The Rydal Academy

Supporting Pupils with Medical Conditions Policy

Approved by: The Rydal Academy LGB

Review frequency: 1 year

Date of last review: Autumn 2026

Date of next review: Autumn 2027

Statement of intent

Section 100 of the Children and Families Act 2014 places a duty on governing bodies to support pupils with medical conditions.

The Rydal Academy is committed to meeting its statutory duties to support pupils with medical conditions, ensuring they can access education safely and in line with their needs. The management of medical needs is embedded within the school's wider safeguarding responsibilities.

We aim to:

- Ensure pupils feel safe and included
- Provide effective and proportionate support
- Work in partnership with parents/carers and relevant professionals
- Enable pupils, where appropriate, to manage their own needs safely

Policy Overview

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1. Identification of Medical Needs and Individual Healthcare Plans (IHPs)

Information regarding medical needs is collected during the admissions process and reviewed at least annually through a whole-school request to parents/carers. Parents/carers are responsible for providing accurate and up-to-date information regarding their child's medical needs, including any changes to medication or diagnosis. The school relies on information provided by parents/carers in order to ensure appropriate support is in place. While the school will take reasonable steps to identify and support pupils' medical needs, effective support depends on parents/carers providing accurate and up-to-date medical information and notifying the school of any changes

Where a pupil requires support beyond universal arrangements, an Individual Healthcare Plan (IHP) will be developed in partnership with:

- Parents/carers
- The pupil (where appropriate)
- Relevant healthcare professionals

IHPs will:

- Set out what support is required, when and by whom
- Include information on medication, triggers and risk
- Identify emergency procedures
- Be reviewed annually or earlier if needs change

Where a pupil has SEND, the IHP will align with SEN support plans or EHCP provision where appropriate.

The school will prioritise review and follow up where there is a known or identified medical risk.

2. Roles and Responsibilities

Supporting pupils with medical conditions is a whole-school responsibility. Roles are clearly defined to ensure safe, consistent practice.

Governing Body

- Ensure appropriate arrangements are in place to support pupils with medical conditions
- Ensure this policy is implemented and reviewed
- Ensure staff receive appropriate training
- Ensure appropriate insurance is in place

Headteacher

- Ensure the policy is implemented effectively
- Ensure sufficient staff are trained to meet needs, including in emergencies
- Ensure appropriate systems are in place for managing medical needs across the school

Inclusion Lead (Medical Lead)

- Maintain oversight of pupils with medical conditions
- Ensure relevant staff are informed of pupils' needs
- Coordinate the development and review of Individual Healthcare Plans (IHPs)
- Liaise with parents/carers and relevant professionals where required
- Provide guidance to staff on supporting pupils with medical needs
- The Inclusion Lead provides strategic oversight of medical needs. Day-to-day implementation, including the use of Individual Healthcare Plans, is the responsibility of class teachers and relevant staff.

Office Staff

Office staff are responsible for the administrative management of medication entering the school.
They will:

- Ensure medication is only accepted where:
    - Written parental consent is provided
    - Medication is in original packaging and clearly labelled
    - Dosage instructions are clear
    - Carry out an initial check that all required documentation is complete

- Not accept medication where:
    - Consent forms are incomplete
    - Medication is not clearly labelled
    - Instructions are unclear

- Record medication on the school system and ensure it is stored appropriately

- Inform the Inclusion Lead where:
    - Medication is labelled for emergency use (examples of medication that must always be referred include adrenaline auto-injectors, emergency seizure medication, and any medication used in life-threatening situations).
    - Medication is not routine daily medication (e.g. required only in specific circumstances such as seizures or allergic reactions)
    - A pupil requiring medication does not have an existing IHP
    - There are concerns about missing, unclear, or inconsistent information

Office staff are not responsible for making clinical judgements.

School Staff

- Follow this policy and any relevant IHPs
- Be aware of pupils with medical conditions and how to respond
- Undertake training as required
- Respond appropriately in an emergency situation
- Report any concerns regarding a pupil's medical needs
- Staff are responsible for implementing agreed arrangements and should not rely on the Inclusion Lead for routine day-to-day management.

Parents/Carers

- Provide accurate and up-to-date information about their child's medical needs
- Inform the school of any changes as they arise
- Provide required medication, consent and supporting information
- Work in partnership with the school to support their child
- Ensure required medication is provided, in date, and replaced as necessary.

