THE

ADEYFIELD ACADEMY

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Supporting Students with Medical Conditions Policy

Date: **October 2026**

Review Date: **October 2027**

Co-ordinator: **Ms J Day**

Signed by……..……. Dawn Mason (Headteacher)

Signed by…….…….. Leanne Stokoe (Chair of Governors)

The named member of school staff responsible for this supporting students with medical conditions policy and its implementation is:

Name: Ms Jo Day - dayj@adeyfield.aetrust.uk
Role: Associate Assistant Headteacher/SENCO/DDSL

DfE Guidance

Governing bodies should ensure that all schools develop a policy for supporting students with medical conditions that is reviewed regularly and is readily accessible to parents and school staff. Governing bodies should ensure that the arrangements they set up include details on how the school's policy will be implemented effectively, including a named person who has overall responsibility for policy implementation.

Details should include:

- Who is responsible for ensuring that sufficient staff are suitably trained
- A commitment that all relevant staff will be made aware of the child's condition
- Cover arrangements in case of staff absence or staff turnover to ensure someone is always available
- Briefing for supply teachers
- Risk assessments for school visits, holidays, and other school activities outside of the normal timetable
- Monitoring of individual healthcare plans.

1. The Adeyfield Academy is an inclusive community that supports and welcomes students with medical conditions

- The Adeyfield Academy is welcoming and supportive of students with medical conditions. It provides children with medical conditions with the same opportunities and access to activities (both school based and out-of-school) as other students. No child will be denied admission or prevented from taking up a place at The Adeyfield Academy because arrangements for their medical condition have not been made.
  The Adeyfield Academy will listen to the views of students and parents/carers.
- Students and parents/carers feel confident in the care they receive from The Adeyfield Academy and the level of that care meets their needs.
- Staff understand the medical conditions of students at The Adeyfield Academy and that they may be serious, adversely affect a child's quality of life and impact on their ability and confidence.
- All staff understand their duty of care to children and young people and know what to do in the event of an emergency.
- The whole school & local health community understand and support the medical conditions policy.
- The Adeyfield Academy understands that all children with the same medical condition will not have the same needs, our school will focus on the needs of each individual child.
- The school recognises its duties as detailed in Section 100 of the Children and Families Act 2014. (and other relevant legislation, see DfE guidance p27). Some children with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Where this is the case, The Adeyfield Academy complies with their duties under that Act. Some may also have special educational needs (SEN) 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. For children with SEN, this policy should be read in conjunction with the Special educational needs and disability (SEND) code of practice.

2. The Adeyfield Academy's medical conditions policy is drawn up in consultation with a wide range of local key stakeholders within both the school and health settings.

Stakeholders include students, parent/carers, school staff, governors, and relevant local health specialist services.

3. The medical conditions policy is supported by a clear communication plan for staff, parent / carers and other key stakeholders to ensure its full implementation

Students, parents/carers, relevant local healthcare staff, and other external stakeholders are informed of and reminded about the medical conditions policy through clear communication channels.

4. All staff understand are aware of what to do in an emergency for children with medical conditions at The Adeyfield Academy

- All school staff, including temporary or supply staff, are aware of serious medical conditions at The Adeyfield Academy and understand their duty of care to students in an emergency.
- All staff receive training in what to do in an emergency and this is refreshed at least once a year.
- All children with medical conditions that are complex, long-term or where there is a high risk that emergency intervention will be required at The Adeyfield Academy have an individual medical plan, which explains what help they need in an emergency. The medical plan will accompany a student should they need to attend hospital. Parental permission will be sought and recorded in the medical plan for sharing the plan within emergency care settings.
- The Adeyfield Academy makes sure that all staff providing support to a student have received suitable training and ongoing support to ensure that they have confidence to provide the necessary support and that they fulfill the requirements set out in the student's medical plan, this should be provided by the specialist nurse/school nurse/other suitably qualified healthcare professional and/or parent/carer. The specialist nurse/school nurse/other suitably qualified healthcare professional will confirm their competence.

4.1 All staff understand and are trained in the school's general emergency procedures

- All staff, including temporary or supply staff should be aware of the content of this policy, know what action to take in an emergency and receive updates at least yearly. School nurses/specialist teams will, where available, provide annual training for common conditions e.g. asthma, allergies, epilepsy and diabetes **

4.2 If a student needs to attend hospital, a member of staff (preferably known to the student) will stay with them until a parent/carer arrives, or accompany a child taken to hospital by ambulance. They will not take students to hospital in their own car. The Adeyfield Academy has clear guidance on providing care and support and administering medication at school

- The Adeyfield Academy understands the importance of medication being taken and care received as detailed in the student's medical plan.
- Medication will only be administered when it would be detrimental to a child's health or school attendance not to do so.
- The Adeyfield Academy will make sure that there are sufficient members of staff who have been trained to administer the medication and meet the care needs of an individual child. The Adeyfield Academy's governing body has made sure that there is the appropriate level of insurance and liability cover is in place.***
- The Adeyfield Academy will not give medication (prescription or non-prescription) to a child under 16 without a parent's written consent except in exceptional circumstances, and every effort will be made to encourage the student to involve their parent/carer, while respecting their confidentiality.

