Supporting Pupils with Medical Conditions policy

The Flying High Academy Ladybrook

Approved by:	Kelly Rose	**Date:** 1st September 2026
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This policy has been developed in accordance with section 100 of the Children and Families Act 2014 and the Department for Education's statutory guidance, Supporting Pupils at School with Medical Conditions. The school also has regard to the Equality Act 2010, the SEND Code of Practice and relevant statutory allergy-safety guidance.

1. Pupils with Medical Needs

Most pupils will at some time have a medical condition that may affect their participation in school activities. For many this will be short-term; perhaps finishing a course of medicine.

Other pupils have medical conditions that, if not properly managed, could limit their access to education.

The Flying High Academy will ensure that arrangements are in place to support pupils with medical conditions so that they can access and enjoy the same opportunities at school as other pupils, including the curriculum, educational visits, physical education and extra-curricular activities.

2. Support for pupils with Medical Needs

Parents or guardians have prime responsibility for their children's health and should provide the academy with information about any medical condition as soon as possible.

In the event of a child enrolled with medical needs or in the event of a change of condition parents should alert the school of the condition, where the the office inform the Inclusion Lead, medical evidence/advice is sought where appropriate, an IHP is considered, staff training is arranged and relevant staff are briefed.

There is no legal duty which requires staff to administer medicine; this is a voluntary role. Staff who provide support for pupils with medical needs or who volunteer to administer medicine will require access to relevant information and training.

3. Roles and responsibilities

The headteacher has overall responsibility for ensuring that appropriate arrangements are in place to support pupils with medical conditions and that this policy is implemented effectively across the school.

The Inclusion Team is responsible for the day-to-day oversight and coordination of provision for pupils with medical conditions. This includes:

- overseeing the development, implementation and review of Individual Healthcare Plans (IHCPs)
- ensuring relevant medical information is shared appropriately with staff
- coordinating medication and medical arrangements for educational visits and off-site activities
- identifying and arranging appropriate staff training in response to pupils' individual medical needs
- liaising with parents/carers, healthcare professionals and other relevant agencies where required
- ensuring appropriate arrangements are put in place when a pupil develops a new medical condition or their needs change
- monitoring that agreed medical provision is implemented consistently.

The office team is responsible for:

- gathering information about pupils' medical conditions, allergies and medication as part of the school's enrolment and admissions process
- ensuring relevant medical information is recorded accurately on the school's management information system

- notifying the Inclusion Team and relevant staff when a new pupil has an identified medical condition or where medical information changes
- obtaining relevant documentation and parental consent relating to medication where required
- receiving medication brought into school and ensuring it is passed on for appropriate storage
- maintaining appropriate records relating to the administration of medication
- supporting the Inclusion Team to ensure appropriate medication is prepared and available for educational visits and off-site activities.

All staff are responsible for following this policy and any relevant IHCPs, completing appropriate training where required, and responding promptly to medical needs or emergencies. Staff must be familiar with the medical needs of pupils in their care and know how to access required medication or emergency support.

Parents and carers are responsible for providing the school with accurate and up-to-date information about their child's medical needs, medication and treatment, and informing the school promptly of any changes.

Pupils will be encouraged, where appropriate to their age, maturity and medical needs, to contribute to decisions about their healthcare and to manage their own medication and condition with suitable support.

4. Short Term Medical Needs

Medication should only be taken to academy when absolutely essential. It is helpful if, where possible, medication can be prescribed in dose frequencies which enable it to be taken outside school hours. Parents should ask the prescribing doctor or dentist about this.

However, the academy recognises that sometimes children do need to take medicines in school time. If this is the case, there has to be prior written agreement, on the request form, from parents for any medication, prescribed or non-prescription, to be given to a child. This written agreement must also include the dosage.

Medicines must be handed over to the office in a named container.

5. Non-Prescription Medication

The academy will not generally give non-prescribed medication to pupils. If a pupil regularly suffers from acute pain, such as migraine, parents should supply and authorise appropriate pain killers for their child's use, with written instructions from a medical practitioner.

On residential visits, the academy will send a letter prior to the visit to ask permission from parents to administer children's pain killers, a preventative inhaler or allergy medication, such as Calpol or an antihistamine, should the need arise whilst the child is away from home.

6. Long term Medical Needs

The Flying High Academy Ladybrook need to know about any medical needs before a child starts school or when a pupil develops a condition. The academy will need to know:

- Details of the condition
- Special requirements
- Medication and any side effects
    - Medication name
    - Amount
    - The times taken throughout the day
- How this might impact school
- The role the school can play
- What to do and who to call in the event of an emergency

7. Administering Medicines

No pupil under 16 should be given medication without written parental consent. Authorised personnel should check:

- Pupil's name
- Written instructions provided by doctor
- Prescribed dose
- Expiry date
- The packaging and medication must come together
- All medication must be complete (e.g. the puncture pack for tablets)

Once medicine has been administered, the Log for Recording Medicine administration should be completed by the authorised personnel. Two members of staff should always be present when medication is administered and authorised.

8. Self-Management

It is good practice to allow pupils who can be trusted to do so to manage their own medication from an early age. With this aim in mind, and for reasons of immediacy, children with inhalers will be expected to administer the required dose themselves. All inhalers are kept within a class inhaler box, which is always with the teacher and accessible. Inhalers are kept in named packs, with dosage information and any additional accessories (such as a spacer). Children are reminded not to share inhalers.

9. Refusing Medication

If pupils refuse to take medication, the academy will not force them to do so and will inform parents immediately.

