



SUPPORTING PUPILS AND STUDENTS WITH MEDICAL CONDITIONS POLICY

**Presented to
Trustee Standards Committee**

Thursday 4 December 2025

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¹ This is the date the policy was approved by the meeting

² This is the date the policy was reviewed prior to its approval above

³ This is the date as set by the policy review clause or the date approved plus three years

Contents

Footnote:

- Headteacher also means Head of College and Principal
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MEDICAL CONDITIONS POLICY

1. Aims

1.1 This policy aims to ensure that:

- a) Pupils/students, staff and parents/carers understand how the Four Cs Trust schools will support those with medical conditions.
- b) Pupils/students with medical conditions are properly supported to allow them to access the same education as other pupils/students, including school trips and sporting activities.

1.2 The Four Cs Trust will implement this policy by:

- a) Making sure sufficient staff are suitably trained.
- b) Making staff aware of pupils'/students' condition, where appropriate.
- c) Making sure there are cover arrangements to ensure someone is always available to support pupils/students with medical conditions.
- d) Providing supply teachers with appropriate information about the policy and relevant pupils/students.
- e) Developing and monitoring individual healthcare plans (IHPs)

The named person with responsibility for implementing this policy is the Headteacher of each of the Four Cs Trust schools.

2. Legislation and statutory guidance

- 2.1 This policy meets the requirements under Section 100 of the Children and Families Act 2014, which places a duty on governing boards to make arrangements for supporting pupils/students at their school with medical conditions.
- 2.2 It is also based on the Department for Education's statutory guidance: Supporting pupils at school with medical conditions.
- 2.3 This policy complies with our funding agreement and articles of association.

3. Roles and Responsibilities

- 3.1 The Four Cs Trust Local Governing Committees (LGC) have ultimate responsibility to make arrangements to support pupils/students with medical conditions. The LGCs will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

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3.2 The Headteacher in each Four Cs Trust school will:

- a) Make sure all staff are aware of this policy and understand their role in its implementation.
- b) Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations.
- c) Take overall responsibility for the development of IHPs.
- d) Make sure that school staff are appropriately insured and aware that they are insured to support pupils/students in this way.
- e) Contact the school nursing service in the case of any pupil/student who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse.
- f) Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date.

3.3 Supporting pupils/students with medical conditions during school hours is not the sole responsibility of one person. Any member of the Four Cs Trust staff may be asked to provide support to pupils/students with medical conditions, although they will not be required to do so. This includes the administration of medicine.

Those staff who take on the responsibility to support pupils/students 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/students with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil/student with a medical condition needs help.

3.4 Parents/carers will:

- a) Provide the relevant school with sufficient and up-to-date information about their child's medical needs.
- b) Be involved in the development and review of their child's IHP and may be involved in its drafting.
- c) Carry out any action they have agreed to as part of the implementation of the IHP eg provide medicine and equipment.

3.5 Pupils/students with medical conditions will often be best placed to provide information about how their condition affects them. Pupils/students should be fully involved with discussions about their medical support needs and contribute as much as possible to the development of their IHPs. They are also expected to comply with their IHPs.

3.6 Our school nursing service will notify the school when a pupil/student has been identified as having a medical condition that will require support in school. This will be before the pupil/student starts school, wherever possible.

Healthcare professionals, such as GPs and paediatricians, will liaise with the school nurses and notify them of any pupils/students identified as having a medical condition.

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4. Equal Opportunities

- 4.1 The Four Cs Trust schools are clear about the need to actively support pupils/students with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.
- 4.2 The Four Cs Trust schools will consider what reasonable adjustments need to be made to enable these pupils/students to participate fully and safely on school trips, visits and sporting activities.
- 4.3 Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils/students with medical conditions are included. In doing so, pupils/students, their parents/carers and any relevant healthcare professionals will be consulted.

5. Being notified that a child has a medical condition

- 5.1 When a school is notified that a pupil/ student has a medical condition, the process outlined below will be followed to decide whether the pupil/student requires an IHP.
- 5.2 Schools will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for pupils/students who are new to our school.

See Appendix 1.

6. Individual healthcare plans

- 6.1 The Headteacher has overall responsibility for the development of IHPs for pupils/students with medical conditions. This is usually delegated to a member of staff in each individual school.
- 6.2 Plans will be reviewed at least annually, or earlier if there is evidence that the pupil's/student's needs have changed. Plans will be developed with the pupil's/student's best interests in mind and will set out:
 - a) What needs to be done
 - b) When
 - c) By whom
- 6.3 Not all pupils/students with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents/carers when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is not a consensus, the Headteacher in each Four Cs Trust school will make the final decision.
- 6.4 Plans will be drawn up in partnership with the school, parents/carers and a relevant healthcare professional, such as the school nurse, specialist or paediatrician, who can best advise on the pupil's/student's specific needs. The pupil/student will be involved wherever appropriate.

