Orion Education

POLICY

SUPPORTING PUPILS WITH MEDICAL CONDITIONS

Approval Date	**October 2025**
Review Date	**2027/28 – AUTUMN TERM**
Owner	Head of Estates

Policy Type		
		Trust Policy to be adopted in full
	■	Trust Policy adapted by the Academy
		Academy Policy

Approval Body		
		Executive
		Trust Board
	■	Local Advisory Body (LAB)

Orion Education

Our Four Critical Questions

Why do we exist?

To improve outcomes, transform lives and enable social mobility.

How do we behave?

Trust • Kindness • Endeavour

What do we do?

We create a strong network of schools which transform the lives of students by enabling them to achieve high educational and personal goals, regardless of their background.

How do we succeed?

Through a clear backbone, strong culture, academic rigour and smart systems.

Introduction

Since 1st September 2014 Academies has been under a duty to make arrangements for supporting pupils with medical conditions. This policy sets out what those arrangements are. This policy follows the guidance published by the DfE in December 2015 'Supporting pupils at School with medical conditions'.

This policy is restricted to pupils with a long-term medical problem. Minor, short term or one-off medical problems are covered by the separate First Aid Policy.

The Academy will maintain a focus on each individual pupil with a medical condition and seeks to give parents and pupils confidence in the Academy's ability to provide effective support for medical conditions in Academy.

The Academy will always aim to:

- have a good understanding of how medical conditions impact on a child's ability to learn
- increase the pupil's confidence
- promote self-care
- ensure that all pupils with medical conditions, in terms of both physical and mental health, are properly supported in Academy so that they can play a full and active role in Academy life, remain healthy and achieve their academic potential.

Some pupils with medical conditions may be considered to be disabled under the Equality Act 2010. Where this is the case governing bodies must comply with their duties under that Act. Some may also have special educational needs (SEN) and may have an Education Health and Care plan (EHCP). For pupils who have medical conditions that require EHCPs, compliance with the SEND code of practice will ensure compliance with this guidance with respect to those pupils.

Procedures to be followed whenever the Academy is notified that a pupil has a medical condition:

- *First aiders to be informed if the child requires an individual health care plan then school nurse will be contacted*
- *If required, a meeting with the SENCO, Medical Officer and child's team will be arranged.*

- *Record all information onto the IHCP and upload to Arbor, pinned as a medical note.*

- *Procedures for life-threatening conditions will be noted in the IHCP. All relevant staff will be informed. Clear emergency actions eg. Call 999 as soon as possible. Staff will be trained if necessary. The Medical Officer will be informed of all new starters' conditions.*

- *Conditions will be reviewed yearly.*

- *Where possible meetings will be arranged within 2 weeks of starting school.*

Individual Healthcare Plans

Individual Healthcare Plans "IHPs" exist to document a pupil's medical needs and provision being made for those needs. They are a useful tool for the Academy to ensure that the healthcare needs of the pupil are met. They are written with input from all the relevant parties including, for example, the academy's First Aid lead, the pupil's healthcare team (e.g. if they have a dedicated diabetes nurse), welfare assistant and the pupil's parent and the pupil (depending upon their age and understanding). They may be written and overseen by the Academy's SLT.

IHPs will be developed with a child's best interests in mind and will ensure that the Academy assesses and manages risks to the child's education, health and social well-being and minimises disruption.

IHPs will be reviewed at least annually or earlier if evidence is presented that the pupil's needs have changed.

