Supporting Pupils with Medical needs Policy

Staff Responsible:	**Mrs A Sheridan, Mrs K Flower & Mr J Murray**
Date of Issue:	September 2026
Review Date:	September 2027

Contents

- Aims
- Legislation and statutory responsibilities
- Roles and responsibilities
- Equal opportunities
- Being notified that a child has a medical condition
- Individual Healthcare Plans (IHCPs)
- Managing medicines
- Asthma management
- Allergy management and anaphylaxis
- Emergency procedures
- Training
- Record keeping
- Liability and indemnity
- Complaints
- Monitoring arrangements
- Links to other policies

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, educational visits and sporting activities.

Ribbon Academy is committed to creating an inclusive environment for pupils with medical conditions. The school adopts a proactive approach to managing asthma, allergies, anaphylaxis and other long-term health conditions through staff training, individual healthcare planning, robust emergency procedures and partnership working with families and healthcare professionals.

The Board of Trustees will implement this policy by:

- Making sure sufficient staff are suitably trained.
- Making staff aware of pupils' medical conditions 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 (IHCPs).

The named person with responsibility for implementing this policy is Ashleigh Sheridan, supported by John Murray.

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 school with medical conditions.

It is also based on the Department for Education's statutory guidance *Supporting Pupils at School with Medical Conditions* and complies with the school's funding agreement and articles of association.

Roles and Responsibilities

The Board of Trustees

The Board of Trustees has ultimate responsibility for making arrangements to support pupils with medical conditions.

The Board will ensure that:

- Sufficient staff receive suitable training.
- Appropriate policies and procedures are in place.
- The school fulfils its statutory duties towards pupils with medical conditions.

The Headteacher

The Headteacher will:

- Make sure all staff are aware of this policy and understand their role in its implementation.
- Ensure that there are enough trained staff available to implement this policy and deliver against all Individual Healthcare Plans, including contingency and emergency situations.
- Take overall responsibility for the development of IHCPs.
- Ensure that staff are appropriately insured.
- Contact the school nursing service when necessary.
- Ensure systems are in place to obtain and update information about pupils' medical needs.
- Ensure effective communication of medical information through healthcare plans, medical alerts, staff briefings and educational visit documentation.

Staff

Supporting pupils with medical conditions during school hours is not solely the 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 responsible for supporting pupils will:

- Receive appropriate training.
- Achieve the required level of competency before undertaking responsibilities.
- Be aware of relevant healthcare plans.
- Know how to respond when a pupil requires support.

Teachers will take account of the needs of pupils with medical conditions when planning learning and activities.

Parents and Carers

Parents and carers will:

- Provide the school with accurate and up-to-date medical information.
- Participate in the development and review of healthcare plans.
- Provide medicines, equipment and information as required.
- Inform school of any changes to their child's condition.

Pupils

Pupils with medical conditions will be encouraged to:

- Be involved in discussions about their support needs.
- Participate in developing healthcare plans where appropriate.
- Take increasing responsibility for managing their condition according to age and understanding.

Healthcare Professionals

Healthcare professionals will:

- Notify the school when a pupil requires support.
- Contribute to Individual Healthcare Plans where appropriate.

- Advise on training requirements and procedures.

Equal Opportunities

The school is committed to ensuring that pupils with medical conditions can access the same opportunities as their peers.

No pupil will be denied participation in school trips, residential visits, educational activities or sporting opportunities solely because of a medical condition.

Reasonable adjustments and risk assessments will be undertaken to ensure full and safe participation.

Being Notified That a Child Has a Medical Condition

When the school is notified that a pupil has a medical condition, an assessment will be undertaken to determine whether an Individual Healthcare Plan is required.

The school will make every effort to ensure arrangements are put in place within two weeks or before the start of a new term where possible.

Individual Healthcare Plans (IHCPs)

The Headteacher has overall responsibility for the development of healthcare plans. This responsibility has been delegated to Mrs Kim Flower.

