

Supporting Pupils with Medical Conditions Policy

(including first aid and children with health needs who cannot attend school)

Status	Statutory
Reviewed by	Local governing body/Principal
Frequency of Review	Annually
Date of Approval	October 2025
Date of review	October 2026
Author	School Business Manager

1. Rationale and Aim

This policy explains our approach to supporting pupils with medical conditions in our academy. At Etonbury Academy (ETA), some of our children and young people will have medical conditions that require support and some that will require first aid treatment and we want to do this so that they can have full access to education.

2. Policy

- Section 100 of the Children and Families Act 2014 places a duty on governing bodies of academies to make arrangements for supporting pupils at their school with medical conditions.
- Some children with medical conditions may be disabled. Where this is the case, we comply with the Equality Act 2010.
- Some may also have special educational needs (SEN) and may have a statement, or education, health and care (EHC) plan. Our SEND policy sets out support for pupils with SEN.
- This policy is written in conjunction with the DfE document "Supporting pupils at school with medical conditions, December 2015.
- The Health and Safety (First Aid) Regulations 1981, which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel.
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training.
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept.
- Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records.
- The Education (Independent School Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of pupils.
- Ensuring a good education for children who cannot attend school because of health needs Statutory guidance for local authorities January 2013.

3. Procedure

Implementation of the policy by a named person

- At Etonbury Academy the named person with responsibility for the day to day implementation of this policy is the Medical Coordinator. This person is responsible for ensuring that all staff are suitably trained.
- All staff will be made aware of a child's condition through their Health Care Plan, the medical needs register held on SIMS/Google Drive.
- There will always be a number of trained first aid staff to ensure adequate cover in the case of staff absence. These staff will be aware of pupils' medical conditions.
- Any supply or cover teachers will be made aware of the medical conditions of pupils that they will be teaching during their time in the academy.

- The Medical Coordinator will assist the Educational Visits Coordinator in planning educational visits and school trips involving pupils with medical conditions, ensuring that appropriate risk assessments are drawn up.

Notification that a pupil has a medical condition

- Parents should inform the academy of any medical conditions that their child may have, which is requested on the New Starter Form on entry.
- This information will be recorded on the new starter form and passed on during the transition process. The same procedures apply to in-year transfers.
- The information will be recorded on the pupil file and added to SIMS and the medical register.
- Parents should inform the academy of any changes to their child's medical information by contacting the Medical Coordinator or by emailing etaoffice@bestacademies.org.uk.
- The school does not need to wait for a formal diagnosis before providing support to pupils. The school will work with parents and medical professionals to ensure that the correct support is in place as soon as is practicably possible.

Healthcare Plans (see Appendix 2)

When a child has a medical condition that requires support in school, and all are agreed that one is required, a health care plan will be created by NHS medical professional working with the child and their parents/carers and it must contain the following (taken directly from government statutory guidance, December 2015):

- 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, (some children will be able to take responsibility for their own health needs), including in emergencies. If a child is self-managing their medication, this should 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 child'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 child'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;

- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate, e.g. risk assessments;
- Where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child's condition;
- What to do in an emergency, including whom to contact, and contingency arrangements. Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan.
- They will be reviewed annually in consultation with healthcare professionals, parents, the child or young person. Updates will be shared by the parents with the academy staff.
- Where a child has SEN and an EHC plan, the healthcare should be linked to or be part of an EHC plan.

Roles and Responsibilities

- The Local Governing board at Etonbury is responsible for making sure that this policy is developed and implemented. They are to ensure that relevant staff have received suitable training and are competent before they take on responsibility to support children with medical conditions.
- The Principal is responsible for implementing the policy. They are to ensure that all staff are aware of the policy and that staff are aware of pupils' conditions, recruiting staff as needed and providing training. They should ensure that there is sufficient insurance in place.
- Academy Staff may be asked to support pupils with medical needs, although cannot be made to do so. They should be sufficiently trained to undertake the duties. All academy staff should know what to do should a child with a medical condition require help and can be found on SIMS and the medical register.
- School nurses notify the academy when a child has been identified as having a medical condition, which will require support in school and will write the healthcare plans. Schools will also notify school nurses of any changes in medical conditions that are pertinent to the healthcare plan.
- Pupils should be fully involved in the process supporting their needs, and should contribute as much as possible to their healthcare plan. Children who are competent in managing their own needs should be encouraged to do so, including managing their own medication and procedures. All prescribed medication other than for diabetes, anaphylactic shock treatment and asthma is to be kept in the medical room in a locked and controlled cupboard. Pupils are not permitted to carry any other prescribed medication on their person.
- Parents should provide the academy with up to date information about their child's needs.
- The Medical Coordinator will report any potential health and safety concerns as they arise, safeguarding, pastoral or highlight any frequent pupil visitors to the medical room to a member of the senior leadership team (SLT)

