Supporting Students with Medical Conditions including those who cannot attend school

	Position/Committee	Date
Prepared by	CEO/Trust HR	October 2025
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POLICY FOR SUPPORTING STUDENTS WITH MEDICAL CONDITIONS

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1. RATIONALE

Moorlands Learning Trust (the Trust) wishes to ensure that students with medical conditions receive appropriate care and support at Trust schools. This policy has been developed in line with the Department for Education's statutory guidance released in December 2015 – "Supporting pupils at school with medical conditions", in line with Section 100 of the Children and Families Act 2014 and The Department for Education guidance on **Alternative Provision (AP)** (published February 2025)Ofsted places a clear emphasis on meeting the needs of students with SEN and Disabilities and this includes children with medical conditions.
At the Trust we aim to support and welcome students with medical conditions

- The school understands that it has a responsibility to make the school welcoming and supportive to students with medical conditions who currently attend and to those who may join the Trust in the future.
- Students with medical conditions are encouraged to take control of their condition. Students should feel confident in the support they receive from the school to help them do this.
- This school aims to include all students with medical conditions in all school activities.
- We aim that parents or carers of students with medical conditions feel secure in the care their children receive at this school.
- We ensure that the school ensures all staff understand their duty of care to children and young people in the event of an emergency.
- We ensure that all staff feel confident in knowing what to do in an emergency.
- This school understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.
- We ensure that all staff understand the common medical conditions that affect children at this school and designated staff receive training for specific conditions and the impact this can have on students as required.
- The medical conditions policy is understood and supported by the whole school and local health community.
- Pupils, staff and parents/carers understand what the school is responsible for when this education is being provided by the local authority

Some students will at some time have a medical condition that may affect their participation in school activities. For many this will represent a short term medical need e.g. a student finishing a course of medication as a result of an accident or recovering from illness. Other students may require medication on a long term basis to keep them well e.g. a student with well-controlled epilepsy, cystic fibrosis or asthma. Some other students may require medication to be given in an emergency e.g. a student with a severe allergy who may need an adrenaline injection.

If their medication needs are not properly managed, some students could be prevented from participating fully and actively in school life and reaching their full potential. The most challenging situations for the school are for the students on long term medication and the students requiring medical intervention in an emergency. Most children with medication needs are able to attend school regularly and with some support from the school, can take part in the majority of school activities. A positive response by the school to a student's medication needs will not only benefit the student directly but can also positively influence the awareness of others.

There may be occasions where school staff (teaching and non-teaching) may be asked to administer medication, but they cannot be directed to do so. There is no legal duty that requires school staff to administer medication; this is a voluntary role and staff have the right not to volunteer. The administration of medication to children remains the responsibility of the parent or those with parental responsibility. Medication should only be taken to school when absolutely essential and with the agreement of the Headteacher or a Designated

Safeguarding Officer.

The Trust Board is responsible for:

- The overall implementation of the Supporting Students with Medical Conditions including those who cannot attend school Policy and procedures of the Trust.
- Ensuring that the Supporting Students with Medical Conditions including those who cannot attend school Policy, as written, does not discriminate on any grounds.
- Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- Ensuring that all students with medical conditions are able to participate as fully as possible in all aspects of school life.
- Ensuring that relevant training provided by the school or medical services is delivered to staff members who take on responsibility to support children with medical conditions.
- Ensuring that information and teaching support materials regarding supporting students with medical conditions are available to members of staff with responsibilities under this policy.
- Ensuring written records of any and all medicines administered to individual students and across the school population are kept.
- Ensuring the level of insurance in place reflects the level of risk.

