



# Supporting Pupils with Medical Needs Policy

MARCH 2026

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## Rationale and Aim

This policy explains our approach to supporting pupils with medical conditions in our academy. At Langford Village Academy some of our children will have medical conditions that require support and we want to do this so that they can have full access to education.

## Policy

- Section 100 of the Children and Families Act 2014 places a duty on governing bodies of academies to make arrangements for supporting pupils/students 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”, April 2014. It incorporates, and therefore replaces, the “Policy on Administration of Medicines to Pupils with Medical Needs and Conditions”.

## Procedure

**Implementation of the policy by a named person at this academy it is the Principal.**

- All staff will be made aware of a child’s condition through the Health Care Plan, and medical needs lists via the School Profile.
- There will always be a number of trained first aid staff in each academy to ensure adequate cover in the case of staff absence. Our first aiders are **Mrs S Murphy, Mrs A Lenk, Miss T Rowlands, Mrs L Devereux, Mrs J Beazley, Mrs S Parker, Miss L Potter, Miss R Wood, Mrs A Warby, Miss J Dennis, Mrs J Greenham, Mrs R Jones, Miss K Crawford, Mrs K McKay, Mrs Jones, Mrs Presland, Mrs Lugmayer, Miss Moeller, Mrs Lowe, Miss Young, Mrs Jeffery, Miss Forty.** These staff will be aware of pupils’ medical conditions.  
Staff trained to support children with diabetes are **Mrs S Parker, Miss G Moeller, Mrs A Lenk, Mrs K Fleming, Miss A Beaumont, Miss N Harris, Mrs K Bowskill, Mrs B A’Barrow & Miss R Wood, Miss K Burley, Mr G Gotham.**
- Any supply or cover teachers in academies will be made aware of the medical conditions of pupils that they will be teaching during their time in the academy.

- The named person in each academy will support staff 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. This information will be recorded on the new starter form and passed on during the transition process. Meetings will take place between the persons responsible in each academy to pass information on.
- The information will be recorded on the pupil file, and added to the medical needs register.

### **Healthcare Plans**

- When a child has a medical condition that requires support in school a health care plan will be created by the school nurse and it must contain the following (taken directly from government statutory guidance, April 2014):
- the medical condition, its triggers, signs, symptoms and treatments;
- the pupils' 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; and
- 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 and academy staff.

- Where a child has SEN and an EHC plan, the healthcare should be linked to or be part of EHC plan.

### **Roles and Responsibilities**

- The Governing body are responsible for making sure that this policy is developed and implemented. They are to ensure that sufficient 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 pupil's 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 students with medical needs, although cannot be required 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.
- 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.
- Parents should provide the academy with up-to-date information about their child's needs.

### **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.

### **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 First Aiders will undertake training in the administration of medicines. These are **Mrs S Murphy, Miss T Rowlands & Miss J Dennis**. In their absence a nominated first aider will take on the role of administering medication.
- Parent/carers of pupils with long term conditions requiring medication during the school day must inform the academy in writing and an Administration of Medicine Consent Form, which are available from the school office and the Academy website.
- Parent/carers of pupils requiring prescribed medication over a short period must inform the Academy and complete an Administration of Medicines Consent Form, which is available from the school office and Academy website.
- Where a child is on prescribed medication to be taken three times or fewer per day, this should be done by parents out of school time. The schools will only administer prescribed medication that is to be taken four or more times per day.

- In relation to more complex treatment, such as in the management of diabetes for example, the academy will ensure that a trained member of staff administers treatment in consultation with parents.
- Parents will be informed of the above procedures when the academy are informed of medical conditions by parents or school nursing team.
- 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.
- Epi-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,
- Parent/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 First Aider in a locked, non-removable cabinet in the designated Principal's room.
- When no longer required, medicines should be returned to the parent to arrange for safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps
- The designated First Aider will keep accurate records of all medications administered, and will inform parent/carers of any reactions to medication.
- The Academy will ensure that staff accompanying trips and visits are aware of any students needing medication, and will be advised by the designated First Aider to speak with parent/carers prior to the visit.

#### **Administration of pain relief**

- Pain relief medication will only be administered following written consent from parent /carers. This can be using Administration of Medicines Consent Form.
- The Academy will not administer pain relief unless it has been prescribed by a doctor.
- Students will never be offered Aspirin.
- The designated First Aider will keep accurate records with pupil name, D.O.B; Time and dose taken.

#### **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.

#### **Trips, Visits 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 by our academy.
- Group leaders and supervisors must be made aware of medical needs and how it will impact 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

### **When a child is unable to attend school due to medical reasons**

- We will liaise with the LA medical needs service for those who cannot attend school for extended periods of time, particularly those likely to be having more than 15 days off school (not necessarily concurrently) , as we believe early intervention and multi-agency working is essential in such cases.

### **Unacceptable Practice (taken directly from statutory guidance, 2014)**

It is generally not acceptable to:

- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- assume that every child with the same condition requires the same treatment;
- ignore the views of the child or their parents; or ignore medical evidence or opinion, (although this may be challenged);
- send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
- if the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable;
- penalise children 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 child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs; or
- prevent children from participating, or create unnecessary barriers to children participating in any aspect of school.

### **Handling Complaints**

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

## **Implementation and Review**

This policy will be made known to all staff, parents/carers and governors, and published on the academy's website. Copies are also available upon request from the academy office. This policy will be reviewed annually or as required.

Written by: Debbie Randall

Agreed by Principal:

Ratified by Governors:

Date: March 2026

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