Pupils

- Be involved in discussions about their medical needs where appropriate
- Take increasing responsibility for managing their needs, where appropriate
- Inform a member of staff if they feel unwell or need support

3. Administration of Medication

The school will make appropriate arrangements for the safe administration of medication in line with statutory guidance.

General Principles

Medication will only be administered where appropriate consent has been provided, except in emergency situations where immediate action is required to safeguard a pupil.

Medication must:

- Be in date
- Be clearly labelled with the pupil's name
- Include clear instructions for dosage and administration

Medication will not be accepted where:

- Consent is incomplete
- Labelling is unclear
- Instructions are not provided

Where medication is prescribed to be taken multiple times daily, the school will consider administration during the school day where this is necessary to ensure safe and consistent dosing. Arrangements will be agreed on an individual basis.

Prescription Medication

- Will be administered in accordance with the prescriber's instructions
- Will only be accepted in original packaging
- Pupils should not carry medication unless specified in their Individual Healthcare Plan (IHP)

Parents/carers are responsible for ensuring medication is:

- In date
- Provided in sufficient quantity

If a pupil refuses medication:

- This will be recorded
- Parents/carers will be informed

Non-Prescription Medication

Non-prescription medication may be administered where written parental consent has been provided.

The school will not administer non-prescription medication that:

- Requires clinical judgement beyond staff competence
- Has sedative effects (unless specified in an IHP)
- Is not age-appropriate

Pain Relief (Including Paracetamol)

- Will only be administered with written consent
- Staff will check when the previous dose was given
- Dosage will follow safe intervals
- A record will be made each time medication is given, and parents/carers informed.

If pain persists:

- Parents/carers will be contacted

Controlled Drugs

- Will only be accepted where prescribed
- Will be logged on receipt and administration
- Where possible, administration will be witnessed by a second member of staff
- Where appropriate, and in line with the pupil's IHP, pupils may be supported to carry and self-administer emergency medication such as asthma inhalers. Controlled drugs will not be carried or self-managed by pupils.

Storage

- Medication will be stored safely and in line with manufacturer guidance
- Emergency medication will be readily accessible at all times
- Controlled drugs will be stored securely but accessible in an emergency

Disposal

- Expired or unused medication will be returned to parents/carers
- Staff will not dispose of medication except via a pharmacy
- Sharps will be disposed of in appropriate containers

Early Years

Medication in EYFS will be administered in line with statutory EYFS requirements, including:

- Written parental consent
- Clear labelling and instructions
- Accurate record keeping

4. Management of Medical Needs

Where appropriate, pupils may be supported to manage their own medical needs, including taking medication.

Decisions regarding self-management will be made on an individual basis, taking into account:

- The pupil's age, understanding and competence
- The nature of the medical condition
- Clinical advice from healthcare professionals
- The views of parents/carers
- The level of risk involved

Arrangements for self-management will be clearly recorded within the pupil's Individual Healthcare Plan (IHP).

Supervision and Support

Pupils who self-manage medication will continue to be supported by staff.

Staff will:

- Be aware of pupils who carry or self-administer medication
- Know how to respond if a pupil becomes unwell
- Follow the pupil's IHP where one is in place

Emergency Medication and High-Risk Conditions

Where pupils are prescribed emergency medication (e.g. adrenaline auto-injectors or emergency seizure medication such as Buccolam), this will be managed by trained staff.

- Emergency medication will be appropriately supervised and readily accessible in accordance with the pupil's Individual Healthcare Plan (IHP).
- Emergency medication must be readily accessible at all times
- Staff must be aware of the pupil's condition and emergency procedures
- Arrangements must be clearly set out in the pupil's Individual Healthcare Plan (IHP)
- Where appropriate, and in line with the pupil's Individual Healthcare Plan (IHP), pupils may be supported to carry and self-administer certain emergency medication, such as asthma inhalers. Controlled drugs will not be carried or self-managed by pupils. Staff retain responsibility for responding in an emergency.

Asthma

Pupils with asthma will be supported in line with their IHP.

- Inhalers will be readily accessible at all times
- Staff will be aware of pupils with asthma and how to respond to symptoms
- The school will hold an emergency inhaler in line with DfE guidance, with parental consent

Food, Environment and Daily Routines

Staff will take reasonable steps to:

- Be aware of pupils' medical needs in relation to food, environment, and activities
- Reduce known risks where possible, in line with the pupil's IHP

Physical Activity

Pupils with medical conditions will be supported to take part in physical education and physical activity.

Where adjustments are required, these will be informed by:

- The pupil's IHP
- Parental/carer guidance
- Clinical advice where available

Sun Protection

The school will work with parents/carers to ensure appropriate sun protection is in place during periods of hot weather, including access to shade, hydration and appropriate clothing.

