Trinity Academy

Supporting Students at School with Medical Conditions Policy and Procedure

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Governor Approval: September 2025
Next Review: May 2026

Supporting Students at School with Medical Conditions Policy

Background and Purpose

This Policy forms part of and should be read in conjunction with the Special Educational Needs Policy, Safeguarding Policy, and Health and Safety Policy and their accompanying procedures. It is designed to confirm how the Academy will address the requirements and its associated responsibilities regarding the provision of suitable and sufficient support for students with medical conditions to allow, where reasonable, equal access to the Academy and the educational activities provided.

All Educational establishments, are expected to develop and formalise procedures for dealing with students' medical needs, based upon an assessment of such needs. The resulting procedures should cover medical related personnel, equipment and practices and be designed in accord with the legal standards and good practice.
Access to statutory guidance for students with Medical Conditions can be found through the following link: Supporting Pupils at School with Medical Conditions

Organisational Scope

This Policy applies to all Academy activity either on or off site and to all students.

Trinity Academy, on behalf of the Governing Body, has a general duty of care regarding its students which requires it to make adequate generic and where appropriate, specific arrangements for supporting students with medical conditions.

Definitions

Individual Healthcare Plans (IHP)

Support from a healthcare professional such as a specialist consultant or nurse, will work in partnership with the designated Medical Officer at Trinity Academy. This may be in the form of a written plan and/or regular liaison with the Medical Officer. Following this, the Medical Officer will work with the family and feedback from the allocated healthcare professional to produce an Individualised Healthcare Plan. This plan provides information about the following:

- The nature of the medical condition.
- Information regarding warnings that may be recognised and triggers to be avoided.
- How the condition presents itself.
- What, if any, medication is needed. Including dose, side effects and storage.
- Emergency procedures; what constitutes as an emergency and actions to take in an emergency.
- What, if any, first aid/staff support is needed.
- Follow-up care.
- Additional contact details.
- Procedures for the event that a student refuses to take their medication

This information is confidential and should only be available to members of staff who work with the student.

IHPs should be reviewed and updated at least once per year. Any changes needed between reviews, for example a change in medicine, should be communicated with Trinity Academy and then recorded as soon as possible.

All Individual Healthcare Plans are shared with parents and available on the student Bromcom Profile for staff. All IHP's are shared with staff for school excursions and residential trips.

IHP's will often be essential in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed. They are likely to be helpful in the majority of other cases, especially where medical conditions are long-term and complex. However, not all children will require one. The school, healthcare professional and parent should agree, based on evidence, when a healthcare plan would be inappropriate or disproportionate.

Medical condition

A student is described as having a medical condition if they have a diagnosed specified disease, illness or injury which includes any physiological, mental or psychological condition or disorder. A biological or psychological state which is within the range of normal human variation is not a medical condition.

Training and Competence

"Training" includes induction training refresher training toolbox talks, training in specific skills, managers' training, emergency training, training to accommodate changes etc.

Training should be sufficient to ensure that staff are competent and have confidence in their ability to support students with medical conditions, and to fulfil the requirements as set out in Individual Healthcare Plans. They will need an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures.

Staff at Trinity Academy can access individual student medical information on Bromcom. Students with Medical Conditions are 'flagged' (red) on Bromcom to ensure that staff can gain understanding of the student's Medical Condition. Those students with an IHP are identified by a red 'H' on Bromcom.

Some students with a Medical Condition will require a 'red' pass. This is an Emergency First Aid Pass that permits the student to attend First Aid at any point. Not only are staff trained in this emergency procedure at intermittent points throughout the academic year, but the procedure is also stated on the pass itself. Staff are also alerted to these specific students by a board in the staff room detailing information. Training on how to support students with an Orange Medication Pass and a Yellow Toilet Pass is also delivered to staff. Passes are issued by the Medical Officer who will have received medical information prior to administration.

In addition to the above training, staff at Trinity Academy are also trained on how to identify a student with a medical condition and how to access further details; the First Aid procedure if a student in lesson needs emergency support; what to do if you identify that a student is carrying medication; how to access IHP's.

While no clear definition exists, competence is deemed to have been achieved if an individual has sufficient training, experience, knowledge and understanding to carry out their work safely and without risk to health.

Disabled

Students are described as disabled under the Equality Act 2010 if they have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on their ability to do normal daily activities.

