

## Policy Document for: Supporting pupils with Medical Conditions

**Approved:**

**Due for Review:** October 2025

### Additions/amendments in this version

Page 1	<i>Added reference to the Heads as the people responsible for implementing the policy</i>
Page 2	<i>Added additional responsibility for Heads</i>
	<i>Edited AHT responsibility</i>
Page 3	<i>Edited First aid checkers responsibility to include Medical Tracker records</i>
	<i>Edited Office team responsibility for uploading medical information to Medical Tracker</i>
	<i>Edited staff responsibility to include first aid training such as that for choking</i>
Page 4	<i>Edit to parent responsibility regarding epi-pens/Jext</i>
Page 6	<i>Addition for providers of training</i> <i>Edit to how information is shared with parents using Medical Tracker</i>
Page 7	<i>Addition to storing of controlled drugs</i>
Page 8	<i>Addition to record keeping referring to Medical Tracker</i>
Page 9	<i>Added section on liability and indemnity</i> <i>Added to unacceptable practice</i>

Bourne Alliance MAT believes that pupils with medical conditions should be supported, as best we can, to play an active role in school life, enjoy the same opportunities as any other pupil and have full access to all aspects of education. The governing body has arrangements in place to see that this is achieved. It is important that parents feel confident that our schools will provide effective support for their child's medical condition and that pupils themselves feel safe. For these reasons, the school will liaise with health and social care professionals, pupils and their parents to achieve this.

This policy aims to ensure that:

- Pupils, staff and parents understand how our school 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 school trips and sporting activities

The governing body will implement this policy by:

- Making sure sufficient staff are suitably trained
- Making staff aware of pupil's condition, where appropriate
- Making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions
- Providing supply teachers with appropriate information about the policy and relevant pupils
- Developing and monitoring individual healthcare plans (HCPs)

In each school, the person responsible for implementing this policy is the Head (added Oct 24). This may be delegated to other senior staff in the school.

See also the **BA MAT Food Allergens and food safety** policy.



## 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 also based on the Department for Education's statutory guidance: [Supporting pupils at school with medical conditions](#). This policy also complies with our funding agreement and articles of association.

## Roles and responsibilities

### The governing body

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

### Heads

- 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 Health Care Plans (HCPs), including in contingency and emergency situations
- Take overall responsibility for the development of HCPs but delegate this to Assistant Heads
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way
- 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. This may be delegated to the SENCOs in the mainstream schools.
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date by using HCPs stored on Arbor
- Cover arrangements are in place in case of staff absence, staff turnover and in emergency and contingency situations, to ensure someone is always available.
- Any supply teachers are aware of the medical condition where appropriate.
- All staff are aware of the policy and their role in implementing it. Relevant staff will be made aware of any child with a medical condition.
- Oversight of Risk Assessments for school visits, holidays, and other school activities outside of the normal timetable to ensure that these include consideration for any child with a medical condition.
- Liaising with Assistant Heads and Health & Safety Officer around CPD for staff for administering medication and for specialist medication CPD as needed in each setting (added Oct 24)

The focus of support is on the needs of each individual child and how their medical condition impacts on their school life and consideration is given as to how children will be reintegrated back into school after periods of absence due to their medical condition

### Assistant Heads

- Hold delegated responsibility for ensuring all HCPs are reviewed at least annually, medication is sent into school and HCPs are uploaded onto Arbor
- Will ensure that the staff have had relevant training for administering medicines and – where necessary – in the specialist administration/understanding of the medical needs for the pupils in their school/community (edited Oct 24)

## Community Lead

- Hold delegated responsibility for ensuring that medication is suitably and safely stored for each child as part of termly H&S site walks

## First aid checkers

- Some staff in our schools are responsible for checking first aid supplies, which includes checking that medication held is in date/present and matches the HCP according to Medical Tracker records (edited January 2025)

## Year Group Leads/Aspire Teachers

- Developing Risk Assessments for trips, events in class, visitors and local visit to ensure that children with medical needs have been considered and included

## Office Manager/office team

- Ensure the Office prints pupil awareness posters which are put up in the kitchens and that matching lanyards for pupils are created and distributed
- Ensure that parents/carers complete the medication form which gathers information about long term medication held in school and upload this to Medical Tracker (added January 2025)

## Lunchtime MDS Lead

- Check new starters to see if new epi-pen bags are required and order these via the school ordering system
- Check healthcare plan list to ensure that all lunchtime staff are aware of children with medical needs
- Ensure all emergency medication is available for the child at lunchtime (e.g. epi-pen bags and healthcare plans are taken outside or in the hall close by for the children if needed)
- Liaise with HR Lead to see what additional CPD may be needed for lunchtime staff
- Check that the kitchen staff have up to date awareness posters for pupils
- Check registers to see that pupils are wearing suitable lanyards to support kitchen staff

## Staff

- Supporting pupils with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to pupils with medical conditions. This includes the administration of medicines.
- 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.
- Administering medicines is not part of teachers' professional duties but they are expected to take into account the needs of pupils with medical conditions that they teach.
- Any member of staff delivering medication must undertake the appropriate training
- All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.
- Ensure that emergency medication and HCPs are taken out during evacuations (fire drills, off site evacuation) so that this is accessible for the children whenever needed
- Undertake additional first aid training as directed by the Heads such as choking and administering medicines/Buccal (added Sept 2024)

