

Full name of policy:	<b>Policy on Supporting Students with Medical Conditions</b>		
Name and post of person responsible:	Elaine Brown (Deputy Head, Pastoral)		
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Comments:	<p>This policy should be read in conjunction with:</p> <ul style="list-style-type: none"> <li>• Safeguarding and promoting the welfare of children policy</li> <li>• Learning support policy</li> </ul>		
	<b>Name (role):</b>	<b>Signature:</b>	<b>Date:</b>
Written:	Johnny Clark (Deputy Head, Pastoral)	J Clark	20/08/17
Ratified:	Jan Balon (Headteacher)	J Balon	29/08/17
Reviewed:	Elaine Brown (Deputy Head, Pastoral)  Joan Bomfim, (First Aid Lead)	E Brown	05/11/25
Ratified:	Jan Balon (Headteacher)	J Balon	05/11/25

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The purpose of this policy is:

- Ensure that all students with any medical condition have the same opportunities as others at school.

It is the responsibility of everyone involved in the **Policy on Supporting Students with Medical Conditions**

London Academy of Excellence Tottenham is committed to actively promoting equality of opportunity in everything that it does and to ensuring that differences between all of our learners and staff are valued and respected. This policy complies with the 2010 Equality Act.

**This Policy on Supporting Students with Medical Conditions  
will be reviewed annually.**

## 1. Introduction

London Academy of Excellence Tottenham (hereafter referred to as LAET) is an inclusive community that welcomes and supports students with medical conditions. LAET provides all students with any medical condition the same opportunities as others at school.

We will help to ensure they can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic wellbeing once they leave school.

LAET will:

- ensure all staff understand their duty of care to children and young people in the event of an emergency and that all staff feel confident in knowing what to do in an emergency.
- understand that certain medical conditions are debilitating and potentially life threatening, particularly if poorly managed or misunderstood.
- understand the importance of medication and care being taken as directed by healthcare professionals and parents.
- ensure all staff understand the medical conditions that affect students at this school. Staff receive training on the impact medical conditions can have on students.

The named member of school staff responsible for this medical conditions policy and its implementation is: Joan Bomfim

## 2. Policy framework

This policy is written with due regard to 'Supporting students at school with medical conditions' (*DfE September 2014*) and has due regard to procedures for supporting learners with medical requirements, including managing medicines. Responsibility for all administration of medicines at LAET is held by the Headteacher, who is the responsible manager.

It is our policy to ensure that all medical information will be treated confidentially by the responsible manager and staff. All administration of medicines is arranged and managed in accordance with DfE guidance. All staff have a duty of care to follow and co-operate with the requirements of this policy.

### 3. Roles and responsibilities

- a. The Governing Body is responsible for:
  - i. The overall implementation of the Supporting Students with Medical Conditions Policy and procedures of LAET.
  - ii. Ensuring that the Supporting Students with Medical Conditions Policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
  - iii. Handling complaints regarding this policy as outlined in the school's Complaints Policy.
  - iv. Ensuring that all students with medical conditions are able to participate fully in all aspects of school life wherever practical and possible.
  - v. Ensuring that relevant training provided is delivered to staff members who take on responsibility to support children with medical conditions.
  - vi. Guaranteeing that information and teaching support materials regarding supporting students with medical conditions are available to members of staff with responsibilities under this policy.
  - vii. Oversight of written records of any and all medicines administered to individual students and across the school population.
  - viii. Ensuring the level of insurance in place reflects the level of risk.
  
- b. The Headteacher is responsible for:
  - i. The day-to-day implementation and management of the Supporting Students with Medical Conditions Policy and procedures of LAET.
  - ii. Ensuring the policy is developed effectively with partner agencies.
  - iii. Making staff aware of this policy.
  - iv. Liaising with healthcare professionals regarding the training required for staff.
  - v. Making staff who need to know aware of a child's medical condition.
  - vi. Oversight of Individual Healthcare Plans (IHCPs).
  - vii. Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
  - viii. If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.
  - ix. Ensuring the correct level of insurance is in place for teachers who support students in line with this policy.
  
- c. Staff members are responsible for:
  - i. Taking appropriate steps to support children with medical conditions.

