



Supporting Students with Medicines Policy

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Trustees approval	October 2025
Release date	September 2025
Review date	September 2028
Description of changes	

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1. Aims

This policy aims to ensure that:

- Students, staff and parents understand how the Academy 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 academy trips and sporting activities

NB: The named person with responsibility for implementing this policy is the Principal.

The Principal will implement this policy by:

- Making sure sufficient staff are suitably trained in first aid
- Making sure staff are aware of a student's medical and/or health 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)

2. 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 / academy with medical conditions.

It is also based on the Department for Education's statutory guidance: [Supporting students at academy with medical conditions](#).

3. Roles and responsibilities

3.1 The Governing Board

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

3.2 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
- Oversee the Pastoral Care team and the Senior First Aider in the development of IHPs
- Make sure that academy staff are appropriately insured and aware that they are insured to support students in this way
- Contact the Senior First Aider in the case of any student who has a medical condition that may require support at academy, but who has not yet been brought to the attention of the Senior First Aider
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

3.3 Staff

Supporting students with medical conditions during academy hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to students with medical conditions from time to time. In general, the Senior First Aider is responsible for the administration of medicines.

Those staff who take on the 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.

3.4 Parents

Parents should:

- Provide the academy with sufficient and up-to-date information about their child's medical needs – using the form available at Appendix 1
- 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

3.5 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.

3.6 Academy nurses and other healthcare professionals

Our Admissions team and Pastoral Care team will notify the Principal when a student has been identified as having a medical condition that will require support in the academy. This will be before the student starts at the academy, wherever possible.

4. Equal opportunities

Our academy is clear about the need to actively support students with medical conditions to participate in academy trips and visits, or in sporting activities, and to not prevent them from doing so.

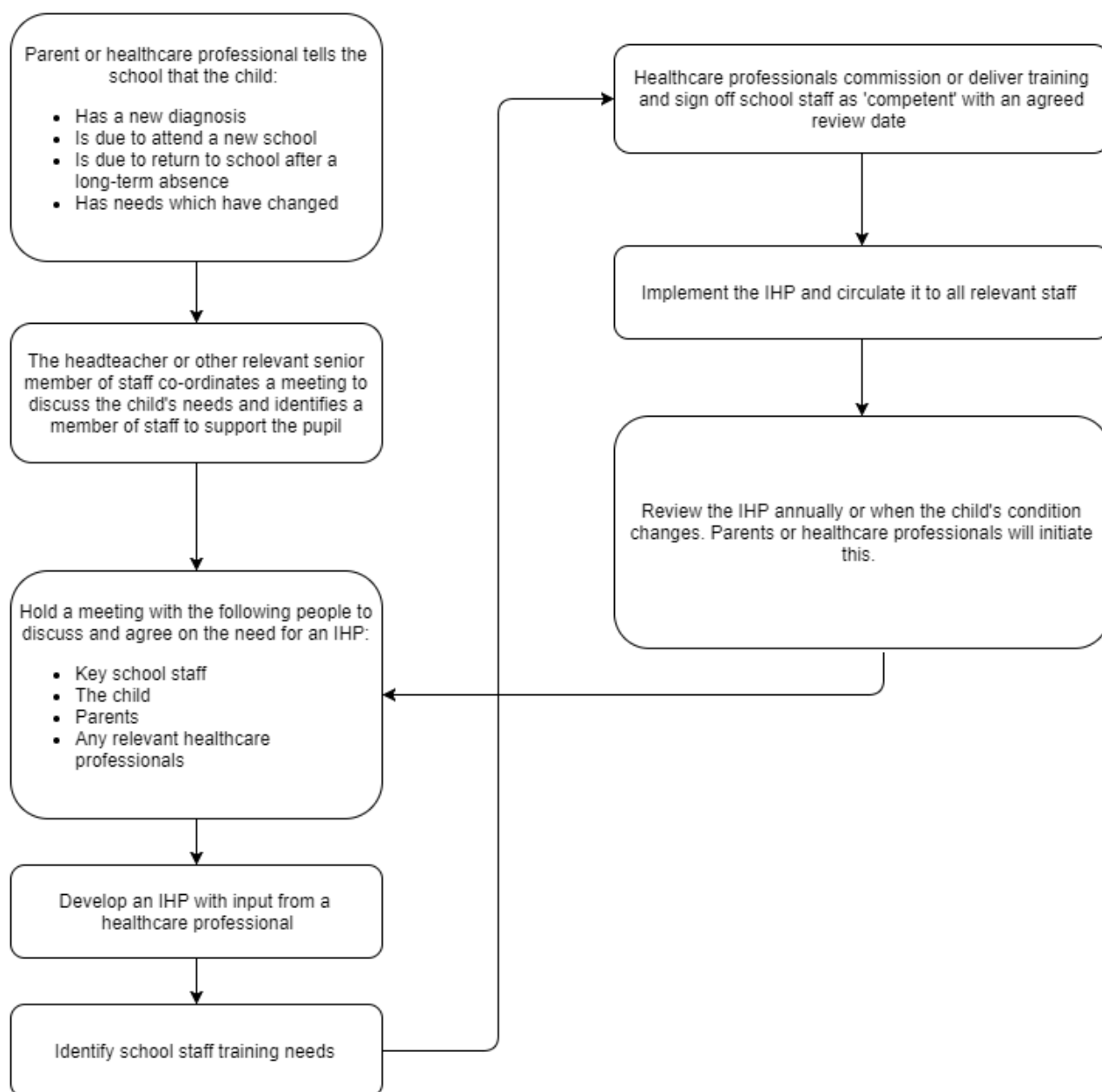
The academy will consider what reasonable adjustments need to be made to enable these students to participate fully and safely on academy trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of 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.