** For students requiring insulin injections/insulin via pumps or blood glucose monitoring in schools the Paediatric Diabetes Team will provide this level of training and education.

- When administering medication, (written parental consent will be requested in all cases) for example pain relief, The Adeyfield Academy will check the maximum dosage and when the previous dose was given. Parents/carers will be informed.
- The Adeyfield Academy will make sure that a trained member of staff is available to accompany a student with a medical condition on an off-site visit, including overnight stays.
- Parents/carers understand that they should let the school know immediately if their child's needs change.
- If a student misuses their medication, or anyone else's, their parent/carer is informed as soon as possible and the school's disciplinary procedures are followed.

4.3 The Adeyfield Academy has clear guidance on the storage of medication and equipment at school

- The Adeyfield Academy makes sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment, e.g. asthma inhalers, epi-pens etc are readily available wherever the child is in the school and on off-site activities, and are not locked away.
- Students may carry their own medication/equipment, or they should know exactly where to access it. Those students deemed competent to carry their own medication/equipment with them will be identified and recorded through the schools recording system in agreement with parents/carers.
- Students can carry controlled drugs if they are deemed competent to do so, otherwise The Adeyfield Academy will store controlled drugs securely in a non-portable cupboard in a locked area, with only named staff having access. Staff at The Adeyfield Academy can administer a controlled drug to a student once they have had specialist training.
- The Adeyfield Academy will make sure that all medication is stored safely, and that students with medical conditions know where they are at all times and have access to them immediately. Under no circumstances will medication be stored in first aid boxes.
- The Adeyfield Academy will only accept medication that is in date, labeled and in its original container including prescribing instructions for administration. The exception to this is insulin, which though must still be in date, will generally be supplied in an insulin injector pen or a pump.
- Parents/carers are asked to collect all medications/equipment at the end of the school term, and to provide new and in-date medication at the start of each term.
- The Adeyfield Academy disposes of needles and other sharps in line with local policies. Sharps boxes are kept securely at school and will accompany a child on off-site visits. They are collected and disposed of in line with local authority procedures.
- Parents/Carers should update medical information / medical plans annually

4.4 The Adeyfield Academy has clear guidance about record keeping

- As part of the school's admissions process and annual data collection exercise parents/carers are asked if their child has any medical conditions. These procedures also cover transitional arrangements between schools.
- The Adeyfield Academy uses a medical plan to record the support an individual student needs around their medical condition. The IHP is developed with the student (where appropriate), parent/carer, designated member of school staff, specialist nurse (where appropriate) and relevant healthcare services. Where a child has SEN but does not have an EHC plan, their special educational needs may be mentioned in their medical plan. Appendix 2 is used to identify and agree the support a child needs and the development of a medical plan
- Medical plans are regularly reviewed, at least every year or whenever the student's needs change.
- Other school staff are made aware of and have access to the medical plan for the students in their care.
- The Adeyfield Academy makes sure that the student's confidentiality is protected.

- The Adeyfield Academy seeks permission from parents/carers before sharing any medical information with any other party.

5. The Adeyfield Academy ensures that the whole school environment is inclusive and favourable to students with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

- The Adeyfield Academy is committed to providing a physical environment accessible to students with medical conditions and students are consulted to ensure this accessibility. The Adeyfield Academy is also committed to an accessible physical environment for out-of-school activities.
- The Adeyfield Academy makes sure the needs of students with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits.
- All staff are aware of the potential social problems that students with medical conditions may experience and use this knowledge, alongside the school's anti bullying policy, to help prevent and deal with any problems. They use opportunities such as PSHE/Tutor time and science lessons to raise awareness of medical conditions to help promote a positive environment. Students may also be involved in assemblies or small group sessions
- The Adeyfield Academy understands the importance of all students taking part in off site visits and physical activity and that all relevant staff make reasonable and appropriate adjustments to such activities in order they are accessible to all students. This includes out-of-school clubs and team sports. Risk assessments will be conducted as part of the planning process to take account of any additional controls required for individual student needs.
- The Adeyfield Academy understands that all relevant staff are aware that students should not be forced to take part in activities if they are unwell. They should also be aware of students who have been advised to avoid/take special precautions during activity, and the potential triggers for a student's medical condition when exercising and how to minimise these.

6. The Adeyfield Academy makes sure that students have the appropriate medication / equipment / food with them during physical activity and offsite visits.