- ii. Where necessary, making reasonable adjustments to include students with medical conditions into lessons.
  - iii. Administering medication, if they have agreed to undertake that responsibility.
  - iv. Undertaking training to achieve the necessary competency for supporting students with medical conditions, if they have agreed to undertake that responsibility.
  - v. Familiarising themselves with procedures detailing how to respond when they become aware that a student with a medical condition needs help.
- d. Parents and carers are responsible for:
- i. Keeping the school informed about any changes to their child/children's health.
  - ii. Completing a parental agreement for school to administer medicine form before bringing medication into school.
  - iii. Providing the school with the medication their child requires and keeping it up to date.
  - iv. Collecting any leftover medicine at the end of the course or year.
  - v. Discussing medications with their child/children prior to requesting that a staff member administers the medication.
  - vi. Where necessary, developing an Individual Healthcare Plan (IHCP) for their child in collaboration with the Headteacher, other staff members and healthcare professionals.

#### **4. Training of staff**

- a. Teachers and support staff will receive training on the Supporting Students with Medical Conditions Policy as part of their new starter induction.
- b. Teachers and support staff will receive regular and ongoing training as part of their development.
- c. No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering
- d. No staff member may administer drugs by injection unless they have received training in this responsibility
- e. The HR administrator will keep a record of training undertaken and a list of teachers qualified to undertake responsibilities under this policy.

#### **5. The role of the student**

- a. Students will be encouraged to take responsibility for managing their own medicines and procedures.
- b. Where possible, students will be allowed to carry their own medicines and devices. Where this is not possible, their medicines will be located in an easily

accessible location.

- c. If students refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- d. Where appropriate, students will be encouraged to take their own medication under the supervision of a teacher.

### **Individual Healthcare Plans (IHCPs)**

- a. Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the student, parents/carers, Special Educational Needs Coordinator (SENCO) and medical professionals.
- b. IHCPs will be easily accessible whilst preserving confidentiality.
- c. IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- d. Where a pupil has an Education, Health and Care plan or special needs statement, the IHCP will be linked to it or become part of it.
- e. Where a child is returning from a period of hospital education or alternative provision or home tuition, we will work with the LA and education provider to ensure that the IHCP identifies the support the child needs to reintegrate.

## **6. Administration of medicines**

### **6.1 Aims & Objectives**

Our administration of medicine requirements will be achieved by:

- Establishing principles for safe practice in the management and administration of:
  - prescribed medicines
  - non-prescribed medicines
  - maintenance drugs
  - emergency medicine
- Providing clear guidance to all staff on the administration of medicines
- Ensuring that there are sufficient numbers of appropriately trained staff to manage and administer medicines
- Ensuring that there are suitable and sufficient facilities and equipment available to aid the safe management and administration of medicines
- Ensuring the above provisions are clear and shared with all who may require them
- Ensuring the policy is reviewed periodically or following any significant change which may affect the management or administration of medicines

## **7. Administration**

The administration of medicines is the overall responsibility of the parents. The Headteacher is responsible for ensuring learners are supported with their medical needs whilst on site, and this may include managing medicines where appropriate and agreed with parents.

During an off-site educational visit, medical conditions will form part of the risk assessment. The Educational Visits Co-ordinator has responsibility for ensuring that the trip leader is aware of students with a medical condition. The student will be encouraged to take responsibility for managing their own medicines and procedures and carry their own medicines and devices.

## **Routine Administration**

### Prescribed medicines

- It is our policy to manage prescribed medicines (eg. antibiotics, inhalers) where appropriate following consultation and agreement with, and written consent from the parents

### Non-prescribed medicines

- It is our general policy not to take responsibility for the storage or administration of non-prescribed medicines, (eg. painkillers or cough mixtures provided by the parents) as this responsibility rests with the parents
- On occasions when learners require paracetamol it is our policy not to administer the medication in accordance with guidance provided in the *Health Guidance for Schools* document
- Learners are never to be administered aspirin or medicines containing Ibuprofen unless prescribed by a doctor. Learners may self-medicate under the written approval of parents
- Responsibility for decision-making about the administration of all non-prescribed medicines (including travel sickness tablets) will always be at the discretion of the responsible manager who may decide to administer under certain exceptional circumstances. In these instances parents will have to give written consent, including the duration of treatment

## **7.1 Maintenance drugs**

- It is our policy to manage the administration of maintenance drugs (eg. Insulin) as appropriate following consultation and agreement with, and written consent from the parents. On such occasions, a health care plan will be written for the child concerned

## **7.2 Non-Routine Administration**

### **7.2.1 Emergency medicine**

- It is our policy (where appropriate) to manage the administration of emergency medicines such as (for example):
  - Injections of adrenaline for acute allergic reactions
  - Injections of Glucagon for diabetic hypoglycaemia
- In all cases, professional training and guidance from a competent source will be received before commitment to such administration is accepted

### **7.3 Procedure for Administration**

When deciding upon the administration of medicine needs for learners we will discuss this with the parents concerned and make reasonable decisions about the level of care required. Any child required to have medicines will have an 'administration of medicines/treatment' consent form completed by the parent and kept on file.

