



# Higham Lane North Academy Medical Policy



Policy Number	11
Approval Date	November 2025
Review Date	November 2026
Chair of Governors	K Hobbs
Statutory Policy	YES

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## 1. Policy statement

Higham Lane North Academy is an inclusive school community that aims to support and welcome all students with medical conditions.

This policy aims to ensure that:

- Pupils, staff and parents understand how our school will support pupils with medical conditions
- Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including school trips and sporting activities.

**Our School will help to ensure these students can:**

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution

**Our School will implement this policy by:**

- Making sure sufficient staff are suitably trained
- Making staff aware of pupils' conditions, where appropriate
- Making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions
- Providing supply teachers with appropriate information about the policy and relevant pupils
- Developing and monitoring health care plans

**The named person for responsibility for implementing this policy is Robyn Rounce.**

## 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 the Board of Trustees to make arrangements for supporting pupils with medical conditions, at individual schools.

It is also based upon the Department for Education's statutory guidance on supporting pupils with medical conditions at school.

## 3. Roles and Responsibilities

The following roles and responsibilities are used for the medical policy at our school:

**As an employer our Board of Trustees has a responsibility to:**

- ensure the health and safety of their employees and anyone else on the premises or taking part in school activities (this includes all pupils). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or fieldtrips
- ensure health and safety policies and risk assessments are inclusive of the needs of pupils with medical conditions

- make sure the medical policy is effectively monitored and evaluated and regularly updated
- ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting pupils with medical conditions

#### **Our Headteacher has a responsibility to:**

- Ensure the school is inclusive and welcoming and that the medical policy is in line with local and national guidance and policy frameworks and that all relevant parties have been consulted
- Make sure 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, including in contingency and emergency situations
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way

#### **Our SENDCo has responsibility to:**

- Update the school's medical policy, monitor and review the policy annually (or sooner according to review recommendations and recent local and national guidance and legislation)
- Report back to all key stakeholders about implementation of the medical policy and changes
- Know which pupils have a medical condition/allergy and which have special educational needs because of their condition
- Maintain the school medical conditions register
- Assess the training and development needs of staff and arrange for them to be met, ensuring appropriate up-to-date training for staff including for absence cover.
- Ensure teachers make the necessary arrangements if a student needs special consideration or access arrangements in exams or course work
- Ensure when a pupil is recognised as having a medical condition, requiring management at school level, a healthcare plan will be drawn up setting out the arrangements to be made (Appendix 1).
- Ensuring that systems are in place for obtaining information about a child's medical needs and that information held by the school is accurate and up to date and that all staff who need to know are aware of a child's condition
- Contact the school nursing service in the case of any pupil who has a medical condition that may require support at school, but who has not yet been brought to the attention of the nursing service
- Provide appropriate briefing for supply and casual staff who have a key responsibility towards those pupils recognised as having medical conditions so that they are aware of the medical condition and know how to support effectively and react in an emergency.
- Ensure appropriate risk assessments are being completed e.g. for taking a child on a school trip
- Ensure the formulation and monitoring of healthcare plans termly (which would take into consideration where appropriate, input from a healthcare professional and parent/carer views)
- Ensure transition arrangements are shared for pupils moving into or out of the school

### **Staff at this school have a responsibility to:**

- Understand the school's medical policy
- Support pupils with medical conditions during school hours, it is not the sole responsibility of one person.
- Those staff who take on the responsibility to support pupils 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 pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.
- Allow all pupils to have immediate access to their emergency medication
- Be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it
- Maintain effective communication with parents/carers including informing them if their child has been unwell at school
- Liaise with parent/carers, the SENDCo and other agencies if a pupil is falling behind with their work because of their condition
- Use opportunities such as Care and Support and other areas of the curriculum to raise pupil's awareness about medical conditions
- Be aware of pupil's with medical conditions who may be experiencing bullying or need extra social support
- Ensure all pupil's with medical conditions are not excluded unnecessarily from activities they wish to take part in and ensure that pupil's who carry their medication with them have it when they go on a school visit or out of the classroom