Staff Training and Support

- The member of staff responsible for pupils with medical conditions will review the needs of pupils in the academy and make a judgement on the training that is required for staff, they will then commission the training from relevant healthcare professionals.
- Any member of staff being asked to support a pupil with medical needs will be given appropriate training.
- Staff must not give prescription medicines or undertake healthcare procedures without appropriate training.
- Whole school awareness training will be provided as required throughout the year. (This may relate to specific actions related to diabetes, allergies, epilepsy or more generic medical information that needs to be disseminated to staff)

Managing medicines on school premises

- Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so.
- The designated Medical Coordinator will undertake training in the administration of medicines. In their absence, a nominated first aider will take on the role of administering medication.
- In almost all cases, pupils will be able to self-administer their own medication. If this is not the case, parents and carers must inform the academy in writing by completing an Administration of Medicine Consent Form **Appendix 1**;
- Prescribed medication will only be given if it is in the original container from the pharmacy, clearly stating pupil name, D.O.B. name of medication and dosage to be administered. It must be in-date.
- Auto-injector pens should be in a plastic container, which is clearly labelled with pupil's name, D.O.B & should contain the NHS Health Care Plan and administration of medicine consent form.
- Medications for the control of asthma, diabetes and allergies may be carried by pupils themselves, but must be used in a safe and responsible manner. Emergency supplies will be stored by the designated Medical Coordinator's room and be accessible at all times.
- Parents/Carers are responsible for medications being delivered to the academy and collecting unused medication at the end of treatment.
- Prescribed medicines in the controlled drugs category will be held by the designated Medical Coordinator in a locked, non-removable cabinet in the designated Medical Coordinator's room.
- Medicines should be collected by parents when they are no longer required or out of date to arrange for safe disposal. Any medicines not collected when requested will be taken to the pharmacy for safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps.
- The designated Medical Coordinator will keep accurate records of all medications administered, and will inform parents/carers of any reactions to medication or if a pupil refuses to take the medication.

- The Academy will ensure that staff accompanying trips and visits are aware of any pupils needing medication, and will be advised by the designated Medical Coordinator to speak with parents/carers prior to the visit.
- Wherever possible pupils should be allowed to carry their own medicines or own devices or should be able to access their own medication for self-administration quickly and easily.

Unacceptable practice

School staff should use their discretion and judge each case individually with reference to the pupil's Health Care Plan, 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

Administration of First Aid, pain relief, antihistamines and rescue medication

- First Aid will be administered by staff members who are suitably qualified, under the guidance of the Medical Coordinator.
- Pain relief, antihistamine and rescue medication (Including Auto-injector pens and Buccal Midazolam) will only be administered following written consent from parent/carers. This consent is requested on entry, or via the Administration of Medicine Consent Form found on our website, from reception or **Appendix 1**.
- No pupils will be given aspirin, unless prescribed by a doctor.
- Only those staff trained in administration of specific medication such as auto-injector pens and Buccal Midazolam should administer the medication.
- Pupils will only be offered Paracetamol as part of a care plan or if a parent/carers has sent in a temporary request. If a pupil has developed a high

temperature during the day or if pain is following an accident, pain relief may be given following a phonecall to the parent.

- The designated Medical Coordinator will ensure no other medications containing Paracetamol have been taken by the pupil on the day.
- The designated Medical Coordinator will keep accurate records with pupil name, D.O.B, tutor Group, time, dosage and reason given.
- A copy of the consent form will be kept on record in school.
- Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so.

Pupils carrying their own pain relief

- Etonbury Academy Academy also supports secondary aged pupils (from year 7) to carry pain relief medication for use during the day. Therefore Etonbury Academy allows pupils to carry one dose of paracetamol or ibuprofen i.e. 2 tablets, for pain relief during the day.

