



# Huxlow Academy

Ambition • Respect • Pride

Policy Owner	Department	Effective Date	Approval Date	Review Cycle	Revision Due Date
Helene Huchet	Pastoral Care	February 2026		Bi-annual	February 2028

## SUPPORTING STUDENTS WITH MEDICAL CONDITIONS IN SCHOOL

Policy Approver: Local Governing Board

### Version Control

Version Number	Date of Change	Changes Made
0.3	03.17.2023	Update to new HA template Addition of checks for missing medication
0.4	06.11.23	Removal of notification flowchart
0.5	09.02.2026	



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## 1. Policy Name

Supporting Students with Medical Needs

## 2. Policy Aims

This policy aims to ensure that:

- Students, staff and parents understand how our school will support students with medical conditions
- Students with medical conditions are properly supported to allow them to access the same education as other students, including trips and sporting activities

The Academy Improvement Board will implement this policy by:

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

## 3. 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 students 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](#).

## 4. Roles and responsibilities

### 4.1 THE ACADEMY IMPROVEMENT BOARD

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

### 4.2 THE HEADTEACHER

The headteacher will:

- Make sure all staff are aware of this policy and understand their roles 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
- Take overall responsibility for the development of Individual Healthcare Plans and delegate the management of these to the appropriate person.
- Make sure that school staff are appropriately insured and aware that they are insured to support students in this way
- Contact the school nursing service in the case of any student 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
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date
- Ensure all staff receive annual safeguarding training and read Part 1 of KCSIE 2025
- Ensure the DSL and deputies receive DSL training updated at least every 2 years
- Ensure safeguarding updates are provided to all staff at least annually
- Monitor compliance with statutory training requirements

### 4.3 STAFF

Supporting students 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 students with medical conditions. This includes the administration of medicines.

Those staff who take responsibility to support students 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 students with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a student with a medical condition needs help.

All staff must:

- Read and understand Part 1 of Keeping Children Safe in Education (KCSIE) 2025 at induction and whenever updated

- Attend annual safeguarding training
- Receive regular safeguarding updates (at least annually)
- Read and understand this policy, our Child Protection and Safeguarding Policy, and our Staff Code of Conduct
- Be alert to safeguarding concerns when supporting students with medical conditions and report concerns immediately to the DSL

#### **4.4 PARENTS**

Parents will:

- Provide the school with sufficient and up-to-date information about their child's medical needs
- Be involved in the development and review of their child's IHP and may be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the IHP e.g. provide medicines and equipment

#### **4.5 STUDENTS**

Students with medical conditions will often be best placed to provide information about how their condition affects them. Students 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.

#### **4.6 SCHOOL NURSE AND OTHER HEALTHCARE PROFESSIONALS**

Our school nursing service will notify the school when a student has been identified as having a medical condition that will require support in school. This will be before the student starts school, wherever possible.

Healthcare professionals such as GPs and paediatricians, will liaise with school nurses and notify them of any students identified as having a medical condition.

### **5. Equal opportunities**

Our school is clear about the need to actively support students 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 students to participate fully and safely on school trips, visits and sporting activities. Risk assessments will be carried out so that planning arrangements take into account any steps needed to ensure that students with medical conditions are included. In doing so, students, their parents and any relevant healthcare professionals will be consulted.

### **6. Being notified that a child has a medical condition**

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

The school will make every effort to ensure that arrangements are put in place within 2 weeks, or by the beginning of the relevant term for students who are new to our school.

### **7. Individual healthcare plans**

The headteacher has overall responsibility for the development of IHPs for students with medical conditions. This has been delegated to Paula Faller, Business Manager / Helene Huchet Senior Assistant Headteacher SENDCO.

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

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

- What needs to be done
- When
- By whom

Not all students 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 guidance. If there is not a consensus, the headteacher 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 student's specific needs. The student will be involved wherever appropriate.

