



## **BREDON HILL ACADEMY**

### **SUPPORTING PUPILS WITH MEDICAL CONDITIONS POLICY**

Review Deadline: May 2026

Review Frequency: Annual

Author: BHA Headteacher

Reviewer: BHA LGB

Audience: Intranet

## **Contents:**

### Statement of intent

1. Key roles and responsibilities
2. Definitions
3. Training of staff
4. The role of the child
5. Individual Healthcare Plans (IHCPs)
6. Medicines
7. Emergencies
8. Avoiding unacceptable practice
9. Insurance
10. Complaints
11. Appendices
  1. Individual healthcare plan implementation procedure
  2. Individual healthcare plan template
  3. Parental agreement for a Academy to administer medicine template
  4. Record of medicine administered to an individual child template
  5. Record of medicine administered to all children
  6. Staff training record – administration of medicines
  7. Contacting emergency services
  8. Letter inviting parents to complete individual healthcare plan

## Statement of Intent

Bredon Hill Academy wishes to ensure that pupils with medical conditions receive appropriate care and support at school. This policy has been developed in line with the Department for Education's guidance released in April 2014 – "Supporting pupils at School with medical conditions".

Ofsted places a clear emphasis on meeting the needs of pupils with SEN and Disabilities and this includes children with medical conditions.

### Key roles and responsibilities

#### **The Local Authority (LA) is responsible for:**

Promoting cooperation between relevant partners and stakeholders regarding supporting pupils with medical conditions.

Providing support, advice and guidance to Academies and their staff.

Making alternative arrangements for the education of pupils who need to be out of School for fifteen days or more due to a medical condition.

#### **The Worcestershire Hills Trust is responsible for:**

The overall implementation of the Supporting Pupils with Medical Conditions Policy and procedures of the individual Academies.

Ensuring that the Supporting Pupils with Medical Conditions Policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.

Handling complaints regarding this policy as outlined in the Trust's Complaints Policy.

Ensuring that all pupils with medical conditions are able to participate fully in all aspects of School life.

Ensuring that relevant training is delivered to staff members who take on responsibility to support children with medical conditions.

Guaranteeing that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy.

Keeping written records of any and all medicines administered to individual pupils and across the Academy population.

Ensuring the level of insurance in place reflects the level of risk.

**The Headteacher is responsible for:**

- The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures of the school.
- Ensuring the policy is developed effectively with partner agencies.
- 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 situations.
- If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.
- Ensuring the correct level of insurance is in place for teachers who support pupils 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.
- Where necessary, making reasonable adjustments to include pupils with medical conditions into lessons.
- Administering medication, if they have agreed to undertake that responsibility.
- Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, if they have agreed to undertake that responsibility.
- Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.

**Starting Well Partnership Nurses are responsible for:**

- Notifying the school when a child has been identified with requiring support in the 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 for the school to administer medicine form 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 term or year.

Discussing medications with their child/children prior to requesting that a staff member administers the medication.

Where necessary, developing an Individual Healthcare Plan (IHCP) for their child in collaboration with the Headteacher, other staff members and healthcare professionals.

## Definitions

“Medication” is defined as any prescribed or over the counter medicine.

“Prescription medication” is defined as any drug or device prescribed by a doctor.

A “staff member” is defined as any member of staff employed by the Worcestershire Hills Trust, including teachers.

## Training of staff

Teachers and support staff will receive training on the Supporting Pupils with Medical Conditions Policy as part of their new starter induction.

Teachers and support staff will receive regular and ongoing training as part of their development.

Teachers and support staff who undertake responsibilities under this policy will receive the following training externally:

Epipen Training  
Diabetes Training

No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering

No staff member may administer drugs by injection unless they have received training in this responsibility

The school Business Manager will keep a record of training undertaken and a list of teachers qualified to undertake responsibilities under this policy.

## The role of the child

Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures.

Where possible, pupils 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 pupils refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.

Where appropriate, pupils will be encouraged to take their own medication under the supervision of a teacher.

## Individual Healthcare Plans (IHCPs)

Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the pupil, parents/carers, Headteacher, Special Educational Needs Coordinator (SENCO) 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 pupil 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 or alternative provision or home tuition, we will work with the LA and education provider to ensure that the IHCP identifies the support the child needs to reintegrate.

## Medicines

Where possible, it is preferable for medicines to be prescribed in frequencies that allow the pupil 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 an Academy to administer medicine form.

No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.

Where a pupil is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage the pupil to involve their parents while respecting their right to confidentiality.

No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.

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 four 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. Passing such drugs to others is an offence which will be dealt with under our Drug and Alcohol Policy.

Medications will be stored in the school Office.

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.

Pupils will never be prevented from accessing their medication.

The Worcestershire Hills Trust or Bredon Hill Academy cannot be held responsible for side effects that occur when medication is taken correctly.

## 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.

Pupils will be informed in general terms of what to do in an emergency such as telling a teacher.