Plans will be reviewed:

- At least annually.
- Following any significant change in need.
- Following a medical emergency if necessary.

Plans will be developed in partnership with parents, pupils and relevant healthcare professionals.

Healthcare Plans may include:

- Details of the medical condition.
- Triggers, signs and symptoms.
- Medication and treatments.
- Storage requirements for medication.
- Emergency procedures.
- Educational, social and emotional support needs.
- The level of support required.
- Staffing arrangements and training requirements.
- Arrangements for educational visits and extra-curricular activities.
- Confidentiality arrangements.
- Emergency contacts and contingency procedures.

Not all pupils with medical conditions will require a healthcare plan. Decisions will be made on an individual basis following discussion with parents and healthcare professionals.

See Annex A for the flowchart showcasing the process.

Managing Medicines

Prescription medicines will only be administered at school when:

- It would be detrimental to the pupil's health or attendance not to do so; and
- Written parental consent has been provided.

The school encourages medicines to be administered before and after the school day wherever possible.

The school will only accept medicines that are:

- In date.
- Clearly labelled.
- Supplied in the original container as dispensed by a pharmacist.

Insulin supplied in an insulin pen or pump may be accepted provided it is in date.

All medicines will be stored safely.

Pupils will know where their medicines are located and will be able to access them promptly. Medicines and devices such as inhalers, blood glucose testing equipment and adrenaline auto-injectors will not be locked away and will remain readily available.

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

Controlled Drugs

Controlled drugs will be stored securely and records maintained of all administration and stock levels.

Where appropriate, pupils may carry controlled medication if agreed within their healthcare plan and they are assessed as competent to do so.

Pupils Managing Their Own Needs

Where appropriate, pupils will be encouraged to self-manage their medication and treatment.

This will be clearly documented within their healthcare plan.

Asthma Management

Ribbon Academy is a BEAT Asthma School and is committed to supporting pupils with asthma to access all aspects of school life safely.

The school will:

- Maintain a register of pupils diagnosed with asthma.
- Encourage pupils to have immediate access to their reliever inhalers.

- Support pupils in carrying their inhalers where appropriate.
- Maintain emergency asthma medication in accordance with current guidance and parental consent arrangements.
- Ensure staff understand asthma triggers, symptoms and emergency responses.
- Review asthma management arrangements regularly.

Allergy Management and Anaphylaxis

The school recognises that severe allergies and anaphylaxis can be life-threatening medical conditions.

The school operates a separate Allergy Management Policy that details procedures for:

- Allergy awareness and prevention.
- Allergen management.
- Individual allergy management plans.
- Emergency use of adrenaline auto-injectors.
- Staff responsibilities and training.

The Allergy Management Policy has been developed with regard to best practice arising from Benedict's Law and associated allergy safety guidance.

Allergy information will be communicated to relevant staff on a need-to-know basis and incorporated into healthcare plans where appropriate.

Spare Emergency Medication

Where legislation permits, the school may maintain spare emergency medication, including salbutamol inhalers and adrenaline auto-injectors, for emergency use.

Appropriate systems will be in place for:

- Safe storage.
- Monitoring expiry dates.
- Replacement.
- Record keeping following use.

Unacceptable Practice

It is generally not acceptable to:

- Prevent pupils from accessing medication.
- Assume all pupils with the same condition require identical support.
- Ignore medical advice without appropriate discussion.
- Send pupils home unnecessarily because of a medical condition.
- Send an unwell pupil unaccompanied to the office.
- Penalise attendance linked to medical treatment or appointments.
- Prevent pupils accessing drinks, food or toilet facilities needed to manage a condition.
- Require parents to attend school to administer medication.

- Exclude pupils from activities because of medical conditions.
- Administer medicines in school toilets.

Emergency Procedures

Staff will follow the school's normal emergency procedures, including calling 999 where necessary.

All healthcare plans will specify what constitutes an emergency and what action staff should take.

If a pupil requires hospital treatment, a member of staff will remain with the pupil until a parent arrives or accompany the pupil in the ambulance when required.