The following information will be recorded on IHPs:

- the medical condition, its triggers, signs, symptoms and treatments;

- The students' parents/Carers are responsible for bringing in the correct medication

- the pupil'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 e.g. crowded corridors, travel time between lessons;

- specific support for the pupil'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;

- the level of support needed, (some pupils will be able to take responsibility for their own health needs), including in emergencies. If a pupil is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring;

- who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the Pupil's medical condition from a healthcare professional; and cover arrangements for when they are unavailable;

- who in the Academy needs to be aware of the Pupils condition and the support required. First Aiders and relevant staff will be made aware and details will be included on the IHCP;

- arrangements for written permission from parents and the Principal for medication to be administered by a member of staff, or self-administered by the pupil during Academy hours;

- separate arrangements or procedures required for Academy trips or other Academy activities outside of the normal Academy timetable that will ensure the child can participate, e.g. risk assessments;

- where confidentiality issues are raised by the parent/pupil, the designated individuals to be entrusted with information about the pupil's condition; and

- what to do in an emergency, including who to contact, and contingency arrangements. Some pupil`s may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their IHP.

Pupil`s role in managing own medical needs

Pupils may be competent to manage their own medical needs and medicines. For pupils who are deemed to be competent to do so, students who are assessed as competent to self-administer emergency, life-saving medication are permitted to carry their medication on their person, either in their pocket or in their bag.

During physical education (PE) lessons and school trips, these students must ensure that their medication always remains with them or that their medication is accessible eg. in their pocket or given to their teacher

Pupils will be positively encouraged to take responsibility after discussion with parents and this will be reflected in IHPs - see above. Where a pupil is reluctant to take on this responsibility, the Academy will support the pupil to reach the level of responsibility agreed and documented in the IHP.

Where possible pupils will carry their own medicines or devices or be able to access them quickly. No pupil will be expected to take on responsibility until they are ready for it and appropriate supervision will still be given if needed.

Managing medicines on Academy premises

- Medicines should only be administered at Academy when it would be detrimental to a pupil's health or Academy attendance not to do so.

- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside Academy hours.

- No pupil under 16 should be given prescription or non-prescription medicines without their parent's written consent - except in exceptional circumstances where the medicine has been prescribed to the pupil without the knowledge of the parents. In such cases, every effort should be made to encourage the pupil to involve their parents while respecting their right to confidentiality.

- The circumstances in which the Academy will administer non-prescription medicines will be set out in the IHP or, where non-prescription medicines are not covered in the IHP, as set out in the Academy's first aid policy.

- A child under 16 should never be given medicine containing aspirin unless prescribed by a doctor.

- Medication, e.g. for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken. Parents should be informed, and this should be agreed in written i.e. email or Arbor before being administered.

- The Academy will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date but may be made available inside an insulin pen or a pump, rather than in its original container.

- All medicines should be stored safely. Pupils should know where their medicines are at all times and be able to access them immediately. Where relevant, they should know who holds the key to the storage facility. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available to pupils and not locked away. This is particularly important to consider when off Academy premises e.g. on Academy trips.

- A pupil who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so but passing it to another child for use is an offence. Monitoring arrangements may be necessary. The Academy will otherwise keep controlled drugs that have been prescribed for a pupil securely stored in a non-portable container and only named staff will have access. Controlled drugs must be easily accessible in an emergency. A record will be kept of any doses used and the amount of the controlled drug held in Academy.

- Appropriately trained Academy staff may administer a controlled drug to the pupil for whom it has been prescribed. Staff administering medicines should do so in accordance with the prescriber's instructions.

- When no longer required, medicines should be returned to the parent to arrange for safe disposal. After 7 days the Academy is permitted to safely disposal of the medicine if not collected by the parent or student. Sharps boxes should always be used for the disposal of needles and other sharps.

Defibrillators (AEDs)

In line with Department for Education (DfE) guidance, the Trust recognises the importance of having automated external defibrillators (AEDs) available across its academies to support pupils, staff, and visitors in the event of a cardiac emergency.

Each Academy within the Trust is encouraged to have at least one AED on site, located in an accessible and clearly signposted area. AED locations are identified in the Academy's First Aid policy and shared with staff.

Designated staff receive awareness training in cardiopulmonary resuscitation (CPR) and the use of defibrillators. AED units are checked weekly and record on the compliance portal to ensure they are operational and that pads and batteries are within expiry dates.