### **First aiders at this school have a responsibility to:**

- Record and collate allergy and special dietary information for all relevant pupils
- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards with the school
- When necessary, ensure that an ambulance or other professional medical help is called

### **The parents/carers of a student at this school have a responsibility to:**

- Tell the school if their child has a medical condition, providing sufficient and up to date information about their child's medical needs
- Ensure the school has a complete and up-to-date Healthcare Plan for their child, be involved in the development and review of the plan and involvement in its drafting as required
- Carry out any action they have agreed to as part of the implementation of the individual healthcare plan e.g.:
  - provide medicines and equipment
  - inform the school about medication if their child is carrying it on their person during school hours
  - tell the school about any changes to their child's medical condition
  - ensure their child's medication/medical devices are labelled with their child's full name and are within expiry dates
  - keep their child at home if they are not well enough to attend school
  - ensure their child has regular reviews about their condition with their GP or specialist healthcare professional
  - ensure their child has a written care/self-management plan from their GP or specialist healthcare professional where needed, to help their child manage their condition

## **School nursing service and other healthcare professionals**

- Complete the pupil's Healthcare Plans
- Where possible, and without compromising the best interests of the pupil, try to prescribe medication that can be taken outside of school hours
- Offer every pupil (and their parent/carers) a written care/self-management plan to ensure pupil's know how to self-manage their condition
- Ensure the pupil's knows how to take their medication effectively
- Ensure pupil's have regular reviews of their condition and their medication
- Provide the school with information and advice regarding individual pupil's with medical conditions (with the consent of the pupil and their parents/carers)
- Understand and provide input into the school's medical policy

### **The students at this school have a responsibility to:**

- Know how to gain access to their medication in an emergency
- Know how to take their own medication and to take it when they need it
- Ensure a member of staff is called in an emergency situation
- Tell their parent/carers, teacher or nearest staff member when they are not feeling well
- Let a member of staff know if another student is feeling unwell
- Treat other pupil's with and without a medical condition equally
- Support a pupil if appropriate to reception take their medication when they need it, and ensure a member of staff is called where necessary
- Treat all medication with respect

## **4. Policy framework**

### **Our School is an inclusive community that aims to support and welcome pupil's with medical conditions.**

Higham Lane North Academy is welcoming and supportive of pupil's with medical conditions. It provides all pupil's with medical conditions the same opportunities and access to activities (both school based and co-curricular) as other pupil's. No pupil will be denied admission or prevented from taking up a place in this school because arrangements for their medical condition have not been made.

Pupils with medical conditions are encouraged to take control of their condition. Pupils and parents/carers feel confident in the support they receive from the school. Both pupils and parents are invited to a termly review of the pupils school healthcare plan (which are stored securely in school). Our school will listen to the views of pupils and parents/carers. Our medical policy is supported by a clear communication plan for staff, parents/carers and other key stakeholders to ensure its full implementation.

Our school ensures all staff understand their duty of care to pupils and know what to do in the event of an emergency. Our staff understand and receive training in the school's general emergency procedures. Our school is aware of the common triggers that can make common medical conditions worse or can bring on an emergency.

Our school understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood. All staff also understand the common medical conditions that affect pupils at this school. Staff receive training on the impact this can have on pupils. Staff understand that all pupils with the same medical condition may not have the same needs.

The medical policy is understood and supported by the whole school and local health community. It is drawn up in consultation with a wide range of local key stakeholders within both the school and health settings. Each member of the school and health community knows their roles and responsibilities in maintaining and implementing an effective medical policy.

Our school uses Healthcare Plans to inform the appropriate staff of pupils in their care who may need emergency help. Should a pupil need to attend hospital a copy of the Healthcare Plan can be made available to accompany them (parent/ carer permission is sought). All staff (including temporary or supply staff where relevant) are aware of the medical conditions at our school and understand their duty of care to pupils in the event of an emergency.

### **All staff understand and are trained in the school's general emergency procedures**

All staff (including temporary or supply) know what action to take in the event of an emergency and receive regular training. This includes

- how to contact emergency services and what information to give
- who to contact within the school

If a pupil or member of staff needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent/carer arrives. Staff will not take pupils to hospital in their own car, but will accompany by ambulance.

