate, taking account of their age, maturity and individual circumstances.

Pupils will be encouraged to contribute to the development and review of their IHP.

Where appropriate, pupils will be supported to develop independence in managing their medical condition and medicines.

4.9 Healthcare professionals

The school will seek appropriate advice from relevant healthcare professionals when developing or reviewing medical support arrangements.

Healthcare professionals may advise on:

- the pupil's medical condition;
- appropriate treatment and procedures;
- emergency arrangements;
- staff training requirements;
- the level of support required.

Where appropriate, the school nursing service will be contacted when a pupil has a medical condition that may require support in school.

5. Equal opportunities and inclusion

The school is committed to ensuring that pupils with medical conditions are not unnecessarily excluded or disadvantaged.

Pupils with medical conditions will be supported to participate in:

- lessons;
- physical education;
- school clubs and activities;
- school trips and visits;
- residential activities;
- sporting events;
- examinations and assessments;

- lunchtime and other normal school activities.

The school will consider what reasonable adjustments are required to enable pupils with medical conditions to participate fully and safely.

Appropriate risk assessments will be undertaken where necessary.

Pupils, parents/carers and relevant healthcare professionals will be consulted when planning arrangements.

The existence of a medical condition will not, in itself, be used as a reason to prevent participation in a school activity.

This reflects the original policy's commitment to enabling pupils with medical conditions to participate in trips, visits and sporting activities.

6. Being notified that a pupil has a medical condition

When the school becomes aware that a pupil has a medical condition that may require support, the Principal or named person will:

1. obtain relevant information from the parents/carers and, where appropriate, the pupil;
2. establish whether immediate support is required;
3. seek advice from relevant healthcare professionals where necessary;
4. determine whether an IHP is required;
5. identify staff who may require training;
6. identify medicines, equipment or facilities required;
7. communicate relevant information to staff on a need-to-know basis;
8. establish emergency and contingency arrangements;
9. put appropriate support in place.

The school will make every reasonable effort to put arrangements in place within **two weeks**, or by the beginning of the relevant term for pupils who are new to the school, where practicable.

Where a pupil's medical needs require more urgent arrangements, the school will act as quickly as reasonably possible.

The process is set out in Appendix 1.

7. Individual Healthcare Plans (IHPs)

Not every pupil with a medical condition will require an IHP.

The decision will be based on the individual pupil's needs and, where appropriate, advice from healthcare professionals and consultation with the pupil and parents/carers.

Where an IHP is required, it will be developed in partnership with:

- the school;
- the pupil, where appropriate;
- parents/carers;
- relevant healthcare professionals;
- other professionals where appropriate.

The IHP will be developed in the pupil's best interests.

An IHP should clearly identify:

- the pupil's medical condition;
- triggers, signs and symptoms;
- medication and treatment;
- the support required during the school day;
- when support should be provided;
- who is responsible for providing support;
- emergency procedures;
- required equipment and its location;
- arrangements for self-management;
- arrangements for school trips and activities;
- reasonable adjustments;
- arrangements for missed learning or absence;
- relevant dietary, environmental or personal-care requirements;
- staff training requirements;
- contingency arrangements;
- who needs to know about the pupil's condition;
- confidentiality and information-sharing arrangements;
- contact arrangements for parents/carers.

The level of detail will reflect the complexity of the pupil's medical needs.

The IHP should clearly state:

- what needs to be done;

- when it needs to be done;
- by whom it needs to be done.

Where a pupil self-manages their medication, this should be clearly recorded, together with appropriate arrangements for monitoring and emergency support.

IHPs will normally be reviewed at least annually and sooner where:

- the pupil's medical needs change;
- treatment or medication changes;
- there is a significant incident or emergency;
- staff identify that existing arrangements are no longer effective;
- the pupil, parent/carer or healthcare professional requests a review.

Where a pupil has an EHC plan, the IHP will be linked to the pupil's wider SEN arrangements where appropriate.