- The Adeyfield Academy makes sure that students with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided.
- All school staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a student's medical condition.
- The Adeyfield Academy will not penalise students for their attendance if their absences relate to their diagnosed/investigative medical condition.
- The Adeyfield Academy will refer students with medical conditions who are finding it difficult to keep up educationally to the SENCo who will liaise with the student (where appropriate), parent/carer and the student's healthcare professional.
- Students at The Adeyfield Academy learn what to do in an emergency & are encouraged to understand and take responsibility for their medical needs.
- The Adeyfield Academy makes sure that a risk assessment is carried out before any out-of- school visit, including educational placements. The needs of students with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.

7. The Adeyfield Academy is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. The school is actively working towards reducing or eliminating these health and safety risks.

- The Adeyfield Academy is committed to identifying and reducing triggers both at school and on out-of-school visits.
- School staff have been given training and written information on medical conditions which includes avoiding/reducing exposure to common triggers.
- The IHP details an individual student's triggers and details how to make sure the student remains safe throughout the whole school day and on out-of-school activities. Risk assessments are carried out on all out-of-school activities, taking into account the needs of students with medical needs.
- The Adeyfield Academy reviews all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.

8. Each member of the school and health community knows their roles and responsibilities in maintaining and implementing an effective medical conditions policy.

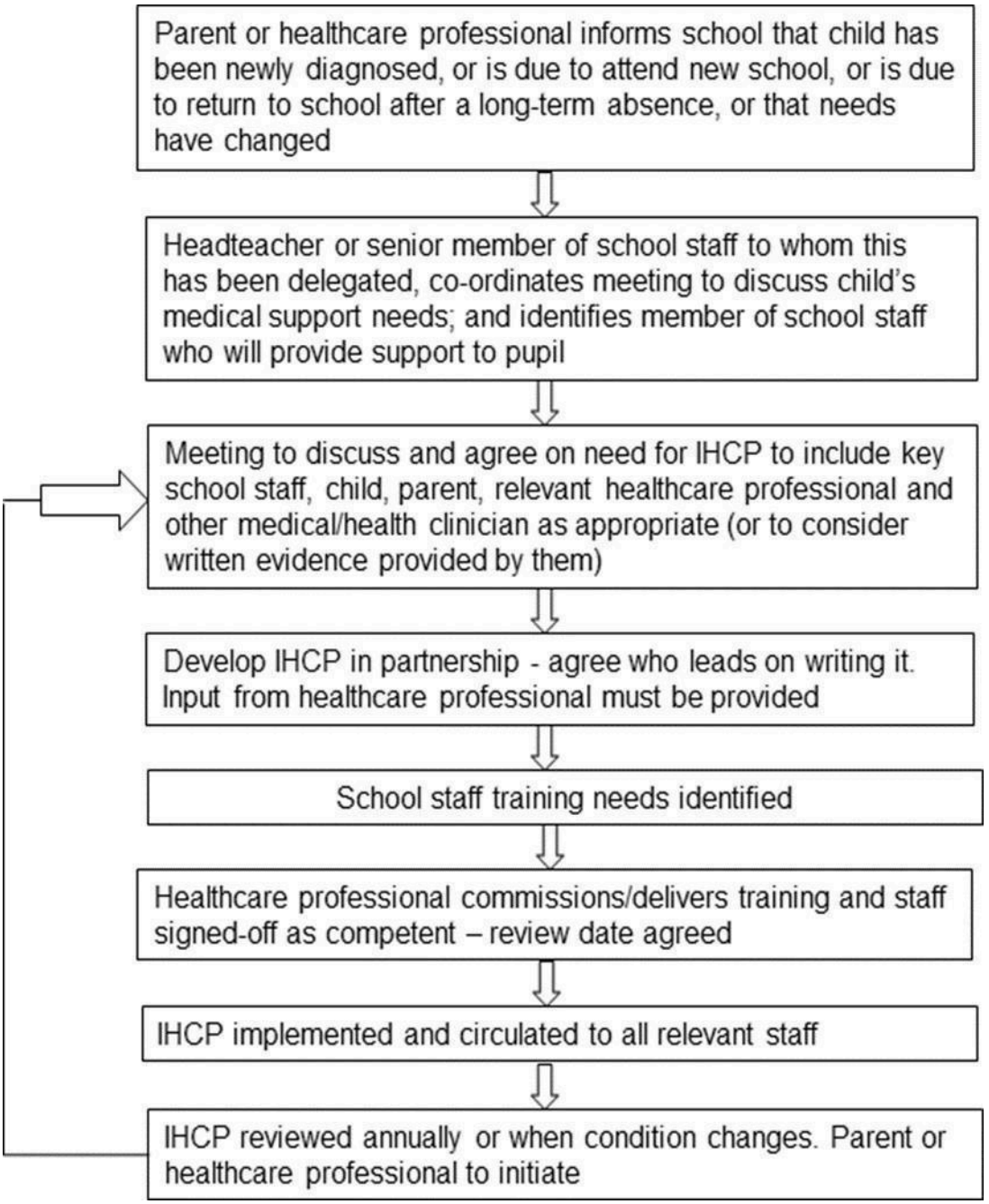
- The Adeyfield Academy works in partnership with all relevant parties including the student (where appropriate), parent/carer, school's governing body, all school staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.
- Key roles and responsibilities are outlined in Appendix 1.