### **Our School has clear guidance on the administration of medication at school**

When we are notified of a medical condition or a change in a medical condition for a pupil on roll at the school, parents/carers will be invited in for a meeting or succession of meetings to put a plan into place. This will happen routinely when a pupil joins our school. Generally, staff at school won't administer any medicines as children can self-medicate if they are able to do so. If a child is unable to self-medicate this will be discussed at the planning stage and in exceptional cases a named member of staff may administer medication, who will undergo training to establish competence to do so. Parents will be required to complete a separate permission form. Parents/carers at this school understand that they must let the school know immediately if their child's needs change.

Any medicines that are required to be kept on the school site must be named and accompanied by written instructions from the parent and/or the GP specifying the medication, the circumstances under which it should be administered, frequency, and levels of dosage. The smallest practicable dose should be brought to school in original packaging clearly labelled with the pupil's name and dosage instructions. These steps will help enable the school to ensure medication is stored safely and securely. Parents will remain responsible for ensuring that there is sufficient medication in school for as long as it is needed and that it has not passed its expiry date. Written records will be kept of all medicines administered to pupil's and parent/carers informed as appropriate.

All pupils are encouraged to carry their own emergency medication (E.G. EpiPen), when their parents/carers and health specialists determine they can start taking responsibility for their condition. This is also the arrangement on any off-site or residential visits. All pupils at our School with medical conditions have easy access to their emergency medication. Named staff are trained to administer emergency medication when required.

Pupils who do not carry their own emergency medication know where their medication is stored and how to access it. They understand the arrangements for a member of staff to assist in helping them take their medication safely (e.g. Epi-pen).

For medication where no specific training is necessary, any member of staff may administer prescribed and non-prescribed medication to students under the age of 16, but only with the written consent of the pupils parent/carer and administration must be recorded following established procedures within school. Training is given to all staff members who agree to administer medication to pupils, where specific training is needed. Our school insurance policy provides full indemnity.

All school staff have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parents/carers in an emergency situation. This may include taking action such as administering medication. If a pupil refuses their medication, parents/carers are informed as soon as possible.

All staff attending off-site visits are aware of any pupils with medical conditions on the visit. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.

### **Our School has clear guidance on the storage of medication and equipment at school**

Emergency medication is readily available to pupils who require it at all times during the school day or at off-site activities. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available and not held personally by members of staff.

All non-emergency medication is kept in a secure place, in a lockable cupboard in a cool dry place. Pupils with medical conditions know where their medication is stored and how to access it.

Staff ensure that medication is only accessible to those for whom it is prescribed. There is an identified member of staff who ensures the storage of prescribed medication at school, where needed.

All controlled drugs are kept in a locked cupboard and only named staff have access. All medication is supplied and stored, wherever possible, in its original containers. The exception to this is insulin, which though must still be in date, will generally be supplied in an insulin injector pen or a pump.

It is the parents/carers responsibility to ensure new and in date medication comes into school on the first day of the new academic year. Parents/carers at this school are asked to collect out-of-date medication.

Sharps boxes are used for the disposal of needles. Parents/carers can also obtain sharps boxes from the student's GP or paediatrician on prescription. All sharps boxes in this school are stored in the school medical room.

If a sharps box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and return to school or the student's parents/carers.

Collection and disposal of sharps boxes is arranged through the school's own hygienecontract.

### **Our school has clear guidance about record keeping**

Parents/carers at this School are asked to indicate if their child has any health conditions or health issues on the data collection sheets, which are sent out for review at the start of each school year. Parents/carers of new students starting at other times during the year are also asked to provide this information on data collection sheets.

Our school uses a Healthcare Plan to record important details about individual pupils medical needs. The parents/carers, healthcare professional (as appropriate) and pupils with a medical condition, are asked to fill out the student's Healthcare Plan together. Parents/carers must then return these completed forms to the school. Our school ensures that a relevant member of school staff is also present, if required to meet with parents/health care professionals to complete the Healthcare Plan for pupils with complex healthcare or educational needs. We can also submit a referral if we have concerns about particular pupils.

