NORTH STAR
COMMUNITY TRUST

Supporting pupils with medical conditions

Primary and Secondary Academies

September 2026

Due for review by September 2027

NSCTPol / ALL / 0023 / 2609a

Rationale

Section 100 of the Children and Families Act 2014 places a duty on academy schools to ensure arrangements for supporting pupils with their medical conditions and allergies are in place. The aim is to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported at school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

Pupils with special medical needs and allergies have the same right of admission to school as other children and cannot be refused admission or excluded from an academy on medical grounds alone. Our allergy policy is also available on the school's website.

However, teachers and other academy staff in charge of pupils have a common law duty to act '*in loco parentis*' i.e. they must ensure the safety of all pupils in their care. To this end, we reserve the right to refuse admittance to a child with an infectious disease, where there may be a risk posed to others or to the health of the child involved. This duty also extends to teachers leading activities taking place off the school site.

Definitions

Pupils' medical conditions may be summarised as being one of two types:

- **Short-term**
  This can affect pupil participation in school activities while they are on a course of medication. This usually requires parents to complete and return a 'Parental consent form for administering medication'. The form can be found at **APPENDIX 1** or requested from the school office.

- **Long-term**
  Potentially limits pupil access to education and requiring extra care and support. This usually requires an Individual Healthcare Plan.

Process

The prime responsibility for a child's health lies with the parents, who are responsible for the child's medication and must supply the school with all relevant information needed in order for proficient care to be given to the child.

We may take advice and guidance from a range of sources (such as Health professionals or the child's GP) in addition to the information provided by parents in the first instance. This enables us to ensure we assess and manage risk and minimise disruption to the learning of the child and others who may be affected (for example, classmates).

Parents will be encouraged to co-operate in training their children to self-administer medication if this is practicable and that members of staff will only be asked to be involved if there is no alternative.

Where medicines need to be administered several times a day we will assess, in line with the medication guide / GP requirements which accompany them, whether it is possible or more appropriate that they are instead administered outside of school hours (e.g. before / after school or before bed)

Parents are responsible for advising or training staff on the administration of prescription medication (in line with the printed advice that accompanies the medication). Staff will receive professional training where this is required.

Where parents have asked the school to administer prescribed medication for their child they must complete and return a consent form to allow us to do so.

Parents may also ask the school to administer non-prescription medicine but there will be an assessment by the head teacher as to whether or not it would be detrimental to the child's health not to do so during the school day and if not, whether the school has the capacity to do so.

The form can be found at **APPENDIX 1** or requested from the school office.

If / once approved, medicines must be properly presented by parents to the medical officer /office team / first aider via the academy office.

- The form will be scanned and kept on the pupil's electronic record.
- The paper version will also be kept for the duration of the administering of the medication.
- Parents will need to complete a new form for each new course of medicine

Individual health care plan

This is a document which sets out a pupil's medical needs and how they should be handled. They are designed to keep children with medical conditions safe, well and involved at school.

To support the health care plan in school, we will require medical evidence / appropriate documents which demonstrate that the child's diagnosed condition is current.

Individual healthcare plans will be reviewed at least annually or earlier if evidence is presented that the child's needs have changed. Medical evidence may also be requested for these reviews.

Commitment

Once any need for additional support has been identified, we are committed to ensuring that the relevant staff across our academies are made aware of and, where appropriate, are trained so that they may provide it to those children (including, but not limited to, children with a physical disability or those with a statement of special educational needs). We will not create any unnecessary barriers to prevent children participating in any aspect of school life.

Staff must allow pupils themselves to manage their medical condition or allergy effectively in line with their individual healthcare plans.

For all children or young people with medical conditions and / or allergies we will: -

- welcome and support pupils and make arrangements for them based on good practice.
- assist parents in providing medical care for their children by developing healthcare plans on notification of their child's medical condition / allergy.
- educate staff and pupils in respect of providing support to children and young people with medical conditions and / or allergies.
- arrange suitable training for staff, as required, to support pupils with medical conditions and / or allergies.
- liaise, as necessary, with parents and medical services in support of the individual pupil.
- provide emergency support to children in line with their individual healthcare plans.
- ensure that all children with medical conditions and / or allergies participate in all aspects of school life.
- monitor and keep appropriate records.
- provide information on school policies, plans, procedures and systems.