Emergency Medical Equipment

The school maintains a range of emergency medical equipment to support an effective response to medical incidents and life-threatening emergencies.

Emergency equipment is located in Main Reception and contains emergency medication and equipment to support pupils experiencing anaphylaxis or severe allergic reactions.

The school also has access to:

- Automated External Defibrillators (AEDs) for use in the event of a suspected cardiac arrest.
- Emergency bleed control kits to support the immediate management of catastrophic bleeding incidents until emergency services arrive.
- KITT Medical Anaphylaxis kit which contains emergency medication and equipment to support pupils (and adults) experiencing anaphylaxis or severe allergic reactions.
- A LifeVac airway clearance device, which may be used by appropriately trained staff in the event of a choking emergency, in accordance with training and manufacturer guidance.
- Additional first aid and emergency medical equipment as identified through risk assessments and pupils' Individual Healthcare Plans (IHCPs).

Staff are informed of the location of emergency medical equipment and receive appropriate training relevant to their role and responsibilities. Information regarding the location and use of emergency equipment is included within staff induction and refreshed periodically.

All emergency medical equipment is subject to routine inspection to ensure it is readily available, maintained in good condition, within its expiry date where applicable, and replenished promptly following use.

Where a pupil has an identified medical condition requiring emergency medication or specialist equipment, details of the equipment required, its location and the actions to be taken in an emergency will be recorded within their Individual Healthcare Plan.

Training

Staff who support pupils with medical conditions will receive suitable and sufficient training.

Training will:

- Ensure staff are competent and confident.
- Fulfil requirements identified within healthcare plans.
- Support understanding of medical conditions and emergency responses.

Relevant healthcare professionals will advise on training needs and confirm proficiency where specific procedures are required.

All staff receive training and information on this policy as part of induction and ongoing professional development.

In addition:

- All staff receive allergy awareness and anaphylaxis training.
- Staff receive asthma awareness training as part of the school's BEAT Asthma School commitment.
- Additional condition-specific training will be arranged where needed.

Record Keeping

The Board of Trustees monitors the use of Meditracker as the school's system for recording medication administration and medical support.

The school will maintain secure records relating to:

- Individual Healthcare Plans.
- Medication administration.
- Medical alerts.
- Emergency interventions.
- Staff training and competency records.

Parents will be informed whenever medication has been administered or where a child has been unwell in school.

Healthcare Plans will be stored in a location known to relevant staff and be readily accessible in an emergency.

Liability and Indemnity

The Board of Trustees will ensure that appropriate insurance arrangements are in place and reflect the school's level of risk.

The school is a member of the Department for Education's Risk Protection Arrangement (RPA).

Complaints

Parents with concerns regarding support for a medical condition should initially discuss the matter with the Headteacher.

If concerns remain unresolved, the school's complaints procedure should be followed.

Monitoring Arrangements

This policy will be reviewed annually and approved by the Board of Trustees.