5. Emergency Procedures

In the event of a medical emergency, staff will respond promptly and in line with the pupil's Individual Healthcare Plan (IHP), where one is in place.

Staff will:

- Stay with the pupil and assess the situation
- Call for assistance from a trained member of staff where required
- Follow any instructions outlined in the pupil's IHP or supporting medical guidance
- Administer medication where required and where trained to do so
- Call emergency services (999) without delay where there are concerns about a pupil's breathing, consciousness, or overall condition
- Ensure that emergency medication is brought to the pupil without delay and administered in accordance with training and the pupil's IHP

Parents/carers will be informed as soon as possible following any medical incident.

Where a pupil requires hospital treatment:

- A member of staff will accompany the pupil until a parent/carer arrives, where necessary

Following any significant medical incident:

- The incident will be recorded
- The pupil's IHP and support arrangements will be reviewed to ensure they remain appropriate

6. Day-to-Day Management and Inclusion

The school will take reasonable steps to ensure that pupils with medical conditions are able to access all aspects of school life, including lessons, break times, physical activity, and enrichment opportunities. Pupils with medical conditions will be encouraged to participate fully unless this is clinically advised.

Access to Activities

Where a pupil has an Individual Healthcare Plan (IHP), this will be followed to support their participation in:

- Curriculum activities
- Physical education
- Educational visits and trips
- Extra-curricular activities

Reasonable adjustments will be made where required to ensure that pupils are not disadvantaged.

7. Educational Visits and Trips

Prior to any visit or off-site activity:

- Relevant medical information will be reviewed
- Required medication will be taken and will be readily accessible at all times
- Appropriate staff will be aware of pupils' needs and emergency procedures

A named member of staff will be responsible for carrying and managing the pupil's medication during trips and when moving between areas of the school, identified as part of visit planning.

This member of staff will:

- Be familiar with the pupil's Individual Healthcare Plan (IHP)
- Be supported by staff who have received appropriate training where required
- Ensure medication is carried securely and is readily accessible in an emergency

The school will take reasonable steps to ensure that sufficient trained staff are available to support pupils with medical needs, including during off-site visits.

Where necessary, a risk assessment will be completed to ensure that arrangements are safe and appropriate.

8. Record Keeping

The school will maintain clear and accurate records relating to pupils with medical conditions in order to ensure safe and consistent practice.

Records will include:

- Individual Healthcare Plans (IHPs), where required
- Records of medication administered
- Records of significant medical incidents, where applicable

Records of medication administration will include:

- The pupil's name
- Date and time
- Medication given and dose
- Name of the member of staff administering

Where pupils require frequent or supervised use of medication (including inhalers), this will be recorded and reviewed to identify any changes in need.

All records will be:

- Stored securely
- Treated as confidential

- Shared with staff on a need-to-know basis

9. Staff Training and Competence

Staff will receive appropriate training to support pupils with medical conditions, including the administration of medication and emergency procedures where required.

Training will:

- Be provided by appropriately qualified healthcare professionals where necessary
- Be refreshed regularly to ensure staff remain competent and confident
- Be specific to the needs identified within Individual Healthcare Plans (IHPs)

The school will take reasonable steps to ensure that sufficient trained staff are available to support pupils with medical needs.

All medical and first aid training will be renewed in accordance with the requirements of the relevant qualification, statutory guidance and the needs of the pupil population. Training updates and refresher sessions will be provided as required, and whenever there is a significant change in a pupil's medical needs or care procedures.

A first aid certificate alone does not constitute sufficient training for supporting pupils with medical conditions

10. Review and monitoring

Arrangements for self-management and medical support will be reviewed:

- Annually through the IHP process
- Following any significant incident or change in need

Where concerns arise, arrangements will be reviewed without delay, where practicable, to ensure that they remain safe and appropriate.

11. Safeguarding

The management of medical needs forms part of the school's safeguarding responsibilities.

Any concerns regarding the safe management of a pupil's medical needs, including:

- Incorrect or unsafe use of medication
- Repeated refusal to take essential medication
- Failure to provide required medication
- Changes in a pupil's condition or presentation

will be addressed in line with the school's safeguarding procedures and, where appropriate, escalated to the Designated Safeguarding Lead in accordance with safeguarding protocols.

Related Policies

- Allergen Safety Policy
- First Aid and Accident Policy
- Intimate Care Policy
- Safeguarding Policy