Entitlement

Our academies accept that pupils with medical conditions: -

- should be assisted if at all possible;
- have a right to the full education available to other pupils;
- should be enabled and supported (where appropriate) to achieve full attendance;
- receive necessary proper care and support.

Our academies accept that all employees have rights in relation to supporting pupils with medical needs as follows: -

- unless specific to their role, can choose whether or not they are prepared to be involved;
- receive training as appropriate and work to clear guidelines;
- bring to the attention of management any concern or matter relating to supporting pupils with medical conditions.

Unacceptable practice

While academy staff will use their professional discretion in supporting individual pupils, it is unacceptable to: -

- prevent children from accessing their medication
- assume every child with the same condition requires the same treatment
- ignore the views of the child or their parents / carers; ignore medical advice
- send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities (including lunch) unless this is specified in their individual healthcare plan following assessment
- prevent children with medical conditions accessing the full curriculum, unless specified in their individual healthcare plan
- penalise children for their attendance record where this is related to a medical condition.
- send a child to the school office / medical room unaccompanied or with someone unsuitable if they are considered too ill to go alone
- prevent children from eating, drinking or taking toilet breaks where this is part of effective management of their condition
- require parents, or otherwise make them feel obliged, to attend school to administer prescribed medication or provide essential medical support to their child.
- require parents to accompany their child with a medical condition on a school trip as a condition of that child taking part.

Expectations

- The Board of Trustees, Chief Executive Officer and academy governors will ensure that the academy policy enables provision of effective support for medical conditions and focusses on the needs of individuals in ensuring that pupils and parents have confidence in our academies ability to provide effective support.

- **Head teachers** will ensure that the appropriate staff in their academy are aware of the policy and that they understand their role in its implementation.

- All **relevant staff** will be made aware of the requirements of those pupils with medical conditions and follow pupils' individual healthcare plans where they apply; particularly with reference as to what to do in an emergency. This duty also extends to staff leading activities taking place out of normal academy hours or off the academy site. This could also extend to a need to administer medication or call for help from the emergency services.

- **Healthcare professionals** may also provide notification, support and advice.

- **Pupils** are to provide information and be part of discussions about their medical support needs.

- **Parents** must provide the academy with sufficient and up-to-date information about their child's medical needs and it is their responsibility to ensure that the school is provided with medicines which are 'in-date' and not past any 'expiry date'. Children with expired medication cannot be in school.

  Additionally, parents should ensure they and their child give consideration to the medical needs of other pupils, especially with regard to allergies, and we ask that care is given to cleanliness after contact with food stuff. Some children can have a significant allergic reaction to the smallest traces of food such as peanuts (including peanut spread in sandwiches), dairy (including almond milk) or shellfish.

Administering and storage of medicines

When it has been agreed that the school will administer the medicine: -

- Only named staff members will administer medicines to pupils.

- Before administering any medicine, staff must check that the medicine belongs to the child, that the dosage they are giving is correct, and that written permission has been provided by the parent(s) / carer(s).

- Any child refusing to take medicine in school will not be made to do so, and parents will be informed about the dose being missed.

- All prescribed medicines, including those requiring refrigeration, will be stored securely and access is restricted to the named persons
- All medicines must be clearly labelled and in the original container as dispensed by the pharmacy including, where appropriate, dosage sticker.
- Staff will record any doses of medicines given
- Pupils must have easy and appropriate access to their medications at all times (including school trips, PE, sporting events and during before and after school clubs).
- Asthma inhalers are kept in the academy office or classroom where appropriate (but all children with an inhaler must take them on educational visits, however short in duration). Pupils will have access to these inhalers at all times, though must inform a member of staff that they are taking a dose so that we can record that it has been administered.
- Wherever possible, and in line with their individual healthcare plan competent pupils are allowed to carry their own medicines and relevant devices (e.g. inhalers or epipens) for quick and easy self-medication. This must be agreed with the parent, school and/or a healthcare professional.

