



Policy Name	SUPPORTING STUDENTS WITH MEDICAL CONDITIONS
Relevant To	Federation ☒ Bidwell Brook Only ☐ Ellen Tinkham Only ☐
Type of Policy	Model ☐ School ☒
Name of Policy Holder	Nikki Burroughs
Subject/Department	Health & Safety
Approved By	Full Governing Body ☐ CBT Governors ☒ T&L Governors ☐ SLT ☐
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1. Introduction

The Learn to Live Federation is committed to ensuring that all pupils with medical conditions—whether related to physical health, mental health or less common and complex needs—receive the support required to access education fully, safely, and with dignity. This policy is informed by statutory guidance, including *Supporting Pupils at School with Medical Conditions (DfE)*, and reflects the federation’s core values that everyone has a voice and everyone can be the best they can be.

This policy applies to all pupils with diagnosed medical conditions that require support in school, including chronic illnesses, disabilities, and short-term medical needs. The federation is dedicated to providing appropriate care so that pupils with medical needs can participate in every aspect of school life, such as educational visits, physical education, and extracurricular activities.

To achieve this, staff will receive the necessary training, guidance, and ongoing support to ensure they are confident and competent in fulfilling their responsibilities. Each school’s insurance arrangements cover liability relating to the administration of medication, ensuring that staff are protected when acting within the scope of their training and this policy.

2. Aims

- Ensure pupils with medical conditions are properly supported to participate in learning and school activities.
- Promote independence wherever appropriate, while maintaining safety and safeguarding.
- Work collaboratively with pupils, parents/carers, and healthcare professionals.
- Ensure staff receive appropriate training, guidance, and ongoing support.

3. Roles and Responsibilities

Executive Head (and Health & Safety Manager) - Holds final responsibility for determining whether the school can meet a pupil’s medical needs.

Heads of Site - Lead the development and implementation of Individual Health Care Plans (IHCPs) in consultation with healthcare professionals, parents/carers, and relevant staff.

School Staff - Support pupils in accordance with training, IHCPs, and school procedures. Record medication administration and follow safeguarding procedures where concerns arise.

Parents/Carers - provide accurate and up-to-date medical information, supply medication in original packaging with written consent, inform the school promptly of any changes to medication, provide updated documentation and ensure all medication brought into school is within its expiry date.

Healthcare Professionals - provide medical advice, training and guidance to support staff to make sure that complex health needs are met in school.

NHS Special School Nurses - carry out health assessments for prospective pupils, develop and review care plans annually or sooner if needs change, and support transition to adult services for pupils over 18. School Nurses also provide medical advice, training and guidance to support staff to make sure that complex health needs are met in school.

Supporting Pupils Over 18

For pupils over 18 years of age, the school will work collaboratively with adult health care services to review and update health care plans, ensuring continuity of care and support for educational access and wellbeing.

Monitoring

The implementation of this policy, including all procedures related to supporting pupils with medical conditions, will be regularly monitored and reviewed by the Core Business Team in collaboration with the governing body to ensure compliance with statutory requirements and best practice.

4. Individual Health Care Plans (IHCPs)

Where required, Individual Health Care Plans (IHCPs) will be developed collaboratively by the federation, healthcare professionals, parents/carers, and, where appropriate, the pupil. Each IHCP will clearly set out:

- the pupil's medical needs.
- the support required in school.
- emergency procedures.
- medication details.
- roles and responsibilities of all involved.

IHCPs will be created prior to a pupil's admission or as soon as a medical condition is identified. They will be reviewed annually, or earlier if:

- the pupil's medical needs change.
- concerns are raised.
- additional support becomes necessary.

This collaborative, person-centred approach ensures that IHCPs remain accurate, responsive, and reflective of the pupil's voice and evolving needs.

5. Inclusion of Mental Health and Less Common Conditions

The policy recognises the importance of supporting pupils with mental health needs and working closely with appropriate professionals to ensure holistic, well-coordinated care. The federation acknowledges that medical needs encompass mental health conditions as well as less common or complex health issues, and all such needs will be afforded equal priority and consideration.

Where a pupil presents with such needs, the school will seek specialist advice from relevant professionals. IHCPs will be adapted to include:

- early warning signs.
- agreed responses.
- reasonable adjustments.
- strategies to support wellbeing and engagement.

6. Students with Asthma

The federation holds an emergency inhaler and spacer for use in the event of an asthma attack.