## Parents

- Provide the school with sufficient and up-to-date information about their child's medical needs – this can be updated through the Arbor parent app as well as in person

- Be involved in the development and review of their child's HCP and will be involved in its drafting
- Ensure that HCP which are for Epi-pens/Jext for anaphylaxis are completed and signed by a medical practitioner (added Sept 2024)
- Ensure that medication is kept up to date and changed as needed
- Carry out any action they have agreed to as part of the implementation of the HCP e.g. provide medicines and equipment
- Parents must ensure they or another nominated adult are contactable at all times.

## 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 HCP.
- They are also expected to comply with their HCPs.

Relevant staff will help to administer medicines and manage procedures for them. If a child refuses to take medicine or carry out a necessary procedure, staff will not force them to do so, but follow the procedure agreed in the HCP. Parents will be informed so that alternative options can be considered.

## School nurses and other healthcare professionals

Our school nursing service will notify the 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.

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.

The GP or other healthcare professional will notify the school nurse when a child has been identified as having a medical condition that will require support at school. They will be involved in drawing up HCPs. Specialist local health teams are also available to provide support for children with particular conditions (e.g. asthma, diabetes).

## Local authority

Local authorities (LAs) provide school nurses for maintained schools and academies. The LA provides support, advice and guidance, including suitable training for school staff, to ensure that the support specified within HCPs can be delivered effectively. The LA works with our schools to support pupils with medical conditions to attend full time but has a duty to make other arrangements when it is clear that a child will be away from schools for 15 days or more because of health needs (whether consecutive or cumulative across the school year).

## Equal opportunities for pupils with medical conditions

Our school 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.

The 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 and any relevant healthcare professionals will be consulted.

## Being notified that a child has a medical condition

When the school is notified that a pupil has a medical condition, the process in Appendix 1 will be followed to decide whether the pupil requires an HCP. 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 our school. Where possible the school will not wait for a formal diagnosis before providing support to a pupil with medical needs. Support will be provided based on the available medical evidence and after consultation with parents.

In other cases, such as a new diagnosis or changed circumstances, every effort will be made to ensure that arrangements are put in place within two weeks. For children moving on to another school, relevant information will be passed to the new school as soon as possible.

## Individual healthcare plans (HCPs)

The Head in each BA MAT Trust school has overall responsibility for the development of HCPs for pupils with medical conditions which is then delegated to the Assistant Head Teacher of each community. 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 HCP. It will be agreed with a healthcare professional and the parents when an HCP would be inappropriate or disproportionate. This will be based on evidence. If there is not a consensus, the CEO will make the final decision.

Plans will be drawn up in partnership with the school, 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. Those involved will agree who will take the lead in writing the plan, but responsibility for ensuring it is finalised and implemented rests with the school. HCPs will be developed with the child's best interests in mind

HCPs will ensure that the school assesses and manages risks to the child's education, health and social well-being and minimise disruption

When a child is returning to school following a period of hospital education or alternative provision (including home tuition) the school will work with the LA and education provider to ensure that the HCP identifies the support the child will need to reintegrate effectively

HCPs will be linked to, or become part of, any education, health and care (EHC) plan. If a pupil has SEN but does not have an EHCP, the SEN will be mentioned in the HCP.

The HCP will state the steps which the school will take to help the child manage their condition and overcome any potential barriers to getting the most from their education. The format of HCPs will vary to enable the school to choose what is most effective for the specific needs of each pupil, and the level of detail within plans will depend on the complexity of the child's condition and the degree of support needed. The Head/SENCo will consider the following when deciding what information to record on HCPs. This will include:

- 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. crowded corridors, travel time between lessons

- 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
- 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 school needs to be aware of the pupil's condition and the support required
- Arrangements for written permission from parents and the Head of School for medication to be administered by a member of staff, or self-administered by the pupil during school hours
- 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
- 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

## Staff training

Periodical training is undertaken so that all staff are aware of the school's policy for supporting pupils with medical conditions and their role in implementing that policy and to keep them up-to-date with procedures to be followed. New staff will receive training through their induction process. The named relevant healthcare professional advises the school on training that will help ensure that all medical conditions affecting pupils in the school are understood fully. This includes preventative and emergency measures so that staff can recognise and act quickly when a problem occurs.

During the development or review of HCPs suitable training requirements for staff who will be involved with the individual pupil will be discussed. The relevant healthcare professional will normally lead on identifying, and agreeing with the school, the type and level of training required, and how this can be obtained. Once trained, the healthcare professional will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

The family of a child will be able to provide relevant information to school staff about how their child's needs can be met, and parents will be asked for their views. However, they will not be the sole trainer.

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 HCPs
- 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.