In an emergency

In an emergency situation staff will provide all possible first aid support by utilising the information contained within a child's care plan.

Where a care plan does not exist, staff will use their own judgement and knowledge or based on their first aid training this and this may include accessing emergency medical support by calling emergency services or for an ambulance.

All efforts will be made to contact parents at the earliest opportunity should a medical emergency occur. It is therefore imperative that parents ensure the academy is kept up to date with emergency contact details.

The Human Medicines (Amendment) (No. 2) Regulations 2014 and the Human Medicines (Amendment) Regulations 2017 allow schools to obtain salbutamol inhalers and adrenaline auto injectors (AAI) without prescription for use in emergencies (such as if the pupils own cannot be administered correctly, is out of date, broken, empty or as directed by the emergency services.)

Complaints

Any parental complaints are to be made in writing to the head teacher and will be dealt with in line with the school's complaints procedure, a copy of which is available on the policy page of our website.

Parental consent form for administering medication

APPENDIX 1

We will not be able to give your child medicine unless you complete, sign and return this form.
Parents will need to complete a new form for each new course of medicine

Academy (please tick): -			
Enfield Heights ACADEMY ☐	Heron Hall ACADEMY ☐	Kingfisher Hall ACADEMY ☐	Woodpecker Hall ACADEMY ☐

Pupil and medication			
PUPIL NAME:			
Class / form:		**Date of birth:**	
Illness / condition:			
Name of medicine(s):			

	YES	NO
Is this prescription medication (prescribed by a doctor, dentist, nurse or pharmacist)?	☐	☐

PRESCRIBED MEDICINE MUST BE IN THE ORIGINAL CONTAINER AS DISPENSED BY THE PHARMACY INCLUDING DOSAGE STICKER.
NON-PRESCRIPTION MEDICATION WILL ONLY BE ADMINISTERED WITH HEAD TEACHER APPROVAL

Course of medication	**Start date**:		**End date:**	

Dosage HOW MANY / MUCH	
Frequency HOW OFTEN PER DAY	
Time(s) WHEN TO TAKE THEM	
Quantity HOW MUCH MEDICINE GIVEN TO THE ACADEMY	
Any side effects the child experiences with this medicine	
Procedures to be taken in an emergency relating to this condition	

	YES	NO
Provided that the school and medical staff agree that they may, I give permission for my child to carry and administer their own medication	☐	☐

Parental consent form for administering medication

APPENDIX 1

If your child has an Adrenaline Auto Injector (AAI) or Asthma Inhaler

	YES	NO
I consent for the school's spare Adrenaline Auto Injector (AAI) to be administered to my child without delay if their own prescribed AAI cannot be administered correctly	☐	☐

	YES	NO
I consent for the schools spare Asthma Reliver Inhaler to be administered to my child without delay if their own prescribed Asthma Inhaler cannot be administered correctly	☐	☐

Child's doctor

GP Name	
GP Address	
GP Phone number	

YOU MUST LET THE SCHOOL OFFICE KNOW OF ANY CHANGES TO THE ABOVE DETAILS

Parent / Carer

PARENT NAME:	
Relationship to child:	
Daytime contact number:	

Authorisation

I confirm that this information is accurate and I give consent to school staff administering medicine in line with the supporting children and young people with medical conditions and allergies policy.

I understand that I must deliver the medicine personally to the academy medical officer(s).
I will inform the academy immediately, and in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped

Date:	
Signature:	

FOR OFFICE USE ONLY – ENSURE FORM IS ATTACHED TO MIS

			SHORT	LONG
Is the medication for short or long-term usage?			☐	☐
			YES	NO
Is there a care plan already in place for the child?			☐	☐
Authorised by head teacher / SLT?	Name:		☐	☐