



Aspire and Shine Education Trust

## Medical Conditions Policy

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# Medical Conditions Policy

## 1. Aims

This policy aims to ensure that:

- pupils with medical conditions are appropriately supported so that they can access and participate fully in education, including educational visits, sporting activities and wider academy life;
- pupils, parents and staff understand the arrangements in place to support pupils with medical conditions;
- appropriate arrangements are in place for the safe management of medicines and other healthcare needs;
- Individual Healthcare Plans (IHPs) are developed and implemented where required;
- pupils with medical conditions are supported in a way which promotes their safety, wellbeing, inclusion and dignity.

This policy provides the Trust-wide framework for supporting pupils with medical conditions. Specific arrangements relating to allergies and anaphylaxis are set out in the Trust's **Allergy Safety Policy**.

## 2. Legislation and statutory responsibilities

This policy meets the requirements of **Section 100 of the Children and Families Act 2014**, which places a duty on the appropriate authority for a school to make arrangements for supporting pupils with medical conditions.

It has been developed with regard to the Department for Education's statutory guidance **Supporting pupils at school with medical conditions**, which remains the current statutory guidance for the management of medical conditions in schools and academies.

The Trust will also have regard to its duties under the **Equality Act 2010**, including the duty to make reasonable adjustments for disabled pupils where applicable.

Specific statutory requirements relating to the management of allergies are addressed through the Trust's **Allergy Safety Policy**, developed in accordance with Section 34 of the Children's Wellbeing and Schools Act 2026 and the Department for Education's statutory guidance *Allergy Safety in Schools*.

This policy should be read alongside the Trust's Funding Agreement, Articles of Association and other relevant Trust policies.

## 3. Roles and responsibilities

### 3.1 The Trust Board

The Trust Board will ensure that this policy is updated in response to three-yearly reviews and changes in legislation.

The Trust Board is responsible for:

- approving and reviewing this policy;
- seeking assurance that academies comply with their statutory duties relating to supporting pupils with medical conditions;
- ensuring appropriate governance arrangements are in place across the Trust.

### **3.2 The Local Governing Body**

The Local Governing Body [LGB] has ultimate responsibility to make arrangements to support pupils with medical conditions. The LGB will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting pupils with medical conditions.

The Local Governing Body will:

- seek assurance that this policy is implemented and the appropriate arrangements are in place within the academy;
- monitor the effectiveness of arrangements through its safeguarding and health and safety responsibilities.

### **3.3 The headteacher**

The Headteacher will:

- implement this policy within the academy;
- ensure all staff are aware of this policy and understand their responsibilities;
- ensure appropriate arrangements are in place to support pupils with medical conditions;
- ensure there are sufficient suitably trained staff available to implement Individual Healthcare Plans (IHPs), including during contingency and emergency situations;
- ensure systems are in place for obtaining, recording and maintaining accurate information regarding pupils' medical conditions;
- ensure IHPs are developed, implemented and reviewed where required;
- ensure appropriate arrangements are in place for the safe administration of medicines;
- ensure that the requirements of the Trust Allergy Safety Policy are implemented where applicable;
- liaise with appropriate healthcare professionals where additional advice or support is required.

### **3.4 Staff**

Supporting pupils with medical conditions is not the sole responsibility of one member of staff. Any member of staff may be asked to provide support to pupils with medical conditions, including the administration of medicines, although they cannot be required to do so.

Staff who undertake responsibility for supporting pupils with medical conditions will receive appropriate training before doing so.

All staff will:

- follow this policy and any Individual Healthcare Plans relevant to their role;
- know how to recognise when a pupil requires medical assistance;
- respond appropriately in accordance with the pupil's Individual Healthcare Plan or emergency procedures;
- report any concerns relating to a pupil's medical condition promptly.

### **3.5 Parents**

Parents will:

- Provide the academy 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
- notify the academy promptly of any changes to their child's medical needs.

### 3.6 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 age-appropriate 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.

Where appropriate, pupils will be encouraged to:

- understand and manage their own medical condition;
- contribute to discussions regarding their support;
- follow agreed arrangements for managing their medical condition;

report any concerns to a member of staff.

### 3.7 Healthcare professionals

The school nursing services will notify the academy 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. They may also support staff to implement a pupil's IHP.

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. They may also provide advice on developing IHPs.

Appropriate healthcare professionals will:

- notify the academy where a pupil has been identified as requiring support for a medical condition;
- contribute to the development and review of Individual Healthcare Plans where appropriate;
- provide advice and training to academy staff where required.