'substantial' is more than minor or trivial – e.g. it takes much longer than it usually would to complete a daily task such as getting dressed

'long-term' means 12 months or more – e.g. a breathing condition that develops as a result of a lung infection

Policy Statement

The Governing body will take all necessary and appropriate steps to ensure that arrangements are in place to support students enrolled at the Academy with medical conditions.

Students at the Academy with medical conditions will be properly supported so that they have full access to education, including Academy visits and physical education. This means that no child with a medical condition will be denied admission or prevented from taking up a place in the Academy because arrangements for their medical condition have not been made. However, in line with their safeguarding duties, the Governing body will take steps to ensure that students' health is not put at unnecessary risk from, for example infectious diseases and therefore recognise that to accept a student into the Academy at times where it would be detrimental to the health of that child or others is unacceptable.

The Governing body recognise that some children with medical conditions may be disabled. Where this is the case compliance with the duties under the Equality Act 2010 will be the minimum acceptable standard. Some may also have an identified Special Educational Need and Disability (SEND) and may have an Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision. Where this is the case, the specific arrangements relating to a student with a medical condition will be combined to ensure the best possible support is provided.

Access to Trinity Academy's SEND Policy can be found here: SEN Policy

Access to the Special Educational Needs and Disability Code of Practice (2015) can be found through the following link: SEND Code of Practice: 0-25 years

The Governing body will take all necessary and appropriate steps to ensure that the Principal and their management team consult as appropriate health and social care professionals, students and parents to ensure that the needs of children with medical conditions are effectively supported.

The Principal is responsible for determining the actual provision required at the Academy on behalf of the Board and Governing Body, by the use of the formal assessment techniques identified in the procedures accompanying this Policy.

The Assistant Vice Principal (Pastoral) and the Special Educational Needs Coordinator at the Academy will establish arrangements for satisfying the personnel, equipment and facilities needs as identified for general and where appropriate specific purposes within their respective sites.

Heads of Departments and managers should determine any additional personnel, equipment and facilities required using the same approach, for example, specific provision for a student's medical needs should form part of the arrangements for any off-site work and educational visits.

Records

A record of the assessments to determine the generic and where appropriate specific needs will be retained to confirm the process undertaken and facilitate any future reviews.

A record of all relevant medical treatments will be retained using a standard form to assist in the determination/development of any future medical need, and to provide documentary confirmation on the treatment given.

A record of all staff training provided will be retained so as to maintain the competence of those supporting students with medical needs by ensuring suitable and sufficient courses, including refresher training, are arranged.

References

Links to further relevant guidance can be found below:
Statutory guidance for governing bodies of maintained schools and proprietors of academies in England.
Children and Families Act (2014)
Health and Safety at Work Act (1974)
The Management of Health and Safety at Work Regulations (1999)
ESF Health and Safety Policy and Procedures
Trinity Academy, Safeguarding Policy

Monitoring

The operation of this Policy will be subject to review annually as part of the overall review of the Academy safety management system.

A review of the application of this Policy and accompanying procedure will be undertaken and incorporated in the annual report as part of the "Health and Safety Report" presented to the Governing Body.

Supporting Students at the Academy with Medical Conditions

Procedure

Students with Medical Conditions

Many students will at some time have a short-term medical condition that may affect their participation in Academy activities and other students will have medical conditions that, if not properly managed, could limit their access to education such as diabetes, asthma, epilepsy and anaphylaxis. Such students are regarded as having medical needs and will be more at risk than their peers. In some cases, individual healthcare plans may be needed. It is the responsibility of the parents to inform the Academy about their child's medical condition and requirements. If information is withheld from Academy staff by parents, then staff should not be held responsible if they act incorrectly in giving medical assistance but otherwise in good faith.

In the event that a student refuses to take their prescribed medication, a member of the First Aid Team will contact parent/caregiver to speak with their child and, if necessary, consider an alternative option.

On Discovery of a Student with a Medical Condition

It is the responsibility of the Special Needs Co-ordinator, Medical Officer and the First Aid Team to ensure the provision of support for students with medical conditions. When a student is discovered to have ongoing medical needs, a meeting must be set up with the parents, the healthcare worker if applicable, the Medical Officer and the appropriate Head of Year or Assistant Head of Year. During this process, it will be decided whether a healthcare plan is required, and exactly what support is required from the Academy so that the student can continue to access school.