8. Managing medicines

Prescription and non-prescription medicines will only be administered by the school where:

- it would be detrimental to the pupil's health or school attendance not to administer the medicine; and
- appropriate parental consent has been obtained,

unless an applicable exception applies.

Medicines supplied to the school should normally:

- be in date;
- be clearly labelled;
- be provided in the original container supplied by the pharmacist;
- include clear administration, dosage and storage instructions.

Insulin contained within an insulin pen or pump may be accepted where appropriate, provided it is in date.

Before administering medication, staff will check the relevant instructions, dosage and previous administration record where applicable.

The school will maintain appropriate records of medicines administered.

Parents/carers will be informed in accordance with the school's agreed procedures.

All medicines will be stored safely and appropriately.

Pupils will be informed about where their medicines are kept and will be able to access them when required.

Emergency medicines and medical devices, including asthma inhalers, adrenaline auto-injectors and blood glucose testing equipment, will remain readily accessible and will not be locked away in a manner that prevents prompt access.

Medicines that are no longer required will be returned to parents/carers for safe disposal.

8.1 Controlled drugs

Controlled drugs are prescription medicines 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 and this has been agreed as part of their support arrangements.

A pupil must not pass controlled medication to another pupil for use.

Controlled drugs held by the school will be securely stored and access will be restricted to appropriately authorised staff.

Controlled drugs will remain readily accessible where required in an emergency.

The school will maintain appropriate records of controlled drugs held and doses administered.

8.2 Pupils managing their own medical needs

Pupils who are assessed as competent will be encouraged to take responsibility for managing their own medicines and medical procedures.

Arrangements will be agreed with the pupil, parents/carers and relevant healthcare professionals and recorded in the IHP where appropriate.

Where appropriate, pupils may carry their own medicines and relevant medical devices.

Staff will not force a pupil to take medication or undertake a medical procedure against their wishes.

If a pupil refuses required medication or treatment, staff will follow the arrangements set out in the IHP and seek appropriate advice or emergency assistance where necessary.

Parents/carers will be informed where appropriate.

8.3 Unacceptable practice

The following will generally be regarded as unacceptable:

- preventing a pupil from easily accessing their inhaler, medication or medical equipment;
 - assuming that all pupils with the same medical condition require the same treatment;
 - ignoring the views of the pupil or parents/carers;
 - ignoring relevant medical evidence or professional advice without good reason;
 - unnecessarily sending a pupil home because of their medical condition;
 - sending an unwell pupil to the school office or medical room unaccompanied where this would be unsafe;
 - unnecessarily disadvantaging a pupil because of medically related absence;
 - preventing necessary access to food, drink, toilet facilities or rest breaks;
 - requiring parents/carers to attend school to provide routine medical support that the school has agreed to provide;
 - creating unnecessary barriers to participation in school trips or activities;
 - requiring parents/carers to accompany their child on activities solely because of their medical condition where appropriate school support could reasonably be provided;
 - administering medication in inappropriate locations such as school toilets.
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9. Pupils managing their own medical needs

The school will promote independence and self-management wherever appropriate.

The level of independence permitted will depend on the pupil's:

- age;
- maturity;
- understanding;
- medical needs;
- competence;
- healthcare advice;
- individual circumstances.

Where a pupil is able to self-manage, appropriate arrangements will be recorded in their IHP.

The school will ensure that pupils who self-manage have appropriate access to their medication or medical equipment.

10. Emergency procedures

Each pupil requiring significant medical support will have clear emergency arrangements.

The IHP will identify:

- what constitutes an emergency;
- signs and symptoms requiring urgent action;
- what action staff should take;
- which medication or equipment should be used;
- who should be contacted;
- when emergency services should be called;
- who should contact parents/carers;
- contingency arrangements.

In an emergency, staff will:

1. follow the pupil's IHP and emergency procedures;
2. remain calm and provide appropriate assistance;
3. seek emergency medical assistance where required;
4. call **999** where the situation is life-threatening or requires emergency medical attention;
5. contact parents/carers as soon as reasonably practicable;
6. record the incident and actions taken;
7. review the IHP and support arrangements following a significant incident.