The Trust ensures that each Academy's arrangements for AEDs are consistent with the DfE guidance *"Automated External Defibrillators (AEDs) in Schools"* and *"Supporting Pupils with Medical Conditions at School"*.

Where an Academy does not currently have an AED, the Local Advisory Board (LAB) and Principal will keep this under review as part of ongoing health and safety and emergency planning, ensuring staff are aware of the location of the nearest publicly accessible defibrillator in the community

Emergency Medication

To ensure pupils with medical conditions are supported safely and effectively, the Academy follows Department for Education (DfE) guidance on emergency medication and maintains appropriate arrangements for their safe storage, use, and monitoring. This includes emergency salbutamol inhalers for asthma and adrenaline auto-injectors (EpiPens) for pupils at risk of severe allergic reactions and allergy prescription i.e piriton for allergies/itchy rashes.

Emergency Salbutamol Inhalers

In line with DfE guidance *"Guidance on the Use of Emergency Salbutamol Inhalers in Schools"*, the Academy may hold a salbutamol inhaler for emergency use.

The emergency inhaler may be used by any pupil who:

- has been diagnosed with asthma, or prescribed a reliever inhaler; **and**
- has written parental consent for the use of the emergency inhaler held by the Academy.

Storage and Maintenance

- The inhaler and spacer are stored in the medical room, accessible to staff but secure from pupils.
- The inhaler is clearly labelled, regularly checked for expiry, and kept in good working order.
- A record of checks and any use is maintained, and parents are informed following any administration.

Adrenaline Auto-Injectors (EpiPens)

In line with DfE guidance on managing pupils with severe allergies, the Academy maintains adrenaline auto-injectors (EpiPens) for emergency use for pupils diagnosed at risk of anaphylaxis.

Administration

- EpiPens may only be administered by competent staff in accordance with the pupil's care plan and parental consent.
- They are used in the event of a severe allergic reaction where immediate administration is necessary.

Storage and Maintenance

- EpiPens are stored in the medical room. In addition, there are 5 emergency kits around the school in: medical, in the canteen, in the lower canteen, the carpark entrance and in the science building outside L7, easily accessible in an emergency but secure from pupils.
- Devices are checked regularly for expiry and readiness, and records of checks and any use are maintained.

Allergy Prescription

Administration

- Before administering you should have a doctor's note or written parent/guardian consent.
- Record dosage, frequency and emergency instructions.

Storage and Maintenance

- Keep medications in a locked cabinet, unless the student is allowed to carry them (Secondary students).
- Ensure temperature and storage conditions are appropriate as some need refrigeration.

Training

- Ensure staff recognising allergic reactions.
- Inform all relevant staff about student allergies and log them on Arbor.

Record keeping

The Academy will keep a record of all medicines administered to individual Pupils, stating what, how and how much was administered, when and by whom. Any side effects of medication administered at Academy will be noted.

Procedures for emergency situations

- First Aiders are made aware to attend
- Follow specific IHCP instructions if available
- If needed, First Aider will call 999
- Inform SLT, Principal and call parents
- Details of the student and incident will be obtained
- Give the Ambulance Staff the IHCP
- If needed, a member of staff will accompany a pupil in the ambulance.
- During trips follow the same procedure if it is an emergency then 999 needs to be contacted then parents
- Trip Leaders will alert and update the School.

Day trips, visits and sporting activities

Where possible the Academy will offer flexibility and make reasonable adjustments so that pupils with medical conditions can take part. All pupils with medical conditions will be actively supported to participate in Academy trips and visits, or in sporting activities, rather than being prevented from doing so.

On trips, students need to have their emergency medication with them.

The Academy will carry out risk assessments regarding the participation of pupils with medical needs. The Trip Leader will notify the Medical Officer of students with medical conditions taking part in the trip. Information will be gathered by the Medical Officer and then discussed with the Trip Leader.