The Head of Year or Assistant Head of Year will gain information as to whether the student will need special dispensations and work with the Special Educational Needs and Disability Co-ordinator (SENDCo) to help them move around the building, passes for break times and lunch breaks, and will ensure that teaching staff are informed of any special classroom requirements.

Healthcare Plans

The Medical Officer, will write the Individual Healthcare Plan for each student with medical conditions after consultation with the parents and healthcare worker. The healthcare plan must be reviewed and updated annually. Electronic copies will be located on the student file to ensure ease of access. Only staff working with the student will have access to this information.

Healthcare plans will include emergency procedures for the student, such as what constitutes an emergency and what to do in this event. Should a student require to be taken to hospital then they must be accompanied by a member of staff until a parent arrives to assume responsibility.

The Special Educational Needs Co-ordinator and Medical Officer will be responsible for ensuring that all the medical information obtained regarding a student with medical conditions will be updated and reviewed on Bromcom.

In the event that a student refuses to take their prescribed medication, a member of the First Aid Team will contact parent/caregiver to consider an alternative option. Parents/Caregivers are asked to provide consent for the use of the school Epipen and/or Inhaler (Salbutamol) in an Emergency. Whilst it is expected that students will carry their own Epipen/Inhaler, an Emergency situation may find that this is unusable or unavailable therefore the use of the school emergency Epipen/Inhaler may be required.

Support for Students

It will be the responsibility of the First Aid team to provide support to students with medical conditions including the administration of medicines. All school staff dispensing medicines (all of which must be prescribed by a doctor) must receive sufficient and suitable training and achieve the necessary level of competency before they may take on responsibility to support students with medical conditions. This training will be organised by Trinity Academy with an appropriate training provider. In the case of more serious medical conditions, advice should be sought from the relevant healthcare professional as to which type and level of training is required, and how it can be obtained for school staff.

Whole school awareness training will take place during the first two staff training days in September so that all school staff are aware of the school's policy and procedures for supporting students with medical conditions.

Students with medical needs who require medications, must have the medication handed over to a member of the first aid team with appropriate instructions provided. Students who have been directed to self-administer must be supervised when doing so. All medication is locked away from student access until required. Should a student refuse to take medication or execute a necessary procedure, they should not be forced to do so, staff should follow procedure agreed in the healthcare plan and parents should be informed immediately so that other options may be considered.

With particularly serious medical conditions, each case must be treated individually, in relation to the illness and its requirements, to the parents' possible wish for confidentiality and to the child's knowledge of their own condition. Students should be fully involved in discussions about their medical support needs and be encouraged to contribute and comply with their individual healthcare plan.

In the event that a student refuses to take their prescribed medication, a member of the First Aid Team will contact parent/caregiver to consider an alternative option.

If a student experiences an extended period of absence as a result of their medical condition, then they will be fully supported by the Pastoral Team/First Aid Team with their reintegration back into school.

The Pastoral Team and the Special Educational Needs Co-ordinator will talk in confidence to each of the child's regular teachers at the start of each Academy year about students with serious medical conditions and requirements, alerting them to the child's knowledge of their own condition. When the student goes out of the Academy, for example on Work Experience, the placement must be informed.

Managing Medicines on School Premises

No child may be given prescription or non-prescription medicines without written consent of their parent, unless there are exceptional circumstances where medication has been prescribed without the knowledge of the parents. In this case the student should be encouraged to involve their parents whilst at the same time respecting their right to confidentiality.

Only medicines prescribed by a doctor may be administered by Academy staff and parents must complete a parental form confirming when and how much medication to give.

All medicines will be checked to ensure that they are in date, labelled clearly with the student's name and tutor group, and provided in the original container as dispensed by the pharmacist. They will be kept in a locked cupboard in the First Aid/Treatment Room (Room 74) to which all First Aid staff have access through the keys which are held on Reception. Asthma inhalers will be kept in a separate cupboard in the First Aid/Treatment Room for easy access, and Epipens/Anapens are also kept special unlocked drawers in the First Aid room (Room 74).

All medications administered by staff are recorded in the Regular Medication Log which is kept in the Treatment Room.

Emergency Epipens and Inhalers are clearly labelled as such and are located in an, accessible place in the first Aid room.

Responsibilities

In respect of implementation, the staff responsible for the following are:

Business and Finance Manager

- Ensuring that sufficient staff are suitably trained;
- To arrange cover in case of staff absence or staff turnover to ensure someone is always available.