If a pupil is taken to hospital by ambulance, a member of staff will remain with the pupil until a parent/carer arrives, where appropriate and practicable.

11. Training and staff competency

Staff who provide medical support will receive training appropriate to their responsibilities.

Training requirements will be identified when an IHP is developed or reviewed.

Relevant healthcare professionals will be consulted regarding the type and level of training required where appropriate.

Training will:

- be appropriate to the pupil's medical needs;
- be sufficient to enable staff to carry out their agreed responsibilities safely;

- include emergency procedures where relevant;
- be refreshed when required;
- be recorded by the school;
- ensure staff have appropriate confidence and competence.

Staff will not undertake specialist medical procedures unless they have received appropriate training and have been assessed as competent where such assessment is required.

Healthcare professionals may provide confirmation of staff proficiency in a medical procedure or medication administration where appropriate.

All staff will receive appropriate information about this policy and their general responsibilities.

New staff will receive relevant information as part of induction.

12. Record keeping, confidentiality and information sharing

The school will maintain appropriate records relating to pupils' medical needs, including, where applicable:

- IHPs;
- parental consent;
- medication records;
- staff training records;
- medical incidents;
- risk assessments;
- relevant healthcare advice.

Records will be kept securely and accessed only by staff who need the information to fulfil their responsibilities.

Information about a pupil's medical condition will be treated confidentially.

However, relevant information may be shared with staff and professionals where this is necessary to:

- protect the pupil's health, safety or welfare;
- implement agreed medical support arrangements;
- respond appropriately to an emergency;

- fulfil safeguarding responsibilities.

Parents/carers will be informed where their child has been unwell at school or where medication has been administered, in accordance with the school's procedures.

13. Liability and indemnity

The Academy Trust will ensure that appropriate insurance and indemnity arrangements are in place for staff who undertake agreed responsibilities in supporting pupils with medical conditions.

Staff will be informed about the protection available to them.

Staff are expected to act within:

- their training;
- their competence;
- the pupil's agreed healthcare arrangements;
- the school's policies and procedures.

No member of staff will be expected to undertake a medical procedure for which they have not received appropriate training or instruction.

14. Complaints

Parents/carers who have concerns about the school's arrangements for supporting their child's medical condition should initially raise the matter with the Principal.

The school will seek to resolve concerns promptly and constructively.

Where a complaint cannot be resolved informally, the Trust's formal complaints procedure will apply.

Parents/carers will be informed of the appropriate route for making a formal complaint where necessary.

15. Monitoring and review

The Principal and named person responsible for implementation will monitor the effectiveness of this policy.

Monitoring will include consideration of:

- whether pupils with medical conditions have appropriate support;
- whether IHPs are developed and reviewed appropriately;
- whether required staff training is current;
- whether medicines are stored and administered appropriately;
- whether emergency arrangements are effective;
- whether pupils are able to participate fully in school life;
- whether incidents or concerns identify a need to amend procedures;
- feedback from pupils, parents/carers and staff;
- whether appropriate resources and staffing are available.

Relevant findings may be reported through the Trust's governance and assurance arrangements in accordance with the scheme of delegation.

The policy will be formally reviewed at least annually, or sooner where legislation, statutory guidance or school arrangements change.

Next scheduled review: September 2027.

16. Links to other policies

This policy should be read alongside the school's:

- Accessibility Plan;
 - Attendance Policy;
 - Complaints Policy;
 - Equality Information and Objectives;
 - Educational Visits Policy;
 - First Aid Policy;
 - Health and Safety Policy;
 - Safeguarding and Child Protection Policy;
 - Special Educational Needs and Disabilities Policy;
 - Data Protection/Privacy Policy;
 - Risk Assessment procedures;
 - Allergy Policy, where applicable.
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Appendix 1 – Notification and response process