## 4. Equal opportunities

Aspire & Shine Education Trust is committed to ensuring that pupils with medical conditions are able to participate fully in all aspects of academy life.

Academies will make reasonable adjustments, where required, to enable pupils with medical conditions to access education, educational visits, extra-curricular activities and wider academy life safely and without unnecessary barriers.

Risk assessments will be undertaken where appropriate to ensure that pupils with medical conditions can participate safely. When determining appropriate arrangements, academies will consider:

- the pupil's Individual Healthcare Plan (IHP), where one is in place;
- advice from parents and appropriate healthcare professionals;
- the nature of the activity;
- any risks associated with the pupil's medical condition;
- reasonable adjustments that may be required.

Academies will meet their duties under the Equality Act 2010 and will not discriminate against pupils because of a medical condition..

## **5. Being notified that a Pupil has a medical condition**

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

Where a pupil joins an academy with a known medical condition, every reasonable effort will be made to ensure appropriate arrangements are in place before the pupil starts. Where a medical condition is identified after admission, appropriate arrangements will be implemented as soon as reasonably practicable following notification.

The academy 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 academy.

See Appendix 1.

## **6. Individual Healthcare Plans**

The headteacher has overall responsibility for the development of IHPs for pupils with medical conditions.

Individual Healthcare Plans (IHPs) remain the primary document for recording the arrangements required to support pupils with medical conditions. Where a pupil has a diagnosed allergy, academies should also have regard to the Trust Allergy Safety Policy where applicable.

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 headteacher will make the final decision.

Plans will be drawn up in partnership with the academy, 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 pupil's condition and how much support is needed. The headteacher 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 academy needs to be aware of the pupil'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 pupil during academy hours
- Separate arrangements or procedures required for academy trips or other academy activities outside of the normal academy 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

## **7. Managing medicines**

Prescription and non-prescription medicines will only be administered at academy:

- When it would be detrimental to the pupil's health or attendance not to do so **and**
- Where we have parents' written consent

**The only exception to this in our academies would be in the event of a life-threatening emergency**

The management of allergies, anaphylaxis and the use of prescribed and spare adrenaline auto-injectors (AAIs) is set out in the Trust's Allergy Safety Policy and should be read alongside this policy where applicable. In exceptional life-threatening circumstances, where a pupil experiences an unexpected anaphylactic reaction and no prescribed AAI is immediately available, staff should follow the procedures set out in the Trust's Allergy Safety Policy, including seeking emergency medical assistance without delay.

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 academy 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 academy 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.

### **7.1 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 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 academy 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.

### **7.2 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 IHPs.

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

### **7.3 Unacceptable practice**

Academy 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 pupils with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal academy activities, including lunch, unless this is specified in their IHPs
- If the pupil becomes ill, send them to the 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 the academy to administer medication or provide medical support to their pupil, including with toileting issues. No parent should have to give up working because the academy is failing to support their child's medical needs
- Prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of academy life, including academy trips, e.g. by requiring parents to accompany their child

- Administer, or ask pupils to administer, medicine in academy toilets

## **8. Emergency procedures**

Staff will follow the academy'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.

## **9. 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 headteacher. 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 understand 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.

The Headteacher will ensure appropriate records of training are maintained and that refresher training is provided where identified through Individual Healthcare Plans, changes in medical need or updated healthcare advice.

## **10. Record keeping**

The Local Governing Body will ensure that written records are kept of all medicine administered to pupils.

Parents will be informed if their pupil has been unwell at school. Records should be reviewed regularly to ensure they remain accurate and up to date.

Individual Healthcare Plans and other records relating to pupils' medical conditions will be maintained securely and made readily accessible to those members of staff who require the information in order to support and safeguard the pupil, in accordance with the Trust's Data Protection Policy.

## **11. Liability and indemnity**

The Local Governing Body will ensure that the appropriate level of insurance is in place and appropriately reflects the academy's level of risk.

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

## **12. Complaints**

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

## **13. Monitoring arrangements**

This policy will be reviewed by the Trust Board every three years, or sooner in response to changes in legislation, statutory guidance or related Trust policies.

The Trust will seek assurance that each academy has implemented the requirements of this policy through its established governance, safeguarding and health and safety arrangements.

## **14. Links to other policies**

This policy links to the following Aspire and Shine Education Trust policies:

- Allergy Safety Policy
- Health and safety – including. First Aid
- Data Protection Policy
- Educational Visits and Off-site Activities Policy
- Child Protection and Safeguarding

## APPENDIX 1: Being notified a pupil has a medical condition