The Designated Safeguarding Lead is responsible for:

- The day-to-day implementation and management of the Supporting Students with Medical Conditions Policy and procedures of the academy.
- Ensuring the policy is developed effectively with partner agencies, alongside the relevant members of the Senior Leadership Team
- Making staff aware of this policy.
- Liaising with healthcare professionals regarding the training required for staff.
- Making staff who need to know aware of a child's medical condition.
- Developing Individual Healthcare Plans (IHCPs).
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situation.
- Liaising with the Headteacher/Trust Chief Financial Officer (CFO) to ensure that the correct level of insurance is in place for teachers who support students in line with this policy.
- Contacting the school nursing service in the case of any child who has a medical condition.

Staff members are responsible for:

- Taking appropriate steps to support children with medical conditions. The medical policy is signposted at the beginning of each academic year.
- Where necessary, making reasonable adjustments to include students with medical conditions into lessons, extra-curricular activities, trips or visits
- Administering medication, if they have agreed to undertake that responsibility.
- Undertaking training to achieve the necessary competency for supporting students with medical conditions, if they have agreed to undertake that responsibility.
- Being aware of care plans on a need to know basis. N.B. Any urgent updates should be sent via email to specific staff.
- Familiarising themselves with procedures detailing how to respond when they become aware that a student with a medical condition needs help.

The school nursing team are responsible for:

- Notifying the school when a child has been identified with requiring support in school due to a medical condition.
- Liaising locally with lead clinicians on appropriate support.

Parents and carers are responsible for:

- Keeping the school informed about any changes to their child/children's health.
- Completing a parental agreement form for school to administer medicine before bringing medication into school.
- Completing a parental agreement form for school to store medicine before bringing medication into school.
- Providing the school with the medication their child requires and keeping it up to date. Collecting any leftover medicine at the end of the course or year.
- Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- Only sending the required amount of medicine for each day to minimise any risk of controlled medications being shared
- Ensuring their child understands that they must not give or share their medication with any other student
- Where necessary, developing an Individual Healthcare Plan (IHCP) for their child in collaboration with the Designated Safeguarding Lead, other staff members and healthcare professionals.

2. Definitions

- "Medication" is defined as any prescribed or over the counter medicine.
- A "staff member" is defined as any member of staff employed at Moorlands Learning Trust.

2. Training of staff

- Appropriate staff will receive regular and ongoing training as part of their development.
- Appropriate staff who undertake responsibilities under this policy will receive the following training externally or internally as appropriate:
    - First aid training
    - Epipen training
    - Diabetes care training
    - Other medical support training as required
- Additional training will be arranged according to student needs. The lead for organising this training is the Designated Safeguarding Lead.
- No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility. ***If they do so, they are personally responsible and could be held liable for their actions.***
- No staff member may administer drugs by injection unless they have received training in this responsibility.
- The Designated Safeguarding Lead will keep a record of training undertaken and a list of teachers qualified to undertake responsibilities under this policy.

3. The role of the child

- Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- Where appropriate, 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.
- If students refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- Where appropriate, students will be encouraged to take their own medication under the supervision of an adult.

4. **Individual Healthcare Plans (IHCPs)**

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

5. **Medicines**

- Where possible, it is preferable for medicines to be prescribed in frequencies that allow the student to take them outside of school hours.
- If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental agreement for a school to administer medicine template/form.
- No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- Where a student is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage the student to involve their parents while respecting their right to confidentiality.
- Medicines MUST be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- A maximum of eight weeks supply of the medication may be provided to the school at one time.
- Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed.
- Medications will be stored securely.
- Any medications left over at the end of the course will be returned to the child's parents.
- Written records will be kept of any medication administered to children.
- Students will never be prevented from accessing their medication.

- Moorlands Learning Trust cannot be held responsible for side effects that occur when medication is taken correctly.

6. **Emergencies**

- Medical emergencies will be dealt with under the school's emergency procedures.
- Where an Individual Healthcare Plan (IHCP) is in place, it should detail:
    - ❖ What constitutes an emergency?
    - ❖ What to do in an emergency.
- Students will be informed in general terms of what to do in an emergency such as telling a teacher.
- If a student needs to be taken to hospital, a member of staff will remain with the child until a parent or carer arrives. This would usually be the pastoral support member of the appropriate year group.