10. Record Keeping

Parents are responsible for supplying information about medicines and for letting the academy know of any changes to the prescription or the support needed. Parents/carers are responsible for ensuring any medication kept in school is contained in the original packaging, within the expiry date and to replace any medication with a replacement before expiry.

11. School Trips

Pupils with medical needs are included in all visits. Staff are made aware of any medical needs and arrangements for taking any necessary medication are put in place.

Sometimes an additional adult might accompany a particular pupil. There may also be the need to undertake a risk assessment for a particular child.

12. Sporting Activities

Our PE and extra-curricular sport are sufficiently flexible for all pupils to follow in ways appropriate to their own abilities. Some pupils may need to take precautionary measures before or during exercise and be allowed immediate access to their medication, if necessary (inhalers for example). Teachers supervising sporting activities are made aware of relevant medical conditions.

13. Storing Medication

Any medication should be in a container that is labelled with the name of the pupil, name and dose of the drug

and frequency of administration and within expiry date. Where a pupil needs two or more prescribed medicines, each should be in a separate container. Non-health care staff should not transfer medicines from their original containers.

Medicines are kept in a locked medical cabinet in the office or where necessary in the fridge of the school's kitchenette, in a clearly labelled container. This fridge has restricted access due to the kitchenette being a locked area.

Where required certain medication will be kept in the child's classroom in a secure and restricted access location and the first aid room in the event of an emergency. (e.g. epi-pens).

Adrenaline auto-injectors (AAIs) must be stored safely while remaining readily accessible in an emergency. They must be stored in accordance with the manufacturer's instructions, protected from direct sunlight and extremes of temperature, and must not be locked away or kept in an area to which staff have restricted access. AAIs should be positioned so that an appropriate device can be accessed as quickly as possible and no more than five minutes from where it may be required.

In addition to pupils' own prescribed AAIs, the school maintains a supply of spare AAIs for emergency use, in line with statutory allergy safety requirements. To ensure appropriate coverage across the school site, spare AAIs are strategically located as follows:

- 2 AAIs in the school office
- 1 AAI in the school kitchenette
- 1 AAI outside the SLT office
- 2 AAIs available to be taken to PE lessons, breaktimes and other activities taking place at the furthest parts of the school perimeter
- 4 AAIs designated for use on educational visits and off-site activities.

All spare AAIs are clearly identified and kept separate from pupils' individually prescribed medication. Their locations are known to staff and arrangements are in place for designated staff to check supplies regularly, including expiry dates and the condition of each device. The positioning and number of AAIs are reviewed as part of the school's allergy risk-management arrangements to ensure that adrenaline can be accessed without unnecessary delay wherever pupils are learning or participating in activities.

14. Disposal of Medicines

The academy does not dispose of pupils' medicines. Parents should collect medicines held at the academy and are responsible for the disposal of out-of-date medicines.

15. Hygiene Control

Staff are familiar with normal precautions for avoiding infection and should follow basic hygiene procedures. Staff have access to protective disposable gloves and take care when dealing with blood or other bodily fluids and disposing of dressings or equipment.

16. Emergency Procedures

Staff know how to call the emergency services. A pupil taken to hospital by ambulance will be accompanied by a member of staff.

Generally, staff should not take pupils to hospital in their own car. However, in an emergency it may be the best course of action. The member of staff should be accompanied by another adult and have public liability vehicle insurance.

17. Health Care Plans

Some children require a health care plan (HCP) to identify the level of support that is needed at school. An HCP will consider, where appropriate the pupil's:

- condition
- triggers/ signs
- symptoms and treatments
- medication and storage
- emergency arrangements
- for trips and activities.

Staff should not give medication without appropriate training. Training is given on an individual child basis, following advice from professionals, parents and legislative guidance.

Agreeing to administer intimate or invasive treatment is entirely up to each individual member of staff. No pressure is put on staff to assist in treatment.

Two adults should be present for the administration of intimate or invasive treatment, unless there are exceptional circumstances.

Emergency procedures identified within an Individual Healthcare Plan will be followed without delay. Where emergency medication is prescribed, it will be readily accessible and staff responsible for the pupil will know how and when to use it. Parents/carers will be informed as soon as practicable following an emergency.

HCPs will be developed by the Inclusion Team in partnership with parents/carers, teachers, the pupils where appropriate and relevant healthcare professionals. Plans will be reviewed at least annually, or sooner where the pupil's medical needs, treatment or circumstances change.

18. Unacceptable Practice

The school will ensure that pupils with medical conditions are treated fairly and are able to participate fully in school life. It is not generally acceptable practice to:

- prevent pupils from easily accessing their medication or administering it when and where necessary
- assume that every pupil with the same condition requires the same treatment
- ignore the views of the pupil, their parents/carers or medical evidence and advice
- send pupils with medical conditions home frequently, or prevent them from staying for normal school activities, unless this is specified within their Individual Healthcare Plan
- prevent pupils from participating in educational visits, PE or extra-curricular activities solely because of their medical condition
- penalise pupils for attendance where absences are related to their medical condition
- send an unwell pupil to the school office or medical area unaccompanied where this could present a risk
- require parents/carers to attend school routinely to administer medication or provide medical support as a condition of their child attending school.

19. Complaints

Parents/carers who are dissatisfied with the support provided for their child should initially discuss their concerns with the class teacher or Headteacher. Where concerns cannot be resolved informally, complaints should be made in accordance with the school's Complaints Policy.

This policy is available on the school website and in paper format on request. It will be reviewed annually, or earlier where legislation, statutory guidance or school arrangements change.