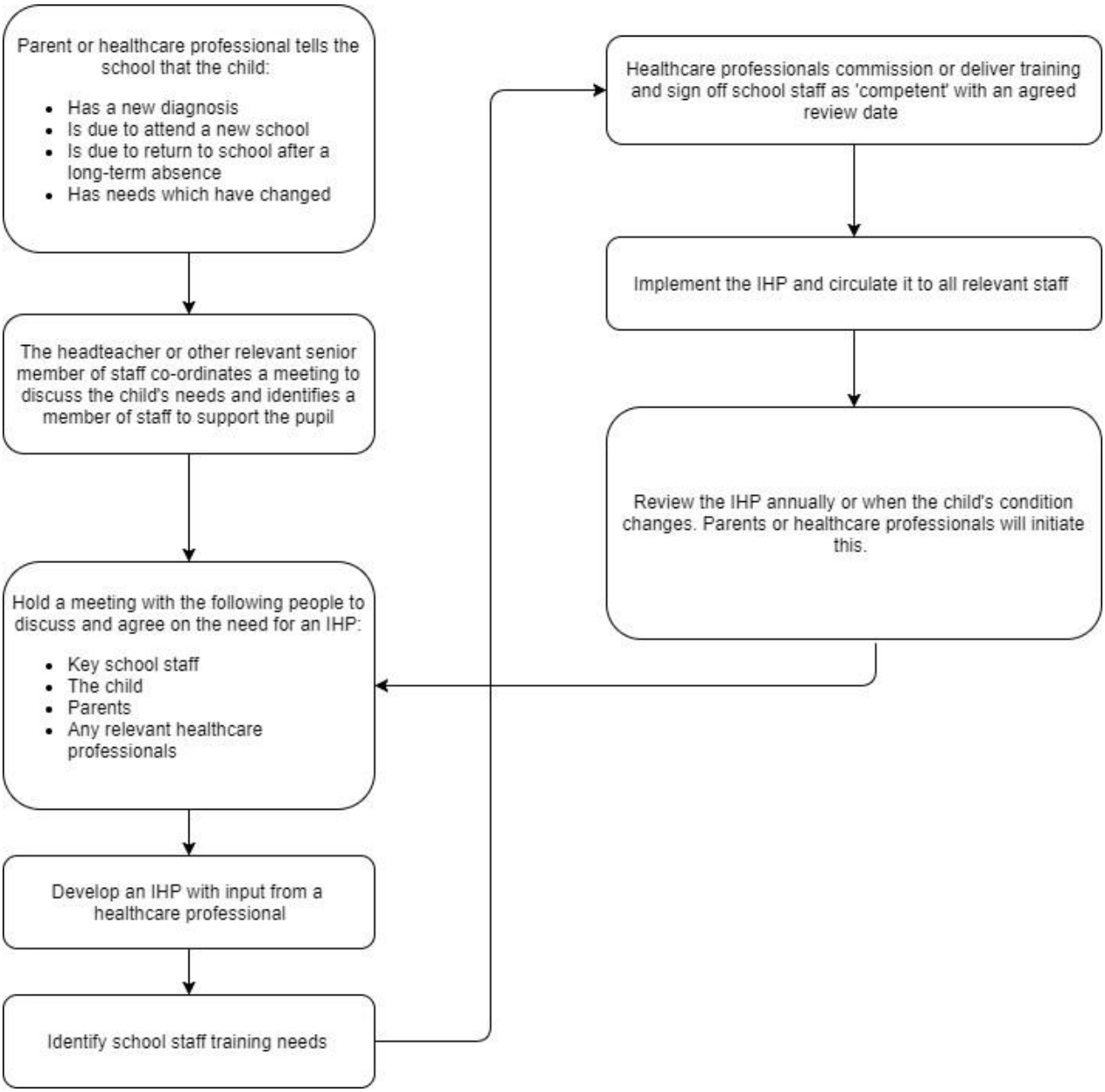
The policy may also be reviewed sooner in response to changes in legislation, guidance or school practice.

Links to Other Policies

This policy should be read alongside:

- Accessibility Plan
- Allergy Management Policy
- Complaints Policy
- Equality Information and Objectives
- First Aid Policy
- Health and Safety Policy
- Safeguarding and Child Protection Policy
- SEND Policy
- Educational Visits Policy

Annex A


Parent or healthcare professional tells the school that the child:
Has a new diagnosis
Is due to attend a new school
Is due to return to school after a long-term absence
Has needs which have changed
The headteacher or other relevant senior member of staff co-ordinates a meeting to discuss the child's needs and identifies a member of staff to support the pupil
Hold a meeting with the following people to discuss and agree on the need for an IHP:
Key school staff
The child
Parents
Any relevant healthcare professionals
Develop an IHP with input from a healthcare professional
Identify school staff training needs
Healthcare professionals commission or deliver training and sign off school staff as 'competent' with an agreed review date
Implement the IHP and circulate it to all relevant staff
Review the IHP annually or when the child's condition changes. Parents or healthcare professionals will initiate this.