

Our Lady and Saint Benedict Catholic Academy



Medical Policy

Policy Agreed 9th June 2025 Policy Review 9th June 2026

Aims

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 Academy will ensure that:

- Sufficient staff are suitably trained
- That there is a system of informing staff of a pupil's condition, where appropriate (Medical record list)
- Ensuring arrangements are in place to provide supply teachers with appropriate information about the policy and relevant pupils
- Overseeing the arrangements for developing and monitoring individual healthcare plans (IHPs)

The named person with responsibility for implementing this policy is Mrs Sarah Clowes

Legislation and statutory responsibilities

This policy meets the requirements under [Section 100 of the Children and Families Act 2014](#), which places a duty 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](#).

Roles and responsibilities

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

The Principal

The Principal will:

- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations
- Take overall responsibility for the development of IHPs which may be delegated
- 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
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

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, although they will not be required to do so. 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.

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.

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

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.

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's nurses and notify them of any pupils identified as having a medical condition.

Equal opportunities

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 outlined below 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 our school.

See Appendix 1.

Individual healthcare plans

The Principal has overall responsibility for the development of IHPs for pupils with medical conditions. This has been delegated to Mrs Kerry Howard.

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 the parents when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is not a consensus, the Principal 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.

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 pupil 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 Principal Mrs Sarah Clowes and Mrs Kerry Howard who has the role with responsibility for developing IHPs, will consider the following when deciding what information to record on IHPs:

- The medical condition, its triggers, signs, symptoms and treatments
- The pupil's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. 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 Principal for medication to be administered by a member of staff, or self-administered by the pupil during school hours in the presence of an adult.
- 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. Where a child has an IHCP, consideration for what reasonable adjustments they might make to enable children with medical needs to participate fully and safely on visits needs to be made on the IHCP and the EVC informed. A risk assessment must be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included.
- 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

Managing medicines

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 (Pupils under 16 will not be given medicine containing aspirin 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 Cannot be administered outside of the school day (e.g. antibiotics should be administered before and after school wherever the dosage allows)

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. ·

A note of the dosage is recorded in the Daily Medical Log with the time given. ·

Daily Medical Logs will be filed and kept for a maximum of 15 years – i.e. until a child is 21 years of age.

Mrs Sarah Clowes and Mrs Kerry Howard will be responsible for the daily record and their safe storage, recognising data protection issues.

Unacceptable practice

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

- Prevent pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every pupil with the same condition requires the same treatment
- Ignore the views of the pupil or their parents
- 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 pupil becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- Penalise pupils for their attendance record if their absences are related to their medical condition, e.g. hospital appointments
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively

- Require parents, 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 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 to accompany their child
- Administer, or ask pupils to administer, medicine in school toilets

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 arrives, or accompany the pupil to hospital by ambulance.

Training

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

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

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the Principal, Mrs Sarah Clowes. 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 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.

Staff must not give prescription medicines or undertake health care procedures without appropriate training (updated to reflect any individual healthcare plans). A first-aid certificate does not constitute appropriate training in supporting children with medical conditions. Healthcare professionals, including the school nurse, can provide confirmation of the proficiency of staff in a medical procedure, or in providing medication. The family of a child will often be key in providing relevant information to school staff about how their child's needs can be met, and parents should be asked for their views. They should provide specific advice, but should not be the sole trainer.

For diabetes, asthma and anaphylaxis, staff training will occur each academic year. This will be done through liaison with the school nurse. First aiders will receive enhanced training for specific medical conditions as per the ICHP as needs present, recommended by the lead health professional.

Record keeping

The Principal delegated to Mrs Kerry Howard will maintain written records of all medicine administered to pupils. Parents will be informed if their pupil has been unwell at school.

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

Liability and indemnity

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

The school has an insurance policy with RPA. This is renewed annually at Trust level.

Complaints

Parents with a complaint about their child's medical condition should discuss these directly with the Principal in the first instance. If the Principal cannot resolve the matter, they will direct parents to the school's complaints procedure.