The Academy may meet parents and advice from relevant healthcare professionals as part of preparing to meet the pupil's needs on a trip. Where possible the Academy will arrange adjustments to the programme, accommodation or food provision to meet a pupil's needs.

Unacceptable practice

The Department for Education has indicated that those things set out below will not be generally acceptable, but also emphasised that each case must be judged on its merits with reference to the pupil's IHP:

- prevent pupils from easily accessing their inhalers and medication and administering their medication when and where necessary;
- assume that every pupil with the same condition requires the same treatment;
- ignore the views of the pupil or their parents, or ignore medical evidence or opinion, (although this may be challenged);
- send pupils with medical conditions home frequently or prevent them from staying for normal Academy activities, including lunch, *unless this is specified in their IHP*;
- if a pupil becomes ill, send them to the Academy office or medical room *unaccompanied or with someone unsuitable*;
- penalise *pupil* for their attendance record if their absences are related to their medical condition e.g. hospital appointments;
- prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
- require parents, or otherwise make them feel obliged, to attend Academy to administer medication or provide medical support to their child, including with toileting issues. Generally, no parent should have to give up working because the Academy is failing to support their child's medical needs; or
- prevent pupils from participating or create unnecessary barriers to pupils participating in any aspect of Academy life, including Academy trips, e.g. by requiring parents to accompany the pupils

Policy Implementation

- The Principal has overall responsibility for the implementation of this policy.
- The Academy is committed to making sure that all relevant staff will be made aware of the pupils' condition. This information will be in staff briefings, students Arbor

profiles and on Teams. Students with relevant diagnosed medical conditions will be given a toilet pass.

- The Academy has arrangements in place in case of staff absence or staff turnover to ensure someone is always available. First aiders will staff the medical room in the event First aid lead is not there.

- The Academy will make sure risk assessments for Academy visits, holidays, and other Academy activities outside of the normal timetable include provision for pupils with medical conditions. Risk assessments for trips will be overseen by the Business Manager.

- The Academy will ensure that IHPs are reviewed at least annually, or earlier if evidence is presented that the child's needs have changed. Changes should be emailed to Firstaiders@orioncoopers.org.uk and a meeting will be arranged.

The roles of those involved in providing support for pupils with medical conditions

Roles are given in brief here. *[For full details please refer to the DfE guidance.]*

The Trust

- Has overall responsibility for ensuring the Academy meets its statutory duties for supporting pupils with medical conditions.

- To review this policy every two years or sooner if required.

Local Advisory Board (LAB)

- Provide local oversight, monitor the implementation of the policy, and ensure compliance with statutory guidance.

They should also ensure that:

- sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions;

- staff have access to information and other teaching materials; and

- there are induction arrangements for new staff.

Principals should

- Ensure policy is developed and adequately implemented with partners;
- Make sure all staff are aware of the policy and understand their role in implementation;
- Ensure all staff who need to know are aware of a particular pupil's medical condition;
- Ensure sufficient staff are appropriately trained;
- Have overall responsibility for the development of IHPs;
- Make sure staff are adequately insured and made aware of cover; and
- Make sure Academy First Aid Lead is aware of pupils requiring support.

Academy staff

- Any member of Academy staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so.
- Although administering medicines is not part of teachers' professional duties, they should take into account the needs of pupils with medical conditions that they teach.
- Academy staff should receive sufficient and suitable training and, if appropriate, delegated responsibility from a registered nurse to achieve the necessary level of competency before they take on responsibility to support children with medical conditions[1].

[1] *[Drafting note: Only registered nurses can delegate their responsibility for the administration of certain medicines (e.g. insulin injections). It is not for the Academy to determine whether or not a nurse must 'delegate responsibility' rather than just 'train' a member of staff - but if a registered nurse is providing 'training' to a member/s of staff, we would advise the Academy always to ask the nurse providing it whether the care they are responsible for requires them to delegate its responsibility, and if that is the case, whether the training they are providing will enable them to sign the member of staff off as competent. You cannot allow the member of staff to administer the medicine (e.g. a diabetes*

- Any member of Academy staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

First Aid Lead

- The Academy will either have an employed nurse or access to Academy nursing services

- They are responsible for notifying the Academy when a child has been identified as having a medical condition which will require support in Academy. Wherever possible, they should do this before the child starts at the Academy.