Every pupil with a Healthcare Plan at this school has their plan discussed and reviewed at least once a year with healthcare professionals and termly with parents.

Healthcare Plans are used to help create a centralised register of pupils with medical needs. The SENDCo has responsibility for the register at this school.

Our School seeks permission from parents/carers before sharing any medical information with any other party. We make sure that the pupils confidentiality is protected.

Parents/carers at this school are reminded to pass on updated Healthcare Plans, particularly if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication and treatments change.

Healthcare Plans are used by our school to:

- inform the appropriate staff and supply teachers about the individual needs of a pupils with a medical condition in their care
- identify common or important individual triggers for pupils with medical conditions at school that bring on symptoms and can cause emergencies. We use this information to help reduce the impact of common triggers
- ensure local emergency care services have a timely and accurate summary of a pupil's current medical management and healthcare in the event of an emergency

All parents/carers of pupils with a medical condition who may require medication in an emergency are asked to provide consent on the Healthcare Plan for staff to administer medication. If a pupil requires regular/daily help in administering/managing their medication this is also outlined on the pupils Healthcare Plan.

In the case of school trips and off-site activities, our school meets with the pupils, parents/carers and relevant healthcare professionals prior to any overnight or extended day visit to discuss and make a plan for any extra care requirements that may be needed. This is recorded and accompanies them on the visit.

We make sure that all staff providing support to a pupil have received suitable training and ongoing support, to make sure staff have the confidence to fulfil the requirements set out in a pupils Healthcare Plan.

**Our school ensures that the whole school environment is inclusive to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities**

Our school is committed to providing a physical environment accessible to pupils with medical conditions and students are consulted to ensure this accessibility. Our school is committed to an accessible physical environment for out of school activities.

Our school ensures the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school.

Our school ensures the needs of pupils with medical conditions are adequately considered to ensure they have full access to extended school activities such as school discos, school productions, after school clubs and residential visits.

All staff at our school are aware of the potential social challenges that pupils with medical conditions may experience. Staff use this knowledge to prevent and deal with challenges in accordance with the school's anti-bullying and behaviour policies. Opportunities for discussion during care and support and other lessons raise awareness of medical conditions and help promote a positive environment.

Our school understands the importance of all pupils taking part in physical activity and that all relevant staff make appropriate adjustments to PE lessons to make sure they are accessible to all pupils. This includes out of school clubs and team sports.

Our school ensures all classroom teachers, PE teachers and relevant staff understand that pupils must not be forced to take part in an activity if they feel unwell. They must also be aware of pupils in their care who have been advised to avoid, or to take special precautions with particular activities and the potential triggers for pupils medical conditions when exercising and how to minimise these.

Our school ensures all pupils have the appropriate medication/equipment/food with them during physical activity and that pupils take them when needed.

Our school ensures that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at School as any other pupil. Appropriate adjustments and extra support are provided where needed.

All school staff understand that frequent absences, or symptoms such as limited concentration and frequent tiredness, may be due to a pupils medical condition. We will not penalise pupils for their attendance if their absences relate to their medical condition.

Our school will refer pupils with medical conditions who are finding it difficult to keep up educationally to the SENDCo, who will liaise with the pupils, parent/ carer and healthcare professional.

Pupils at our school learn about what to do in the event of a medical emergency.

Risk assessments are carried out by our school prior to any out-of-school visit, including work experience and educational placements. Medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.

Our school is committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits.

School staff have been given training and written information on medical conditions. This includes information on how to avoid and reduce exposure to common triggers for common medical conditions.

Full health and safety risk assessments are carried out on all out-of-school activities before they are approved, including work experience placements and residential visits, taking into account the needs of pupils with medical conditions.

Our school reviews medical emergencies and incidents. Appropriate changes to policy and procedures are implemented where necessary.

### **Each member of the school and health community knows their roles and responsibilities in maintaining an effective medical policy**

Our school works in partnership with all relevant parties including the school's governing body, all school staff, parents/carers, employers, community healthcare professionals and students to ensure the policy is planned, implemented and maintained successfully.