Monitoring arrangements

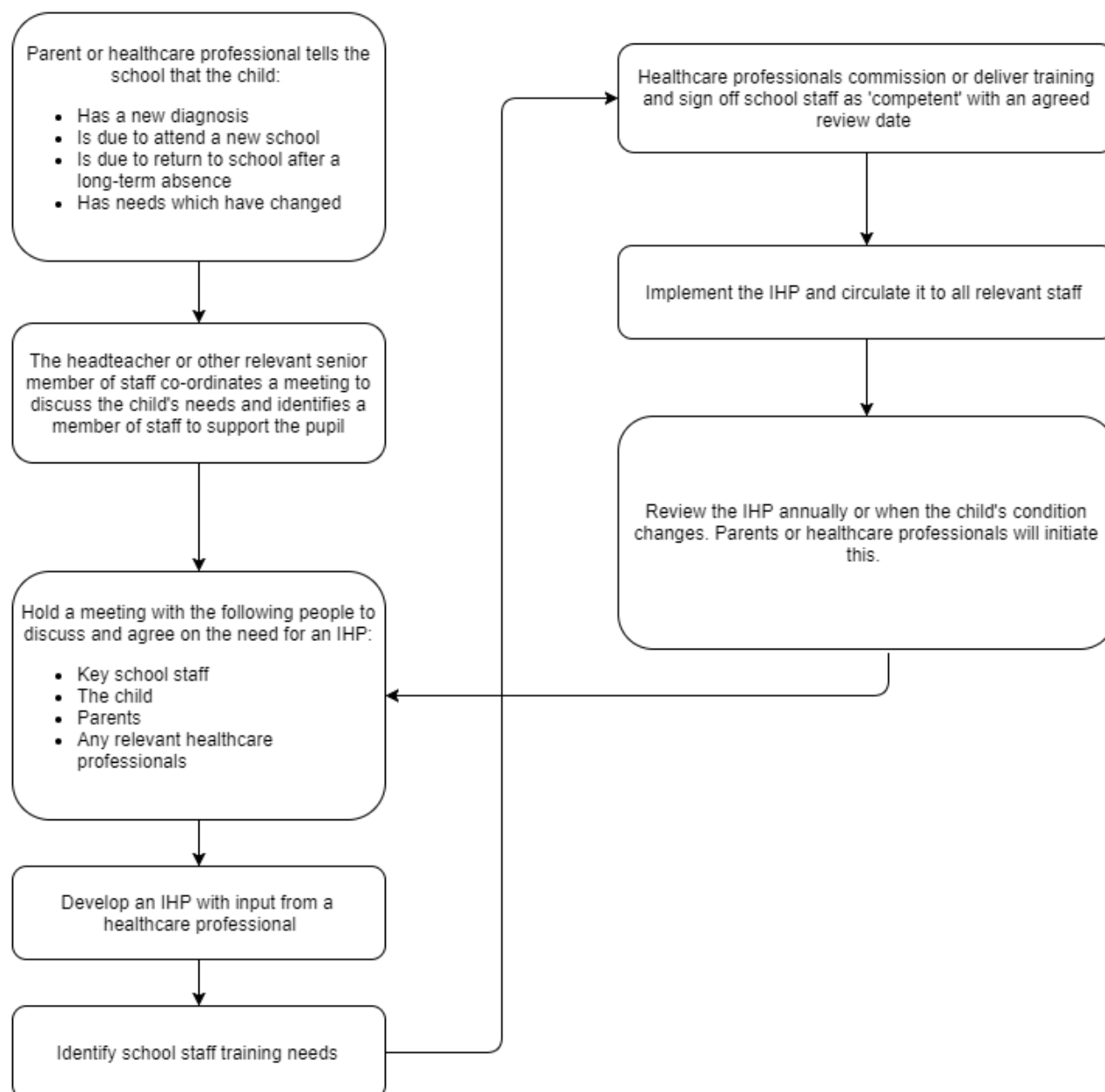
This policy will be reviewed every 3 years.

14. 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 policy
- Asthma Policy

Appendix 1: Being notified a child has a medical condition





Our Lady & St Benedict Catholic Academy
Parent/Carer agreement for administering medication

Child's name	
Class	
Date of birth	
Medical condition/ illness	
Medicine name/type	
Dosage	
Time	
Special instructions	

In the case of an emergency, please contact:

Name	
Relationship to child	
Contact number	

By completing this form:

- I accept that this is a service that the academy is not obliged to undertake.
- I understand that I must notify the academy of any changes to the dosage or frequency in writing.
- I understand that it is my responsibility to deliver the medicine to the class teacher or the school office.

The above information is, to the best of my knowledge, accurate at the time of completion and I consent for academy staff to administer medication in accordance with the academy policy.

Signed: _____ Date: _____



Our Lady & St Benedict Catholic Academy

Parent/Carer agreement for administering medication provided by school

Child's name	
Class	
Date of birth	
Medical condition/ illness	
Medicine name/type	
Dosage	
Time	
Administered by	

By completing this form:

- I accept that this is a service that the academy is not obliged to undertake.

The above information is, to the best of my knowledge, accurate at the time of completion and I consent for academy staff to administer medication, in my absence, in accordance with the academy policy.

Signed: _____ Date: _____

Contacting the Emergency Services Form – to be completed each time a 999 call is made

Telephone 999 and be ready with the following information and have a copy of the ICHP ready to hand to the emergency services – file this form with the child's record after contact.

School number	
School Address	
School Postcode	
Give the exact location in college and whether access via the main drive / field via 6 th form / side drive by kitchen is best	
Give your name	
Give the name and age of the child / adult and their symptoms	
Use the medical condition on the ICHP and provide any instructions on the ICHP e.g. open access to ward 101: Has a copy of the IHCP been provided to the emergency services?	
Date and Time	
Parents / Carers / NOK contacted	
Child accompanied to hospital by (where no parent / carer to do this)	

Incident Report Form

Name of Persons Involved and their status eg GP, teacher etc	
Date of Incident	
Describe what happened. Include the name of any medication or procedure adopted.	
In your opinion what was the main reason for the occurrence of the incident.	
Describe any ill health or injuries sustained.	
Corrective / remedial action taken	
Please attach any witness statements to this report	List any attached statements to this report here:
Outcome of the Investigation by a Senior Manager	Senior Manager to complete report here