Schools are responsible for ensuring that relevant staff complete annual asthma awareness and management training. Nationally available training resources, including NHS England Level 1 asthma training, should be used to maintain competency.

School nursing assistants and school staff will oversee the storage, care and disposal of asthma medication.

Where a pupil has an asthma care plan and a prescribed inhaler in school, the existing care plan and parental consent will be accepted as consent for the use of the school's emergency inhaler if required. Any use of the emergency inhaler will be recorded, and parents will be informed in writing.

7. Students with Anaphylaxis

Schools may hold an emergency adrenaline auto-injector (AAI) for pupils diagnosed with anaphylaxis and prescribed their own AAI.

Staff must complete appropriate anaphylaxis training and maintain competency in recognising symptoms and administering AAI. Schools are responsible for ensuring that training records remain up to date.

School nursing assistants will manage the storage, care and disposal of emergency AAI.

Where a pupil has an allergy care plan and a prescribed auto-injector in school, the existing care plan and parental consent will be accepted as consent for the use of the school's emergency AAI. Any use of the emergency AAI will be recorded, and parents will be informed.

8. Administration of Medication

General Principles

The federation is committed to ensuring that pupils with medical needs receive appropriate care and support.

Prescription medication may be administered or supervised by staff only when they have received appropriate training and demonstrated competency, ensuring safe and consistent practice across the school.

Parents and carers providing medication to school will be provided with a copy of this policy either at the start of the academic year or when school staff first receive the medication during the year. This policy is also available to view on school websites.

If a pupil refuses their prescribed medication, staff will not attempt to force administration. The refusal will be recorded, parents/carers will be informed promptly, and staff will follow the pupil's IHCP or seek emergency medical advice if required.

Prescription Medication

Prescription medication will only be accepted and considered for administration when:

- it is accompanied by written parental consent specifying dosage and frequency.
- it is supplied in original, labelled packaging.

All administration of prescription medication will be recorded with full accuracy and oversight, including monitoring for any adverse reactions.

Non-Prescription Medication

Non-prescription medication may be administered at the discretion of the SLT or Nursing Team, particularly where the medication is not essential to be given during the school day. This allows the school to determine whether administration is appropriate within the educational setting.

Non-prescription medication will only be accepted and considered for administration when:

- provided in original packaging.
- accompanied by written parental consent specifying dosage and reason.
- administered in line with manufacturer guidelines.
- parents accept responsibility for side effects.

Staff will not administer non-prescription medication to relieve minor ailments without explicit parental agreement.

All administration of non-prescription medication will be recorded with the same level of accuracy and oversight as prescribed medication, including monitoring for any adverse reactions.

Storage of Medication

Medication stored securely unless required to be carried by the pupil.

Clear guidance will be provided to staff and pupils regarding when and how medication may be carried by the pupil, balancing safety and independence.

All medication movements will be recorded.

Record Keeping

Staff will record and sign each administration. Medications are checked by two trained members of staff.

Refusals will be recorded and reported to parents.

Self-Administration

Where appropriate and safe, pupils will be encouraged to self-administer medication. A risk assessment will determine suitability. Staff may supervise and will intervene if safety concerns arise.

Parents must provide written consent for pupils to carry their own medication.

9. Off-Site Activities

Medication required for off-site activities will be managed in line with this policy. Staff accompanying pupils must ensure that:

- pupils have access to their prescribed or emergency medication at all times.
- they are aware of individual healthcare needs.
- they are trained appropriately to respond to medical incident.

10. Emergency Procedures

The federation will maintain clear emergency procedures for responding to medical incidents. These procedures will outline the steps staff must take in the event of a medical emergency, including:

- contacting emergency services.
- administering emergency medication where trained and authorised.
- following the pupil's IHCP.
- recording the incident and informing parents.

These procedures will be accessible to all staff and reinforced through regular training.

11. Safeguarding

Supporting pupils with medical conditions is part of the federation's safeguarding duty. Staff will remain alert to changes in health, wellbeing, or behaviour and follow safeguarding procedures where concerns arise.

12. Policy Accessibility and Awareness

This policy will be accessible to all staff, parents/carers, and pupils where appropriate. Regular briefings, updates, and training will be provided to ensure understanding and consistent implementation across the federation.

13. Complaints

Concerns regarding medical support should be raised with the school in the first instance. If unresolved, the federation's complaints policy will apply.