The Trust makes use of First aid training (external provider), National College and School Nursing CPD opportunities (added Sept 24) – more listed in the **First Aid** policy (added Sept 24)

## Managing medicines in the school

Details of how the school manages medicines in school can be found in the school's policy on **administration of medicines**. Medicines are carefully labelled and stored. Access is readily available

when the need arises. The school ensures that written records are kept of all medicines administered to children, and parents are informed if their child has been unwell at school [via Medical Tracker \(edited January 2025\)](#)

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' written consent

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

**Pupils under 16 will not be given medicine containing aspirin or ibuprofen 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 will always be informed.

The school 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 school 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 to arrange for safe disposal when no longer required.

## **Controlled drugs**

[Controlled drugs](#) are prescription medicines that are controlled under the [Misuse of Drugs Regulations 2001](#) and subsequent amendments, such as morphine or ADHD medications.

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 secure cupboard in the school 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 on Medical Tracker \(edited January 2025\)](#)

## **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 HCPs.

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 HCP and inform parents so that an alternative option can be considered, if necessary.

## End of year/start of year procedures for medication

- At the end of term 6 all medication will be sent home by handing over to the parents/carers
- At the start of term 1, all medication must be bought back into school on the first day of term and handed into the Office so they can check whether a health care plan is currently held by the school
- The office will take the medication to the classroom where a member of the class team will attach the healthcare plan to the medication
- The healthcare plan will be resent to the parents in week 1 via Arbor so they can either edit and return the plan, or sign that the plan is still current

## Record keeping

The governing body will ensure that written records are kept of all medicine administered to pupils in Medical Tracker (edited January 2025). Parents will be informed if their pupil has been unwell at school – this could be via phone and/or via Medical Tracker notification (edited January 2025). HCPs are kept in a readily accessible place which all staff are aware of, as well as being part of the pupil Arbor record.

## School trips and sports activities

School pupils with medical conditions are encouraged to participate in school trips and visits, or in sporting activities, and will not be prevented from doing so wherever possible. Teachers will be aware of how a child's medical condition will impact on their participation. A risk assessment will be undertaken so that planning arrangements, with any reasonable adjustments, take account of any steps needed to allow all children to participate according to their own abilities. Parents and pupils will be consulted and advice taken from the relevant healthcare professional to ensure that pupils can participate safely, if at all.

## Unacceptable practice

It is considered as unacceptable to:

- Prevent children from easily accessing their inhalers and medication and from administering their medication when and where necessary.
- Assume that every child with the same condition requires the same treatment.
- Ignore the views of the child or their parents; or ignore medical evidence or opinion, (although this may be challenged).
- Send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their HCP.
- Send a child with a medical condition to the school office or medical room without being accompanied, or with someone unsuitable.
- Penalise children 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, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. (No parent should have to give up working because the school is failing to support their child's medical needs).
- Prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, eg by requiring parents to accompany the child.
- Administer, or ask pupils to administer, medicine in school toilets (added Sept 24)

## Emergency procedures

Pupils in the school will know to inform a teacher immediately if they think help is needed.

Where a child has an HCP, it will clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures.

If a child needs to be taken to hospital, staff will stay with the child until the parent arrives, or, if an ambulance needs to be called, will accompany the child to hospital and stay until a parent arrives there.

## Complaints

If parents or pupils are dissatisfied with the support provided they should discuss their concerns informally with the appropriate member of staff. If, however, this does not resolve the situation then they should make a formal complaint using the school's complaints procedure.

## Liability and indemnity

(added October 2024)

The governing board will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk. BA MAT is a member of the Department for Education's risk protection arrangement (RPA).

## Monitoring and evaluation

The policy will be monitored by the Head of School and governors for its effectiveness in implementation, and evaluated and reviewed at least annually, or sooner in the light of any incidents that may occur or any changes to legislation.

## Equal Opportunities

At BA MAT we are committed to ensuring equality of opportunity for all members of our school community irrespective of race, religion or belief, gender, gender reassignment, disability, sexual orientation, age, pregnancy or maternity, marriage and civil partnership or socio-economic background. We are determined to develop a culture of inclusion and diversity in which all those connected to the school feel proud of their identity and ability to participate fully in school life. We tackle discrimination through the positive promotion of equality by challenging stereotypes and by creating an environment that champions respect for all. We believe that diversity is a strength that should be respected and celebrated by all those who learn, teach and visit us.

All school policies have an explicit aim of promoting equality and will be reviewed in terms of their contribution and effectiveness in achieving this aim.

## Impact assessment

An initial impact assessment has been carried out for this policy and is graded as follows:

A	Positive impact is explicitly intended and very likely
B	An adverse impact is unlikely, and on the contrary the policy has the clear potential to have a positive impact by reducing and removing barriers and inequalities that currently exist
C	An adverse impact is unlikely. On the contrary there is potential to reduce barriers and inequalities that currently exist. There is insufficient evidence, however, for this assessment to be made with as much confidence as is desirable
D	Adverse impact is unlikely, but positive impact is also unlikely
E	Adverse impact is probable or certain, since certain groups will be disadvantaged, either proportionately or absolutely, or both. Remedial action is therefore necessary



## Appendix 1 – being notified a child has a medical condition

IHP – Individual Health Plan (as known by the Local Authority) but known as Health Care Plan (HCP) in school