5. Being notified that a child has a medical condition

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

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 students who are new to our academy.



6. Individual healthcare plans

The Principal has overall responsibility for the development of IHPs for students with medical conditions. This responsibility will be delegated to the Pastoral Care team and to the Senior First Aider in the first instance. Plans will be reviewed at least annually, or earlier if there is evidence that a 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 evidence. If there is not a consensus, the Principal will make the final decision.

Plans will be drawn up in partnership with the academy, parents and a relevant healthcare professional, such as the Senior First Aider, a 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 Principal and academy staff 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 condition, 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 academy needs to be aware of the student'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 student 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 student can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parent/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

7. Managing medicines

Medicines will only be administered at the academy:

- When it would be detrimental to the student's health or academy 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 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. Students 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 students 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 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. 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 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.

7.3 Unacceptable practice

Academy 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 academy activities, including lunch, unless this is specified in their IHPs
- If the student becomes ill, send them to the academy office or medical room 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 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 academy to administer medication or provide medical support to their student, 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 students from participating, or create unnecessary barriers to students participating in any aspect of academy life, including academy trips, e.g. by requiring parents to accompany their child
- Administer, or ask students to administer, medicine in academy toilets

8. Emergency procedures

Staff will follow the academy's normal emergency procedures (for example, calling 999). All students' 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.

9. 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 Principal. 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 students
- 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.

10. Record keeping

The Governing Board and Principal will ensure that written records are kept of all medicine administered to students.

Parents will be informed if their student has been unwell at academy.

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

11. Liability and indemnity

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

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

12. 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 academy's complaints procedure.

13. Monitoring arrangements

This policy will be reviewed and approved by the Governing Board every three years.

13. Medical Questionnaire

All students and their parents/carers complete a medical questionnaire via BOA Applicaa as part of the admissions process. The medical questionnaire contains the following:

Medical Questionnaire

1. Does the student have any ongoing medical conditions? (Please select all that apply)

- ☐ Asthma
- ☐ Epilepsy
- ☐ Diabetes
- ☐ Allergies (e.g., food, medication, environmental)
- ☐ Heart condition
- ☐ Mental health concerns (e.g., anxiety, depression)
- ☐ Physical disability
- ☐ Hearing or vision impairment
- ☐ None of the above
- ☐ Other (please specify): _____

2. Is the student currently taking any medication?

- ☐ Yes
- ☐ No

If yes, please list the medication(s) and the purpose for each:

3. Does the student have any known allergies? (E.g., food, medication, bee stings, etc.)

- ☐ Yes
- ☐ No

If yes, please list them and provide details of the reaction and treatment:

4. Has the student had any serious injuries or surgeries in the past?

- ☐ Yes
- ☐ No

If yes, please provide details:

5. Does the student require any regular treatment or therapy (e.g., physiotherapy)?

- ☐ Yes
- ☐ No

If yes, please provide details:

Physical and Mental Health

6. **Does the student experience any of the following symptoms?** (Please check all that apply)

- ☐ Fainting
- ☐ Seizures
- ☐ Shortness of breath
- ☐ Persistent headaches
- ☐ Dizziness
- ☐ Chest pain
- ☐ Sleep disturbances
- ☐ None of the above
- ☐ Other (please specify): _____

7. **Is the student currently seeing a doctor or specialist for any medical condition?**

- ☐ Yes
- ☐ No

If yes, please provide the name of the doctor/specialist and the condition being treated:

8. **Does the student have any mental health concerns or conditions that should be considered?**

- ☐ Yes
- ☐ No

If yes, please provide further details (e.g., anxiety, depression, eating disorders, etc.):

Reviewing profiles:

The Academy will send annual reminders to all students and their parents/carers to ensure information is up-to-date and to ensure any new or emerging medical needs are known to key members of staff.