Emergency Salbutamol Inhaler

- In line with the Department for Health "Guidance on the use of emergency inhalers in schools" ETA will keep an emergency Salbutamol inhaler for those pupils with a diagnosis of asthma and or an existing prescription for salbutamol.
- The emergency salbutamol inhaler should only be used by pupils who have been diagnosed with asthma, prescribed a reliever inhaler and for whom written parental consent for use of the emergency inhaler has been given.
- This information should be recorded in a child's healthcare plan

Emergency Procedures

- The individual healthcare plan will clearly state what needs to be done in an emergency.
- If a pupil needs to be taken to hospital, staff will stay with the pupil until a parent arrives to take them to hospital or accompany them in the ambulance.
- We have three defibrillators available at Etonbury, located in the main reception, outside the medical room and in the study centre, along with other emergency equipment.

Trips, Visits, Sports Activities and Transport

- We will actively support all pupils with medical conditions to enable them to take part in the full range of trips, visits, sporting activities and events organised in our academies.
- Group leaders and supervisors must be made aware of medical needs and how it will affect the activity, with appropriate risk assessment being put in place. Staff should follow Central Bedfordshire Policy on Education visits and Journeys.
- It may be helpful to notify the school transport providers about a child's medical needs.

Children with Health Needs who cannot attend school

- Where a child with health needs is unable to attend school, in accordance with the Statutory Guidance for Local Authorities (ensuring a good education for children who cannot attend school because of health needs, HM Govt, January 2013), the school will meet with parents and request support from Central Bedfordshire Medical Needs Service.
- The guidance states “LAs should, however, arrange provision as soon as it is clear that an absence will last more than 15 days and it should do so at the latest by the sixth day of the absence, aiming to do so by the first day of absence. Where an absence is planned, for example for a stay or recurrent stays in hospital, LAs should make arrangements in advance to allow provision to begin from day one.” (ibid. s.15)
- We will collaborate fully with the LA Medical Needs service and ensure that the support provided is always in the best interest of the child.
- We will work with the LA medical needs service in order to create bespoke reintegration plans for young people returning to school following a period of absence due to their health needs.

Handling Complaints

The Complaints Policy sets out the process that needs to be followed to pursue a complaint.

4. Monitoring and Evaluation

The effectiveness of this policy will be monitored and evaluated through ongoing self-evaluation and analysis of the outcomes of pupils with medical conditions, including attendance rates, achievement profile and involvement in school life.

5. Implementation and Review

This will be implemented by the members of staff with responsibility for first aid pastoral and the SENDCO team.

This policy will be made known to all staff, parents/carers, pupils and governors via the academy website.

This policy will be reviewed by the Governors annually.



Agreement for Etonbury Academy to administer medicine

Etonbury will not give your child medicine unless you complete and sign this form, and the policy that allows staff to administer medicine is adhered to.

Name of child	
Date of birth	
Form / Class	
Medical condition or illness	

Medicine

Name/type of medicine (as described on the container)	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name			
Daytime telephone no.			
Relationship to child			
Address			
Medication will be handed in at	Reception		
Permission to give emergency medication	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> </table>	Yes	No
Yes	No		

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____ Date _____

Appendix 2 - The ETA Health Care Plan

ETA HEALTH CARE PLAN	
Student name	
Date of Birth	Tutor Group
Home address	
Name of Medical Condition	
Date plan started	Review Date
Parent/Care Name	
Relationship to Child	
Home phone No.	Work Phone No.
Mobile Phone No.	Email Address
Other parent/carer and relationship to child (2 nd Contact)	
Home Phone No.	Work Phone No.
Mobile Phone No.	Email Address
Name of Clinic or Hospital	
Phone no. of clinic or Hospital	
GP Name and practice address	
GP Phone No:	

Describe medical needs and child's symptoms

Daily care requirements (eg sport/lunch)

Describe what constitutes an emergency for your child

Who is responsible in an emergency (state if different for off-site activities)

This form is to be completed with the young person, parents, the school and other health professionals and is kept securely in school, both electronically and as a hard copy. This information may be shared with other professionals in the best interests of the health of the young person.

Signed Parent:

Date:

Print Name:

Signed Young Person: Print

Date:

Name:

Signed on behalf of the school:

Date

Print Name: