Elm Tree Multi Academy Trust

Supporting Students with Medical Conditions Policy

October 2026

Approval and Review

This Policy is reviewed in discussion with staff and governors.

Effective from: October 2026

Approved by: ETMAT Board

Review Date: October 2027

Review Leader: CEO

Key personnel: North Leamington School

The SENDCO is Julie McBride
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Key personnel: Telford Junior School

The SENDCO is Natasha Thompson
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Related Legislation

This policy has regard to:

- Children and Families Act 2014
- Equality Act 2010
- SEND Code of Practice (2015)
- Supporting Pupils at School with Medical Conditions (DfE)
- Data Protection Act 2018
- UK GDPR
- Health and Safety at Work etc. Act 1974

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1. Policy Statement

The Trust is committed to ensuring that children and young people with medical conditions are properly supported so that they can access and enjoy the same opportunities at school as their peers.

The Trust recognises that:

- Medical conditions should not be a barrier to attendance, learning, achievement or participation.
- Some children and young people with medical conditions may also have disabilities under the Equality Act 2010.
- Some may have special educational needs and disabilities (SEND) and/or an Education, Health and Care Plan (EHCP).

- Effective partnership working between schools, families and healthcare professionals is essential.

The Trust expects all schools to make appropriate arrangements to support children and young people with medical conditions.

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2. Aims

This policy aims to:

- Ensure all schools have effective arrangements in place to support children and young people with medical conditions.
- Provide clear guidance for staff, pupils, students, parents/carers and governors.
- Ensure medication is administered safely and appropriately.
- Promote equality of opportunity and inclusion.
- Support attendance, participation and achievement.
- Ensure compliance with statutory responsibilities.

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3. Scope

This policy applies to:

- All Trust schools.
- All employees and volunteers.
- All children and young people attending Trust schools.
- Activities taking place both on and off school sites, including educational visits and sporting activities.

Local operational arrangements are detailed within the individual school annexes.

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4. Roles and Responsibilities

4.1 Trust Board

The Trust Board is responsible for:

- Ensuring appropriate policies are in place across the Trust.
- Monitoring compliance with statutory duties.
- Ensuring appropriate governance arrangements exist for supporting medical conditions.

4.2 Headteacher

The Headteacher is responsible for:

- Implementing this policy within their school.
- Ensuring staff understand their responsibilities.
- Ensuring sufficient numbers of trained staff are available.
- Ensuring systems are in place for obtaining and maintaining medical information.
- Ensuring appropriate insurance arrangements exist.
- Ensuring Individual Healthcare Plans (HCPs) are implemented effectively.

4.3 Designated Medical Needs Lead

Each school must identify a designated lead responsible for coordinating support for children and young people with medical conditions.

Responsibilities include:

- Maintaining Healthcare Plans (HCPs).
- Coordinating training.
- Liaising with healthcare professionals.
- Supporting staff implementation.
- Monitoring provision and record keeping.

School-specific details are provided within the annexes.

4.4 Staff

Staff are responsible for:

- Following this policy.
- Supporting individual pupils in line with Healthcare Plans (HCPs) and Medical Pupil Records (MPRs) and relevant documentation.
- Undertaking required training.
- Administering medication where agreed and trained to do so.
- Reporting concerns regarding medical support arrangements.
- Maintaining appropriate records.

4.5 Parents and Carers

Parents/carers are responsible for:

- Providing up-to-date information regarding medical conditions.
- Supplying required medical evidence where appropriate.
- Providing written consent for medication administration.
- Providing medication and equipment that is in date and clearly labelled.
- Informing the school of any changes to medical needs.

4.6 Children and Young People

Children and young people should, where appropriate:

- Take an active role in managing their condition.
- Follow agreed medical arrangements.
- Inform staff when support is needed.
- Report concerns regarding their healthcare provision.

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5. Healthcare Plans (HCPs)

Where appropriate, a Healthcare Plan will be established.

Healthcare Plans should:

- Be developed collaboratively between the school, parents/carers and healthcare professionals.
- Specify the medical condition.
- Describe symptoms and triggers.
- Detail medication and treatment requirements.
- Identify support required in school.
- Specify emergency procedures.
- Detail arrangements for educational visits and activities where necessary.

Healthcare Plans will:

- Be accessible to relevant staff.
- Be reviewed annually or sooner if needs change.
- Be reviewed alongside other documentation where applicable.

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6. Administration of Medicines

6.1 General Principles

Medication will only be administered:

- With written parental consent.
- By appropriately trained staff.
- In accordance with Healthcare Plans and school procedures.

Records of administered medication must be maintained.

6.2 Non-Prescription Medication

The Trust does not expect schools to routinely hold non-prescription medication.

No non-prescription medication will be administered without written parental consent.

Examples include:

- Paracetamol
- Ibuprofen
- Aspirin

6.3 Prescription Medication

Schools will only accept medication that:

- Is prescribed.
- Is clearly labelled.
- Includes dosage instructions.
- Is supplied in the original packaging issued by the pharmacist.

Medicines will be stored securely in accordance with school-specific arrangements.

Expired or unwanted medication will be returned to parents/carers for safe disposal.

6.4 Refusal of Medication

Children and young people will not be forced to take medication.

Where medication or treatment is refused:

- Relevant procedures outlined within the Healthcare Plan will be followed.
- Parents/carers will be informed promptly.

6.5 Self-Administration

Where appropriate and agreed:

- Children and young people may carry and administer their own medication.
- Appropriate supervision and risk assessments will be implemented where required.

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7. Emergency Procedures

Schools will maintain systems for responding to medical emergencies.

Staff will follow:

- Individual Healthcare Plans.

- Medical Pupil Records.
- Emergency medical protocols.

Where a child or young person requires hospital treatment:

- A member of staff will remain with them until a parent/carer arrives.
- Where ambulance transport is required, two members of staff will accompany the child or young person whenever practicable until parental responsibility is transferred.

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8. Training

All staff will receive information regarding this policy as part of induction.

Training requirements will be identified through consultation with healthcare professionals.

Training will ensure staff:

- Understand relevant medical conditions.
- Are competent to administer medication where required.
- Can respond appropriately in emergencies.
- Understand their responsibilities under this policy.

Training records will be maintained by each school.

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9. Avoiding Unacceptable Practice

Schools must not:

- Assume children with the same condition require identical support.
- Ignore the views of children, young people or parents/carers.
- Ignore medical evidence or professional advice.
- Prevent participation in educational visits, enrichment activities or sport without justification.
- Send children with medical conditions home unnecessarily.
- Require parents/carers to attend school routinely to administer medication where alternative arrangements can reasonably be made.

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10. Equality and Inclusion

The Trust is committed to equality of opportunity.

Reasonable adjustments will be considered to ensure children and young people with medical conditions can participate fully in:

- Lessons
- Educational visits

- Sporting activities
- Extra-curricular activities
- Wider school life

Risk assessments will be completed where necessary.

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11. Record Keeping

Schools will maintain:

- Healthcare Plans (HCPs)
- Medical Pupil Records (MPRs)
- Parental consent forms
- Medication administration records
- Relevant risk assessments
- Staff training records

All records will be maintained in line with:

- UK GDPR
- Data Protection Act 2018
- Trust Records Retention Schedule

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12. Complaints

Concerns regarding support for medical conditions should initially be raised with the designated school lead identified within the relevant annex.

Where concerns remain unresolved, the Trust Complaints Procedure should be followed.

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13. Monitoring and Review

The Trust will monitor implementation through:

- Safeguarding and SEND reviews.
- School improvement processes.
- Internal audits where appropriate.

This policy will be reviewed every two years or sooner following changes in legislation, statutory guidance or operational requirements.

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14. Related Policies

This policy should be read alongside:

- SEND Policy and Information Report
- Child Protection and Safeguarding Policy
- Accessibility Plan
- Equality and Diversity Policy
- Health and Safety Policy
- Allergy Safety Policy
- Educational Visits Policy
- Complaints Policy
- Data Protection Policy

ANNEX A

North Leamington School

School Leads

Policy Lead: Senior Assistant Headteacher & SENCO

Operational Lead for Healthcare Plans: IEN Faculty Leader

Medication Storage

All medicines will be stored securely within **Student Services** in a locked cabinet with access restricted to authorised staff.

Where appropriate and authorised by parents/carers, students may carry their own medication.

Complaints

Concerns should initially be directed to the **IEN Faculty Leader**.

Local Forms

- Parental Agreement for North Leamington School to Administer Medicine

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Local Review Arrangements

Reviewed every **two years** by the Governing Body.

Parental Agreement for NLS to Administer Medication

Name of school/setting	North Leamington School
Name of child	
DOB	
Tutor Group	
Name of medical condition or illness	

Medicine

Name/type of medicine *(as described on the container)*	
Form of medication *(e.g. tablet/liquid)*	
Start date and end date *(where applicable)*	
Expiry date	
Storage requirements *(e.g. room temperature/refrigerated)*	
Dosage and method	
Time(s) to be given in school	
Special precautions/any additional instructions	
Are there any side effects that the school needs to know about?	
Self-administration – Y/N	
Student to carry medication on their person - Y/N	
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed

Parent/Carer Contact Details

Name	
Relationship to child	
Contact no.	
E-mail address	

I hereby confirm:

- The above information is, to the best of my knowledge, accurate at the time of completion of this form
- I give consent to staff administering medicine in accordance with the school policy and DfE guidance
- I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped
- The medication has been prescribed by a healthcare professional (or I have provided written instructions where appropriate)
- I have provided the medication in its original container, clearly labelled with my child's name
- I understand I am responsible for ensuring the medication is in date and replaced as necessary

Signature(s)_____ Date _____

Print Name _____

Please return this form to student's tutor by email or hand to reception. This is a requirement prior to administering the medication

ANNEX B

Telford Junior School

School Leads

Policy Lead: Head Teacher and SENDCO

Operational Lead for Healthcare Plans: SENDCO

Medication Storage

All medicines will be stored securely within the **School Office** and accessed only by authorised staff.

Where appropriate and authorised by parents/carers, pupils may carry essential medication, including inhalers.

Complaints

Concerns should initially be directed to the **Head Teacher**.

Local Forms

- Parental Agreement to Administer Medicine
- Record of Medicine Administered Form

Local Review Arrangements

Reviewed **annually** by the Local Governing Board.