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6.5 IHPs will be linked to, or become part of, any statement of special educational needs (SEN) or education, health and care (EHC) plan. If a pupil/student has SEN but does not have a statement or EHC plan, the SEN will be mentioned in the IHP.

6.6 The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The LGCs, the Headteacher and the individual with responsibility for developing IHPs, the member of staff named in the individual school policies, will consider the following when deciding what information to record on IHPs:

- a) The medical condition, its triggers, signs, symptoms and treatments.
- b) The pupil's/student'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, eg crowded corridors, travel time between lessons.
- c) Specific support for the pupil's/student'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.
- d) The level of support needed, including in emergencies. If a pupil/student is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring.
- e) Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the pupil's/student's medical condition from a healthcare professional, and cover arrangements for when they are available.
- f) Who in the Four Cs Trust schools need to be aware of the pupil's/student's condition and the support required.
- g) Arrangements for written permission from parents/carers and the Headteacher for medication to be administered by a member of staff, or self-administered by the pupil/student during school hours.
- h) Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the pupil/student can participate, eg risk assessments.
- i) Where confidentiality issues are raised by the parent/carer or pupil/student, the designated individuals to be entrusted with information about the pupil's/student's condition.
- j) What to do in an emergency, including who to contact, and contingency arrangements.

7. Managing medicines

7.1 Prescription and non-prescription medicines will only be administered at Four Cs Trust schools:

- a) When it would be detrimental to the pupil's/student's health or school attendance not to do so; **and**
- b) Where we have parents'/carers' written consent

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The only exception to this is where the medicine has been prescribed to the pupil/student without the knowledge of the parents/carers.

- 7.2 Pupils/students under 16 will not be given medicine containing aspirin unless prescribed by a doctor.
- 7.3 Anyone giving a pupil/student any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents/carers will always be informed.
- 7.4 Four Cs Trust schools will only accept prescribed medicines that are:
 - a) In-date
 - b) Labelled
 - c) Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage.
- 7.5 Four Cs Trust schools will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.
- 7.6 All medicines will be stored safely. Pupils/students will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to pupils/students not locked away.
- 7.7 Medicines will be returned to parents/carers to arrange for safe disposal when no longer required.

8. Controlled drugs

- 8.1 Controlled drugs are prescription medicines that are controlled under the Misuse of Drugs regulations 2001 and subsequent amendments, such as morphine or methadone.
- 8.2 A pupil/student who has been prescribed a controlled drug may have it in their possession if they are competent to do so, but they must not pass it to another pupil/student to use. All other controlled drugs are kept in a secure cupboard in the school office / First Aid room and only named staff have access.
- 8.3 Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

9. Pupils/students managing their own needs

- 9.1 Pupils/students who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents/carers and it will be reflected in their IHPs.
- 9.2 Pupils/students will be allowed to carry their own medicines and relevant devices wherever possible. Staff will not force a pupil/student to take a medicine or carry out a necessary procedure if they refuse, but will follow the procedure agreed in the IHP and inform parents/carers so that an alternative option can be considered, if necessary.

10. Unacceptable practice

10.1 Four Cs Trust school staff should use their discretion and judge each case individually with reference to the pupil's/student's IHP, but it is generally not acceptable to:

- a) Prevent pupils/students from easily accessing their inhalers and medication, and administering their medication when and where necessary.
- b) Assume that every pupil/student with the same condition requires the same treatment.
- c) Ignore the views of the pupils/students or their parents/carers.
- d) Ignore medical evidence or opinion (although this may be challenged).
- e) Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHPs.
- f) Send a pupil/student to the school office or First Aid room unaccompanied or with someone unsuitable if they become ill.
- g) Penalise pupils/students for their attendance record if their absences are related to their medical condition, eg hospital appointments.
- h) Prevent pupils/students from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively.
- i) Require parents/carers, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including toileting issues.
- j) Prevent pupils/students from participating, or create unnecessary barriers to pupils/students participating in any aspect of school life, including school trips, eg by requiring parents/carers to accompany their child.
- k) Administer, or ask pupils/students to administer, medicine in school toilets.

11. Emergency procedures

11.1 Four Cs Trust staff will follow the school's normal emergency procedures (for example, calling 999). All pupils/students' IHPs will clearly set out what constitutes an emergency and will explain what to do.

11.2 If a pupil/student needs to be taken to hospital, staff will stay with the pupil/student until the parent/carer arrives, or accompany the pupil/student to hospital by ambulance.

12. Training

12.1 Four Cs Trust staff who are responsible for supporting pupils/students with medical needs will receive suitable and sufficient training to do so.

The training will be identified during the development or review of IHPs. Staff who provide support to pupils/students with medical conditions will be included in meetings where this is discussed.

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12.2 The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the member of staff named in individual school policies. Training will be kept up to date.

12.3 Training will:

- a) Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils/students.
- b) Fulfil the requirements in the IHPs
- c) Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures.