### **The medical policy is regularly reviewed evaluated and updated. Updates are produced every year**

In evaluating the policy, our School seeks feedback from key stakeholders including students, parent/carers, school healthcare and other professionals, school staff and the Governing Body. The views of pupils with various medical conditions are actively sought and considered central to the evaluation process.

### **Our school's medical policy has been drawn up in consultation with a wide range of key stakeholders within both the school and health settings**

Our key stakeholders include:

- Pupils with medical conditions and their parents/carers
- School Nursing Team and other Healthcare professionals
- Head teacher
- Teaching staff
- SENDCo
- Members of staff trained in first aid
- All other school staff
- Governing Body

**Our medical policy is supported by a clear communication plan for staff, parents/carers and other key stakeholders to ensure its full implementation**

Parent/carers/Governors are informed and regularly reminded about the medical policy:

- by including the policy statement in the school's prospectus and signposting access to the policy
- at the start of the school year when communication is sent out requesting updated Healthcare Plans (where necessary)
- in the school newsletter
- when their child is enrolled as a new pupil
- via the school's website, where it is available all year round
- through school-wide communication about results of the monitoring and evaluation of the policy

School staff are informed and regularly reminded about the medical policy:

- via our Medical Information tab and in the Policies tab, where it is stored, on the shared area.
- at scheduled medical conditions training
- through school-wide communication about results of the monitoring and evaluation of the policy
- all supply staff are informed of appropriate and relevant information concerning specific students as necessary. Temporary staff on longer term contracts have access to the policy and information on the shared area and school website.

All other external stakeholders are informed and reminded about the school's medical policy:

- by letter accompanied with a printed copy of the policy summary at the start of the school year
- through communication about results of the monitoring and evaluation of the policy.

# Appendix 1



## Medical Healthcare Plan

### Student details

Surname:

Forename:

Date of Birth:

Gender:

Address:

Form group:

Autumn term:

Spring term Review:

Summer term Review:

### Emergency Contact 1

Name:

Relationship:

Tel No. Home:

Tel No. Mobile:

Tel No. Work:

### Emergency Contact 2

Name:

Relationship:

Tel No. Home:

Tel No. Mobile:

**Medical Condition :**

**Medical evidence provided Yes/No**

**Medication to be taken in school:**

**How does the condition impact the student in school?**

**Describe what constitutes an emergency for the student**

**Action to be taken in an emergency:**

**Are you required to attend regular medical appointments?**

**Name and address of GP:**

**Details of any professionals working with the student:**

Both school and parents should hold a copy of this Healthcare Plan. Any necessary revisions will be agreed by the school and parents.

**Agreement & Conclusion:**

**Signed:**

Parent:

SENDCo: R.Rounce

Date:

Date:

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**Spring term Review:**

Parent:

SENDCo:

Date:

Date:

Any changes made to the healthcare plan: Y/N

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**Summer term Review:**

Parent:

SENDCo

Date:

Date:

Any changes made to the health care plan: Y/N

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## Appendix 2

The school record and collate allergy and special dietary information for all relevant pupils.

### **1. Teaching and support staff**

All teaching and support staff are responsible for:

- Maintaining awareness of our allergy procedures
- Being able to recognise the signs of severe allergic reactions and anaphylaxis
- Being aware of specific pupils with allergies in their care
- Carefully considering the use of food or other potential allergens in lesson and activity planning
- Ensuring the wellbeing and inclusion of pupils with allergies

### **2. Parents/carers**

Parents/carers are responsible for:

- Providing the school with up-to-date details of their child's medical needs, dietary requirements, and any history of allergies, reactions and anaphylaxis
- If required, providing their child with 2 in-date adrenaline auto-injectors and any other medication, including inhalers, antihistamine etc., and making sure these are replaced in a timely manner
- Carefully considering the food they provide to their child as packed lunches and snacks, and trying to limit the number of allergens included
- Following the school's guidance on food brought in to be shared
- Updating the school on any changes to their child's condition

### **3. Pupils with allergies**

These pupils are responsible for:

- Being aware of their allergens and the risks they pose
- Understanding how and when to use their adrenaline auto-injector
- If age-appropriate, carrying their adrenaline auto-injector on their person and only using it for its intended purpose