IHPs will be linked to, or become part of, any statement of special educational needs (SEN) or education, health and care (EHC) plan. If a student has SEN but does not have a statement or 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 governing board, headteacher and assistant headteacher or SENDCO, will consider the following when deciding what information to record on IHPs:

- The medical condition, its triggers, signs, symptoms and treatments
- The student'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 conditions, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons
- Specific support for the student'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 student 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 student'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 student's condition and the support required
- Arrangements for written permission from parents and the headteacher for medication to be administered by a member of staff, or self-administered by the student 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 student can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parents/ student, the designated individuals to be entrusted with information about the student's condition
- What to do in an emergency, including who to contact, and contingency arrangements
- Safeguarding considerations, including:
  - Whether the medical condition increases vulnerability to abuse or neglect

- Whether intimate care is required and appropriate safeguarding measures
- Online safety considerations
- Mental health support needs
- Information sharing protocols for safeguarding concerns

## **8. Managing medicines**

Prescription medicines will only be administered at school:

- When it would be detrimental to the student'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 student without the knowledge of the parents.**

Students under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Anyone giving a student 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 and regular checks will be made to ensure the reporting of missing medication. Students will be informed about where their medicines are at all times and 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 students and not locked away.

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

## 8.1 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.

A student 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 student to use. The student must only carry the allocated amount for the day and will report any missing medication immediately to a member of staff, so they can alert First Aid staff. All other controlled drugs are handed to First Aid where they are labelled in their own envelope with quantity and type. The envelopes are kept in a secure cupboard in the Pastoral Centre and only named staff have access. All medicines have a signing in and out procedure for quantity and staff member, so that these are checked at each distribution and immediate action can then be taken in the event of any missing medication. Establishing the location of missing drugs is paramount and CCTV and other methods will be used to prioritise finding the missing drugs to keep all stakeholders safe.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept. All held medicines will be checked on a weekly basis and any misplaced or lost medications will be reported to parents as soon as this is discovered.

## 8.2 STUDENTS MANAGING THEIR OWN NEEDS

Students 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.

Students will be allowed to carry their own medicines and relevant devices wherever possible. Staff will not force a student 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.

### **8.3 UNACCEPTABLE PRACTICE**

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

- Prevent students from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every student with the same condition requires the same treatment
- Ignore the views of the student or their parents
- 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 school activities, including lunch unless this is specified in their IHPs
- If the student becomes ill, send them to the First Aid Centre, Reception or Support Centre unaccompanied or with someone unsuitable
- Penalise students for their attendance record if their absences are related to their medical condition, e.g. hospital appointments
- Prevent students from drinking, eating or taking toilet 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 toileting issues. No parent should have to give up working because a school is failing to support their child's medical needs
- Prevent students from participating, or create unnecessary barriers to students participating in any aspect of school life, including trips, e.g. by requiring parents to accompany their child
- Administer, or ask students to administer, medicine in school toilets

## **9. Emergency procedures**

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

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

## **10. Training**

Staff who are responsible for supporting students 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 students 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 assistant headteacher or SENDCO. Training will be kept up to date.

Training will:

- Be sufficient to ensure that staff are competent and have the confidence in their ability to support the students
- 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 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.

## **11. Record keeping**

The Academy Improvement Board will ensure that written records are kept of all medicine administered to students. Parents will be informed if their child has been unwell at school.

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

## **12. Liability and indemnity**

The Academy Improvement Board will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

Huxlow Academy has full Public Liability Insurance.

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

### **13. Complaints**

Parents with a complaint about their child's medical condition should discuss these directly with the headteacher/ Senior Assistant Headteacher or SENDCO in the first instance. If the headteacher/ assistant headteacher or SENDCO cannot resolve the matter, they will direct parents to the school's complaints procedure.

### **14. Monitoring arrangements**

This policy will be reviewed and approved by the governing board bi-annually.

### **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 & Child Protection
- Special educational needs information report and Inclusion policy
- Online Safety Policy
- Staff Code of Conduct
- Behaviour Policy
- Special educational needs information report and Inclusion policy
- Keeping Children Safe in Education (KCSIE) 2025

Signed: *D McVean*  
Chair of Local Governing Board

Date: 25.03.2026