Special Educational Needs Co-ordinator and Medical Officer To ensure that all relevant staff are made aware of the child's condition;

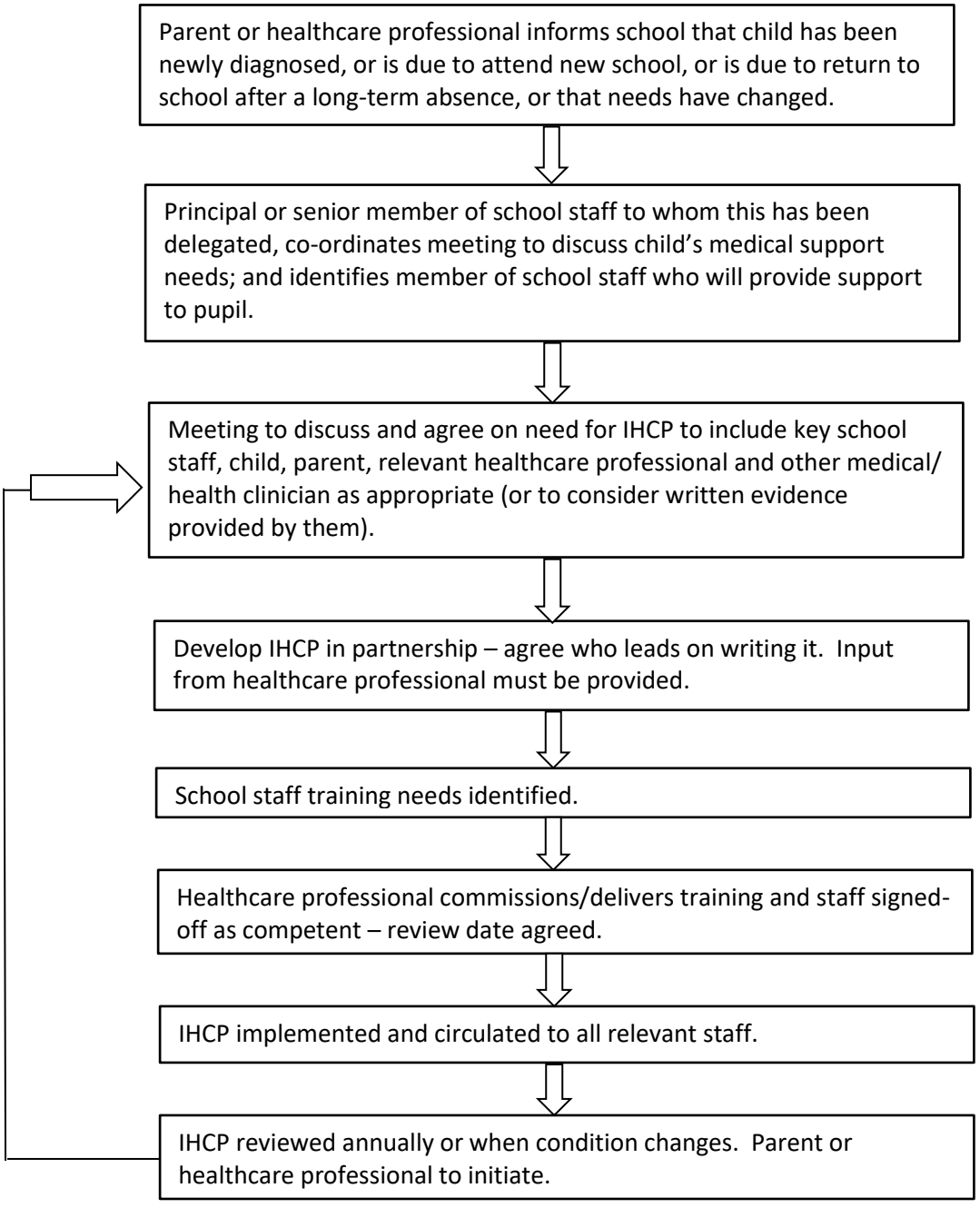
- To monitor individual healthcare plans.

- Review School Policy
- Support Medical Officer

Cover and Reporting Manager

- Ensuring all supply teachers are briefed if a child has a serious medical condition.

Health and Safety Co-ordinator

- To ensure that all risk assessments are completed for school visits, holidays, and other school activities outside the normal timetable.

Annex A: Model process for developing individual healthcare plans