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

12.4 All Four Cs Trust staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

13. Record keeping

13.1 Four Cs LGCs will ensure that written records are kept of all medicine administered to pupils/students.

13.2 IHPs are kept in a readily accessible place which all staff are aware of.

14. Liability and indemnity

14.1 Four Cs LGCs will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

14.2 Four Cs Trust insurance policy for all schools in the Academy Trust is through Zurich Insurance.

15. Complaints

15.1 Parents/carers with a complaint about their child's medical condition should discuss these directly with the member of staff named in individual school policies in the first instance. If the named persons in each of the Four Cs Trust schools cannot resolve the matter, they will direct parents/carers to the Four Cs Trust complaints procedure, Stage 2.

16. Monitoring arrangements

16.1 This policy will be reviewed and approved by the Trust, every 3 years.

17. Links to other policies

17.1 This policy links to the following policies:

- a) Accessibility plan.
- b) Complaints.
- c) Equality information and objectives.
- d) First Aid.

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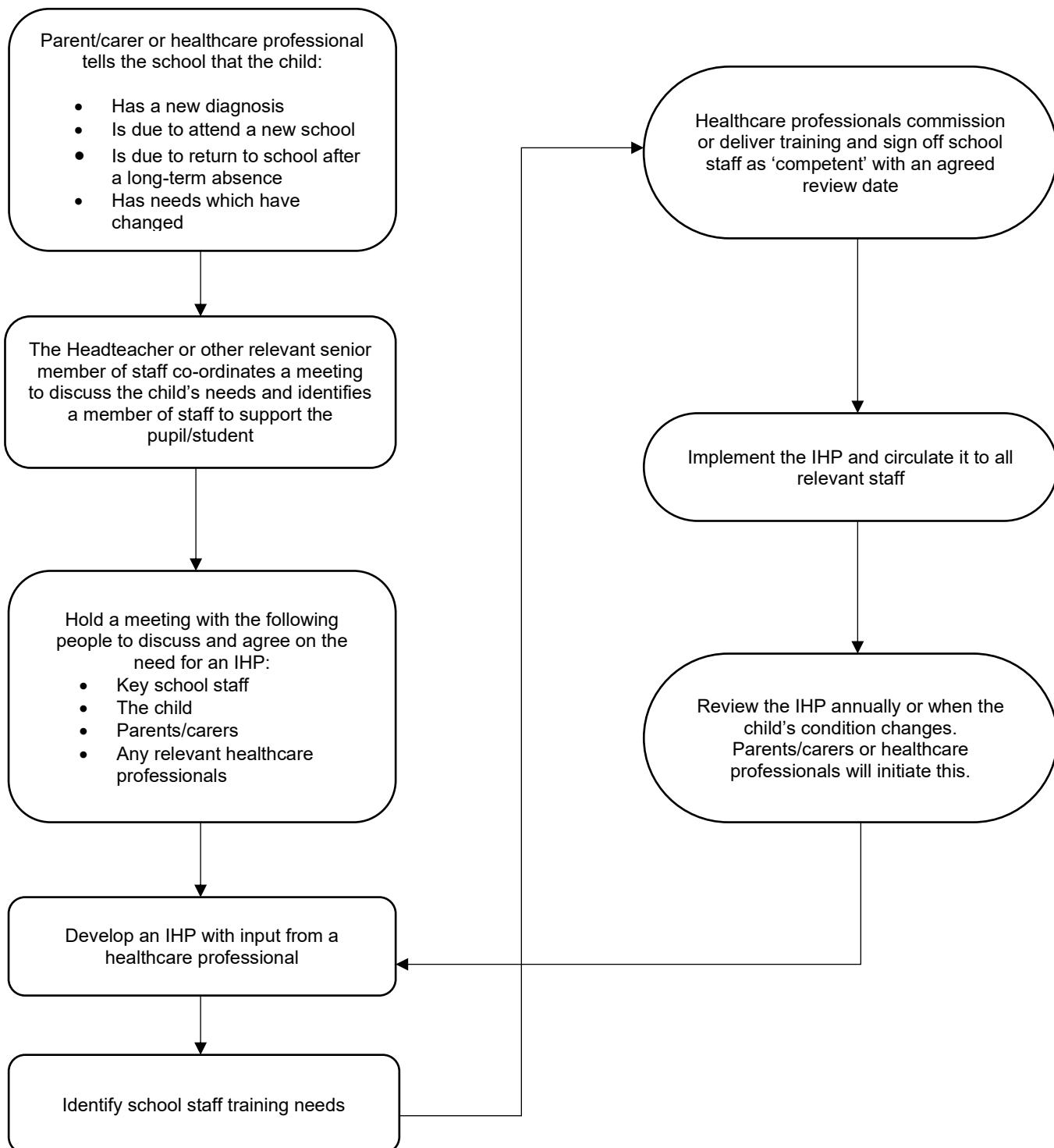
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- e) Health and Safety.
- f) Safeguarding.
- g) Special Educational Needs information report and policy.

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Appendix 1

Being notified a child has a medical condition



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