The medical conditions policy is regularly reviewed, evaluated and updated. Updates are produced every year.

- In evaluating the policy, The Adeyfield Academy seeks feedback from key stakeholders including students, parents/carers, school nurses, specialist nurses and other relevant healthcare professionals, school staff, local emergency care services and governors. Should parents and students be dissatisfied with the support provided they should discuss these concerns with the Headteacher.

Appendix 1

Model Process for Developing Individual Healthcare/Medical Care Plans



Appendix 2

Roles and Responsibilities

Governing bodies

Must make arrangements to support students with medical conditions in school, including making sure that a policy for supporting students with medical conditions in school is developed and implemented. They should ensure that students with medical conditions are supported to enable the fullest participation possible in all aspects of school life. Governing bodies should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions. They should also ensure that any members of school staff who provide support to students with medical conditions are able to access information and other teaching support materials as needed.

Headteacher

Should ensure that their school's policy is developed and effectively implemented with partners. This includes ensuring that all staff are aware of the policy for supporting students with medical conditions and understand their role in its implementation. Headteachers should ensure that all staff who need to know are aware of the child's condition. They should also ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations. Headteachers have overall responsibility for the development of individual healthcare plans. They should also make sure that school staff are appropriately insured and are aware that they are insured to support students in this way. They should contact the school nursing service in the case of any child who has a medical condition that may require support at school, but who has not yet been brought to the attention of the medical head Ms Jo Day with her team of registered First Aiders and Mental Health Lead.

School staff

Any member of school staff may be asked to provide support to students 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 students with medical conditions that they teach. School staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions. Any member of school staff should know what to do and respond accordingly when they become aware that a student with a medical condition needs help.

School Nurse

Every school has access to school nursing services. They are responsible for notifying the school when a child has been identified as having a medical condition which will require support in school. Wherever possible, they will do this before the child starts at the school. They would not usually have an extensive role in ensuring that schools are taking appropriate steps to support children with medical conditions, but may support staff on implementing a child's individual healthcare plan and provide advice and liaison, for example on training. School nurses can liaise with lead clinicians locally on appropriate support for the child and associated staff training needs - for example, there are good models of local specialist nursing teams offering training to local school staff, hosted by a local school. Community nursing teams will also be a valuable potential resource for a school seeking advice and support in relation to children with a medical condition.

Other healthcare professionals

Including GPs, paediatricians, nurse specialists/community paediatric nurses – should notify the school nurse and work jointly when a child has been identified as having a medical condition that will require support at school. They may provide advice on developing healthcare plans. Anyone dealing with the medical care of a student in school should contact the named school nurse for that school to ensure a coordinated approach.

In the event of a medical professional supplying the school with medical evidence that a child is too unwell to attend school, the following may be considered:

- Referral to ESMA (Education Support for Medical Absence)
- Tuition through ESMA may be appropriate (virtual/in person/AV1)
- Regular reviews with professionals involved
- Reintegration plan at agreed date
- Additional access to Google Classroom learning if appropriate
- Part-time Timetable (reviewed 2-weekly for a maximum of 6 weeks)

Students

With medical conditions will often be best placed to provide information about how their condition affects them. They should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan. Other students will often be sensitive to the needs of those with medical conditions.

Parents/Carers

Should provide the school with sufficient and up-to-date information about their child's medical needs. They may in some cases be the first to notify the school that their child has a medical condition. Parents/carers are key partners and should be involved in the development and review of their child's individual healthcare plan, and may be involved in its drafting. They should carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

Allergies and anaphylaxis updates

The school follows the most recent Department for Education guidance on supporting pupils with medical conditions in schools, which can be accessed:
https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3.

This guidance underpins the school's approach to ensuring that students with medical needs are appropriately supported. It is essential that parents/carers keep the school fully informed of any changes to their child's medical condition, treatment, or medication, and provide up-to-date information promptly to ensure the safety and wellbeing of all students.

In line with updated government guidance, the school will ensure that spare adrenaline auto-injectors are held on site and are readily accessible in case of emergency. All students identified with allergies will be required to have an individual healthcare plan in place. The school will provide parents/carers with the appropriate documentation to complete, which will outline the student's specific needs, triggers, and emergency procedures. Completed plans will be securely retained on file and shared with relevant staff to ensure appropriate support is in place at all times.