

Supporting Pupils with Medical Needs Policy

Campton Academy



Approved by:	Louise Day
Signed:	
Date approved:	September 2025
Next review due by:	September 2026

1. Rationale and Aim

This policy explains our approach to supporting pupils with medical conditions in our academies. At Campton Academy (CMA) some of our children and young people will have medical conditions that require support 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", April 2014. It incorporates, and therefore replaces, the CMA "Managing Medicines Policy".

3. Procedure

Implementation of the policy by a named person

In CMA, Louise Day, Head of School, has responsibility for day to day implementation of this policy. This person is responsible for ensuring that staff are suitably trained. In her absence Carolyn Allen will be responsible. All staff will be made aware of a child's condition through the Health Care Plan, and medical needs lists in separate academies.

There will always be a number of trained first aid staff at Campton Academy to ensure adequate cover in the case of staff absence. These staff will be aware of pupils' medical conditions.

Any supply or cover teachers in the academy will be made aware of the medical conditions of pupils that they will be teaching during their time in the academy.

The named person will support staff in planning educational visits and school trips involving pupils with medical conditions, ensuring that appropriate risk assessments are in place.

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. This will be in a form appropriate to the size of the academy.

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 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 Head of School 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 SEND and an EHC plan, the healthcare should be linked to or be part of EHC plan.

Roles and Responsibilities

The Local Committee of the Board (LCB) 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 Head of School 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 students with medical needs, although cannot be required to do so unless specified in their job description. 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.

Only qualified First Aiders will administer medication. Parent/carers of pupils with long term conditions requiring medication during the school day must inform the academy in writing by completing a Health Care Plan, and an Administration of Medicine Consent Form which are available from the school office and the Academy website.

Parent/carers of students requiring prescribed medication over a short period must inform the Academy in writing by completing 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.

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. Pupils using the local authority bus to travel home are not permitted to take medication home with them.

Prescribed medicines in the controlled drugs category, will be held in a locked, non-removable cabinet in the First Aid area.

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 relevant First Aider to speak with parent/carers prior to the visit.

Non-prescribed medicines

- Usually, if a parent wants their child to have a non-prescribed medicine e.g. Calpol they should arrange to come to school to administer the medicine themselves – normally during the child’s lunchtime.
Cough/sore throat pastilles are non-prescribed medicines so parents should likewise arrange to come into school to administer these themselves. Should this not be possible, sips of water are always available to sooth a ‘tickly’ throat.
 - In exceptional circumstances, the academy will administer one dose of paracetamol-based pain relief (i.e. Calpol), that has been provided by the parent, and whom has completed an Administration of Medicine Consent Form.
 - We will never administer aspirin or medicine containing Ibuprofen (i.e Nurofen) to any child, unless it has been prescribed by a doctor.
 - The designated First Aider will keep accurate records with pupil name, DOB, Time and Dose taken.

Inhalers

Any pupil who has been prescribed an inhaler, will receive a red book in which details of inhaler use will be noted by a trained first aider. In order that parents can monitor their child’s inhaler usage the book will be sent home with the pupil after each entry in school time for parents to sign and return to school.

Inhalers will normally be kept in the classroom cupboard but will be taken out and in the first aider’s charge for any trip off-site, including for swimming lessons. If a child has a severe asthma problem, procedures will be adapted so that the inhaler can follow the child at lunchtime and during P.E. sessions.

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 in our academies.

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. 5 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.

In addition to the above:

If a child refuses to take a prescribed medicine, staff should not force the child to do so but must note this on the Indemnity form and get the School Office to contact the parent as soon as possible

Handling Complaints

The CMA 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 students 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 in the academies with responsibility for first aid and pastoral care. The Head of School is responsible for policy implementation.

This policy will be made known to all staff, parent/carers, students and Trustees via academy websites.

This policy will be reviewed by the Local Governing Body every two years.

6. Author and Date

Date policy agreed _____

Signed _____

Date of Commencement of the Policy September 2025

Date of Endorsement by the Governing Body September 2025

Date to Review September 2026

*https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/360585/guidance_on_use_of_emergency_inhalers_in_schools_October_2014.pdf

Appendix 1



Parental agreement for Campton Academy to administer medicine

Campton Academy staff will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by	Child's parent or carer
Name of school/setting	Campton Academy
Name of child	
Date of birth	
Class	
Medical condition or illness	

Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions eg before lunch	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	
Medication to be left at school or taken home each day	

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

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	Mrs Bright

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

Parent/Carer Signature(s) _____ Date _____

Record of medicine administered to an individual child

Name of school/setting

Campton Academy

Name of child

Date medicine provided by parent

Group/class/form

Quantity received

Name and strength of medicine

Expiry date

Quantity returned and date returned

Dose and frequency of medicine

Staff signature _____

Record of medicine administered

Date

Time given

Dose given

Name of member of staff

Staff initials

Date

Time given

Dose given

Name of member of staff

Staff initials

Record of administration – continuation sheet

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
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Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff Initials			