7. **Avoiding unacceptable practice**

Moorlands Learning Trust 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 children 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. **Day trips, residential visits and sporting activities**

- The academy Educational Visits Coordinator is aware of any medical conditions of all students going on trips and makes arrangements with the trip leader to manage the student effectively and deal with any emergencies.
- There is also a need to support actively students with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.
- Teachers should be aware of how a child's medical condition will impact on their participation, but there should be enough flexibility for all children to participate according to their own abilities and with any reasonable adjustments.
- Schools should make arrangements for the inclusion of students in such activities with any adjustments as required unless evidence from a clinician such as a GP states that this is not possible.

- Reasonable adjustments should be made to enable children with medical needs to participate fully and safely on visits.

- It is best practice to carry out a risk assessment so that planning arrangements take account of any steps needed to ensure that students with medical conditions are included. This will require consultation with parents and students and advice from the relevant healthcare professional to ensure that students can participate safely.

9. **Insurance**

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

- Full written insurance policy documents are available to be viewed by members of staff who are providing support to students with medical conditions. Those who wish to see the documents should contact the CFO.

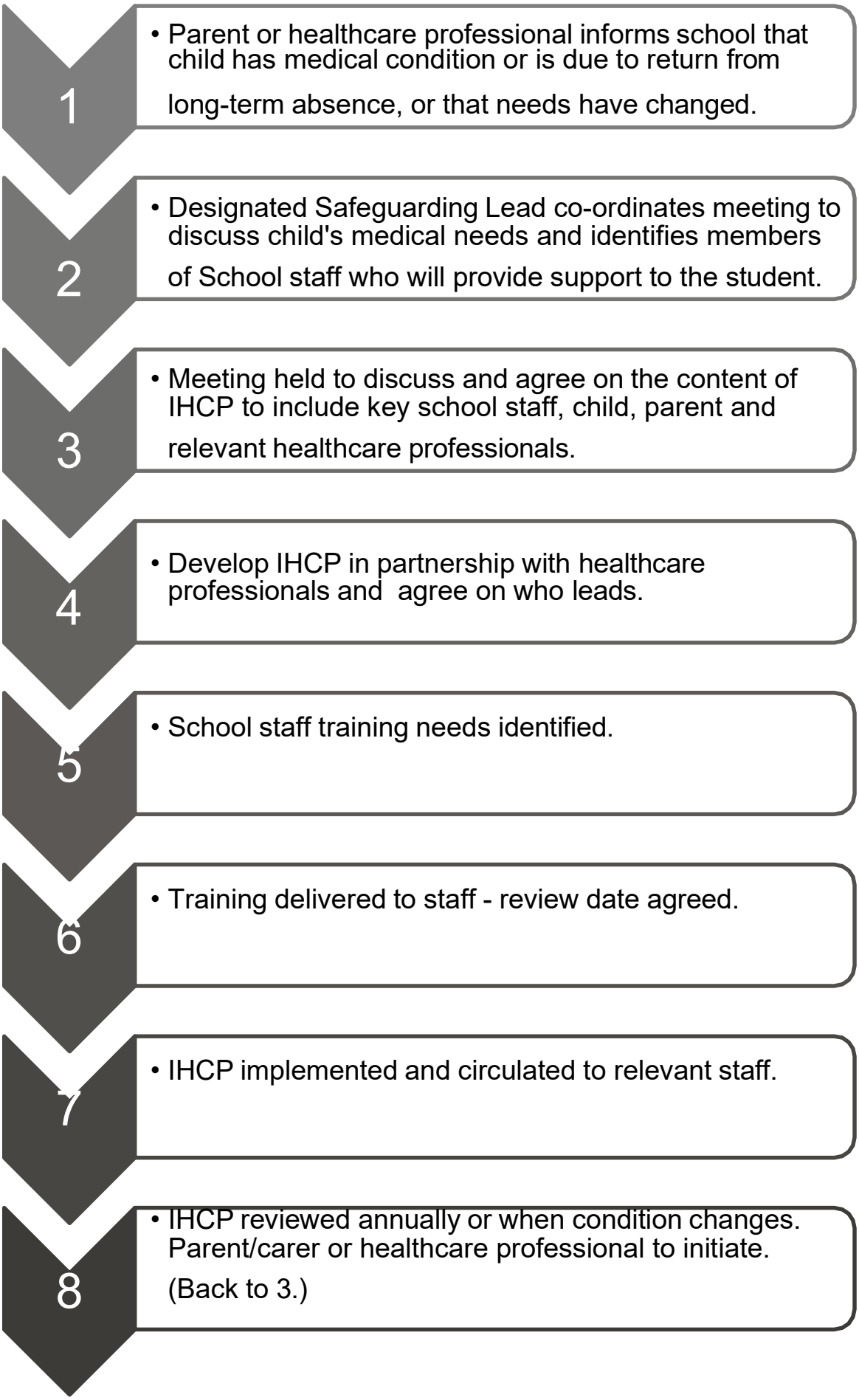
10. **Complaints**

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

11. Links to other policies

- Accessibility Plan
- Trust Complaints Policy
- Trust First Aid Policy

Appendix 1 - Individual healthcare plan implementation procedure



Appendix 2 - Individual Health Care Plan template

Individual Health Care Plan. Name of Trust school: ……

Child's name	
Tutor group	
Date of birth	
Child's 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.	

Who is responsible for providing support in school	

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.

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 student'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

Appendix 3 - Parental agreement for a school to administer medicine template

Name of Trust School: …….
Parental Agreement to administer medicine form

Date for review to be initiated by	
Name of child	
Date of birth	
Tutor group	
Medical condition or illness	

Medicine

Name/type of medicine *(as described on the container)*	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the School/setting policy. I will inform the School/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s)_____ Date_____