Individual health care plans will be completed for learners where required and reviewed periodically by First Aid Lead in discussion with the parents to ensure their continuous suitability. For any child receiving medicines, a 'record of prescribed medicines' sheet will be completed each time the medicine is administered and this will be kept on file.

If a child refuses to take medication the parents will be informed the earliest available opportunity.

### **Contacting Emergency Services**

When a medical condition causes the child to become ill and/or requires emergency administration of medicines, then an ambulance will be summoned at the earliest opportunity.

### **7.4 Medical Accommodation**

The Medical Room will be used for medicine administration/treatment purposes. The room will be made available when required.

### **7.5 Training**

Where staff are required to carry out non-routine or more specialised administration of medicines or emergency treatment to learners, appropriate professional training and guidance from a competent source will be sought before commitment to such administration is accepted. A 'staff training record' sheet will be completed to document the level of training undertaken. Such training will form part of the overall training plan and refresher training will be scheduled at appropriate intervals.

### **7.6 Storage**

The storage of medicines is the overall responsibility of the Headteacher who will ensure that arrangements are in place to store medicines safely. The storage of medicines will be undertaken in accordance with product instructions and in the original container in which the medicine was dispensed.

It is the responsibility of all staff to ensure that the received medicine container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration. It is the responsibility of the parents to provide medicine that is in date. This should be agreed with the parents at the time of acceptance of on-site administration responsibilities.

### **7.7 Disposal**

It is not the school's responsibility to dispose of medicines. It is the responsibility of the parents to ensure that all medicines which are no longer required including those which have passed their expiry date are returned to a pharmacy for safe disposal. Parents will receive written notice to collect the medication at the end of the treatment period. If the medicine has not been collected within four weeks the medication will be safely disposed of.

'Sharps boxes' will always be used for the disposal of needles. Collection and disposal of the boxes will be locally arranged as appropriate.

## **Emergencies**

- a. Medical emergencies will be dealt with under the school's emergency procedures.
- b. Where an Individual Healthcare Plan (IHCP) is in place, it should detail:
  - What constitutes an emergency.
  - What to do in an emergency.
- c. Students will be informed in general terms of what to do in an emergency such as telling a teacher.
- d. If a student's needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

### **7.8 Avoiding unacceptable practice**

LAET understands that the following behaviour is unacceptable:

- Assuming that students with the same condition require the same treatment.
- Ignoring the views of the student and/or their parents.
- Ignoring medical evidence or opinion.
- Sending students home frequently or preventing them from taking part in activities at school
- Penalising students with medical conditions for their attendance record where the absences relate to their condition.
- Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues.
- Creating barriers to students participating in school life, including school trips.
- Refusing to allow students to eat, drink or use the toilet when they need to in order to manage their condition.

## **8. Insurance**

- a. Teachers who undertake responsibilities within this policy are covered by the school's insurance.

b. Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions. Those who wish to see the documents should contact the Business Manager.

## **9. Complaints**

a. The details of how to make a complaint can be found in the Complaints Policy.

**Appendix 1: Individual Healthcare Plan**

**London Academy of Excellence Tottenham Individual Health**

**Care**

**Plan**

Student's name

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Tutor group

---

Date of birth

---

Address

---

Medical diagnosis or condition

---

Date

---

Review date

---

**Family Contact Information**

Name

---

Phone no. (work)

---

(home)

---

(mobile)

---

Name

---

Relationship to child

---

Phone no. (work)

---

(home)

---

(mobile)

---

**Clinic/Hospital Contact**

Name

---

Phone no.

---

**G.P.**

Name

Phone no.

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Who is responsible for providing

---

support in school

Is of child's symptoms, triggers, signs,  
/ices, environmental issues etc.

Describe medical needs and give deta  
treatments, facilities, equipment or de

--

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision.

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc.

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to