- They would not usually have an extensive role in ensuring that academies are taking appropriate steps to support children with medical conditions, but may support staff on implementing a child's IHP and provide advice and liaison, for example, on training.

- Can liaise with lead clinicians locally on appropriate support for the child and associated staff training needs.

- Can provide confirmation of the proficiency of staff in providing medication.

Other healthcare professionals

- Should notify Academy nurse of pupils requiring support.

- May provide advice on developing IHPs.

- Can provide confirmation of the proficiency of staff in providing medication and/or of delegated responsibility.

Pupils

- Provide information about how their condition affects them.

- They should be fully involved in discussions and contribute to their IHP.

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injection) without being signed off as competent and such responsibility having been delegated (which in turn requires annual update training). All documentation should be maintained by the Academy.]

Parents/Cares

- Carry out the annual declaration sent to them via Arbor or email.
- Provide Academy with sufficient up-to-date information.
- Are involved in development and review of IHP.
- Should carry out any action they agree to as part of implementation of IHP.

Local Authorities

- Responsible for commissioning public health services for Academy-aged children including Academy nursing.
- Have a duty to promote co-operation between relevant partners.
- Should provide support, advice and guidance, including training for Academy staff, to ensure the support specified within IHPs can be delivered effectively.
- Where pupils would not receive a suitable education in a mainstream Academy because of their health needs[2], the local authority has a duty to make other arrangements to ensure that they receive other suitable[3] education.

Integrated Health Boards (IHBs)[4]

- While Local Authorities are responsible for commissioning **public health** services for Academy-aged children including Academy nursing, IHBs are responsible for commissioning other healthcare professionals such as specialist nurses for children whose needs fall outside the remit of Academy nurses (such as gastrostomy and tracheostomy care, or postural support).
- Should ensure that commissioning is adequate to provide the ongoing support essential to safety of vulnerable children whilst in Academy.

Ofsted

[2] When it becomes clear that a child will be away from Academy for 15 days or more.
[3] Full time, unless a child's health needs are such that they can only manage part time.
[4] Previously, Clinical Commissioning Groups (CCGs).

- The inspection framework places clear emphasis on meeting needs of disabled children and pupils with SEN. Inspectors are briefed to consider pupils with medical conditions alongside these groups and to report on how well their needs are being met.

Staff training

The Academy has a responsibility to ensure staff are properly trained.

The Academy must ensure that any member of staff providing support to a pupil with medical needs has received suitable training and, if appropriate, delegated responsibility from a registered nurse (both to be confirmed by healthcare professionals in pupils' IHBs).

Staff must not give prescription medicines or undertake health care procedures without appropriate and appropriately updated training or having been properly delegated responsibility for such procedures (to be confirmed by healthcare professionals in pupils' IHBs).

Staff identified by the Principal in line with their role and the needs of the school will be offered training relevant to the first aid roles they may be asked to carry out.

Any staff supporting students with specific medical needs will be offered additional training from medical professionals that specialise in that area i.e. diabetes nurses.

Training needs are assessed according to whole-academy healthcare practice (and government guidance) and specified training needs/delegation identified by healthcare professionals and individuals in pupils' IHCPs. In line with Government and Trust guidance, training will be commissioned and provided for any relevant staff. A training record will be kept by the Medical Officer for any practical training any online training will be monitored by the Business Manager via the online portals.

Insurance

The Trust must ensure that the appropriate level of insurance is in place and appropriately reflects the level of risk.

Complaints handling

Any complaint in relation to this policy or the Academy's implementation of it should be raised in accordance with the Academy's usual complaints policy.