Appendix 4 - Record of medicine administered to an individual child template

Name of Trust School …….
Record of medicine administered to an individual child

Name of child	
Date medicine provided by parent	
Tutor group	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature _____

Signature of parent _____

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

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Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Appendix 5 – Record of medication brought in and stored in school

Student Name	
Form	
Medication	
Date brought in to school	
Details of administering the medication	
Length of treatment	
Expiry date of medicine as on package	

I understand that school will store the above medication appropriately but it is the responsibility of the child to administer the necessary medication at the required times.

Signed..... Parent/Carer

Date: ……..

Appendix 6 - Contacting emergency services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

- Your telephone number – **01943 608424**
- Your name.
- Your location
- Site Team informed by radio and phone
- The exact location of the patient within the school.
- The name of the child and a brief description of their symptoms.
- The best entrance to use and state that the crew will be met by the site team/leadership team and taken to the patient.

Access

The Trustees of Moorlands Learning Trust are mindful of their duties under the Equality act 2010 and they wish to respond positively.

The Trustees acknowledge the difficulties that some members of our community may face coping with everyday life and in playing a full part in the life of Trust schools.

Trustees also acknowledge the requirement to seek information from individuals with any impairment or disability to guide action-planning in this most important area of school life.

It is, therefore, the policy of the Trustees that all reasonable adaptations and provision will be made to prevent any impairment or disability on the part of any member of school community, including the wider school community, having a substantial or long-term adverse effect on their day-to-day activities in relation to school.

To that end the Trustees intend

- to maintain a Designated Safeguarding Lead to oversee all aspects of Access.
- that access issues be a regular item at Pastoral/Year Leaders' meetings in school in order to identify issues which require attention
- that appropriate training be made available as need is identified
- to receive updates regularly from the Designated Safeguarding Lead.

Due to the nature of the School buildings it may not be always possible to allow for fully assisted mobility around the buildings. Reasonable adjustments will be adhered to.