



**CARLTON**  
ACADEMY TRUST

## **Supporting Students with Medical Conditions Policy**

**Approved on behalf of the Trustees:**

**Roger Butterfield**

**Date:**

**July 2025**

**Next Review Date:**

**July 2026**



## **Glossary**

**EHCP:** Education Health Care Plan.

**HOS:** Head of School.

**IHP:** Individual Healthcare Plans.

**Parents:** Umbrella term also including carers and legal guardians.

## **Policy Scope**

This policy outlines how schools will support students in the management of their medical conditions.

## **Responsibilities**

### **HOS**

- Ensure staff are aware and suitably trained to respond to children with medical needs.
- Overall responsibility for the development and oversight of IHP's.
- Ensure they or a member of staff with delegated responsibility contacts relevant services when a student requires professional support or assistance.
- Ensure accurate records are kept detailing students' medical needs.

### **All Staff**

All staff must engage in information and training for students with medical needs, following these when relevant.

### **Parents**

- Provide the school with detailed, relevant information about their child's medical needs.
- Be involved in the development and review of their child's IHP, fulfilling any agreed actions.

## **IHP's**

The school, student, parents, and relevant outside agencies contribute to the development of IHP's. Plans consider:

- The condition, its symptoms, treatment, and management of medication (dosage; side-effects; storage).
- Treatment administration (facilities; equipment; testing; access to food and drink; dietary requirements; transport and movement times).
- Supporting educational, social, and emotional needs (including absence management; additional exam time; rest periods; counselling sessions).
- Who will provide support and their requisite proficiency levels.
- Support arrangements when nominated staff are absent or unavailable.
- Which staff should be informed of the child's condition and needs, data protection and confidentiality.
- Parental consent for the administration of medicines within school hours.
- Arrangements and procedures for educational visits and trips.
- The needs and views of the child.
- Emergency contingencies.

Plans are reviewed at least annually or when needs have changed.



## **Management and Storage of Medicines**

Medicines must only be administered with parental consent, except where it would be detrimental to the student if not taken or prescribed without the knowledge of parents. Staff must always follow prescription guidance, with parents informed when medicine is administered.

Schools must only use prescribed medicines that are in-date and clearly labelled in the original (pharmacist) container showing instructions for administration and storage. All medicines and associated medical devices (asthma inhalers; EpiPens; glucose meters, etc) must be securely stored in an accessible location known by the student.

Medicines will be returned to parents for safe disposal when no longer required.

Students who are competent and confident will be encouraged to take responsibility for managing their own medical needs. This will be discussed with parents and encoded within IHPs.

## **Controlled Drugs**

Controlled drugs are prescription medicines that are controlled under the Misuse of Drugs Act (2001). A student prescribed a controlled drug may have it in their possession where deemed competent to do so but must not share its contents with another student. Full records of usages with dosage must be made and retained.

The school may administer over-the-counter (OTC) medication (including ibuprofen), when it is supplied by the parent/carer in its original packaging and accompanied by written parental consent. OTC medication does not require a prescription. All administration will be recorded in accordance with the DfE statutory guidance on supporting pupils with medical conditions.

## **Good Practice Guidelines**

- Allow access to and administration of medicines in accordance with IHP's.
- Do not assume that each student with the same condition requires the same treatment.
- Allow students to play a full role in school activities, minimising the impact of their medical needs.
- Always accompany an ill child and never send them alone to the school office, medical room, or similar.
- Actively involve parents in the care of their child's medical needs.
- Administer medicines in appropriate locations (not toilets).

## **Emergency Procedures**

Staff will follow the school's normal emergency procedures also paying reference to information encoded in IHP's. Where a child needs to be taken to hospital, a staff member will accompany them if parents are unavailable, then remain with them until they arrive.

## **Training**

Staff will have suitable training to ensure they are competent and confident in their ability to support students' medical needs and the requirements of IHP's.

## **Record Keeping**

Schools must maintain full formal records of all medicines administered to students.