If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

## Avoiding unacceptable practice

The Worcestershire Hills Trust and Bredon Hill Academy understand that the following behaviour is unacceptable:

Assuming that pupils with the same condition require the same treatment.

Ignoring the views of the pupil and/or their parents.

Ignoring medical evidence or opinion.

Sending pupils home frequently or preventing them from taking part in activities at the school.

Sending the pupil down to the medical room or school office alone if they become ill.

Penalising pupils with medical conditions for their attendance record where the absences relate to their condition.

Making parents feel obliged or forcing parents to attend the 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 pupils to eat, drink or use the toilet when they need to in order to manage their condition.

## Insurance

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

Bredon Hill Academy has opted into the Department of Education Risk Protection Arrangement. The details are as follows:

- Insurer: D of E Risk Protection Arrangement (RPA)
- Membership No: 143395
- Limit of Indemnity: Unlimited
- Renewal date: 1st September 2025

## Complaints

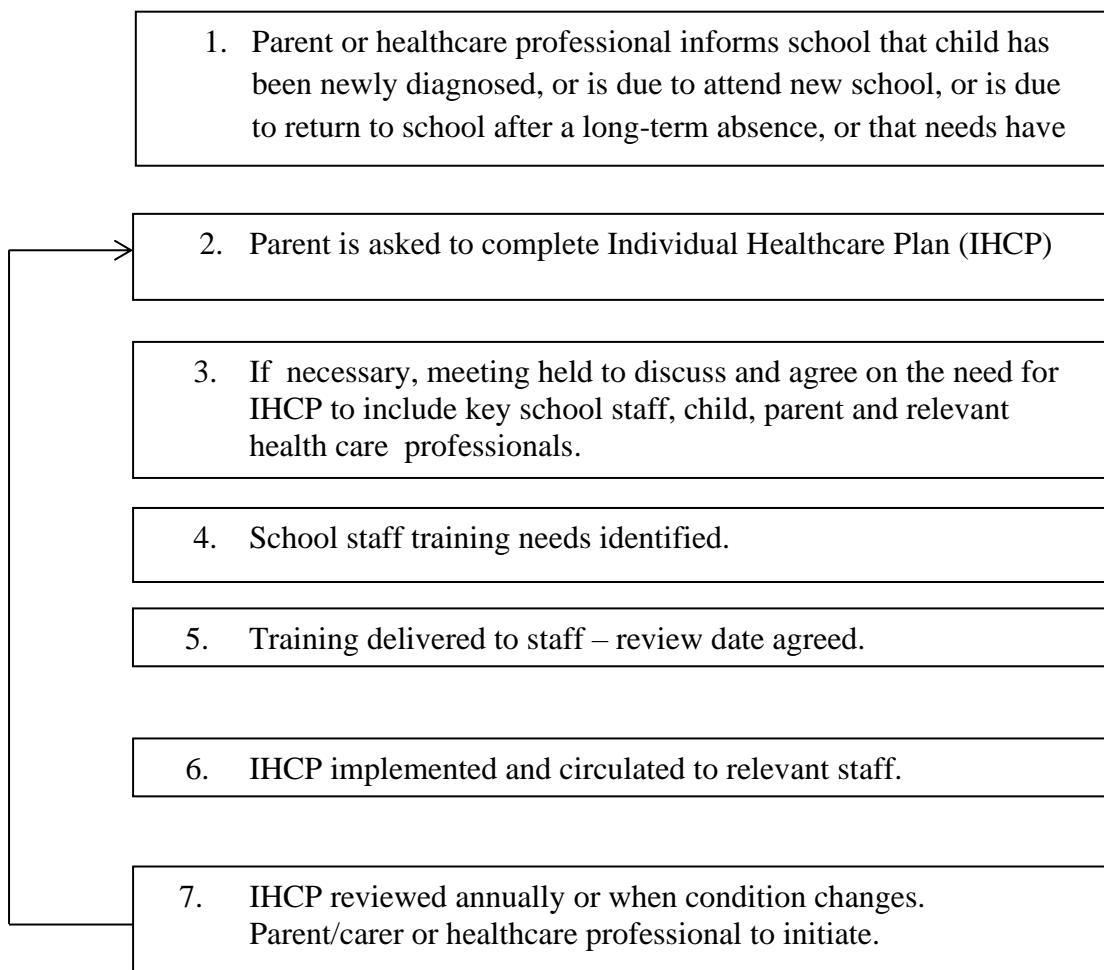
The details of how to make a complaint can be found in the Complaints Policy:

Stage 1 - Complaint Heard by Staff Member

Stage 2 - Complaint Heard by Headteacher

Stage 3 – Complaint Heard by Governing Bodies’ Complaints Appeal Panel (CAP)

## Appendix 1 - Individual Healthcare Plan Implementation Procedure



## Appendix 2 - Individual Healthcare Plan Template



photo

### INDIVIDUAL HEALTH CARE PLAN

**Child's Name**

**Date of Birth**

**Year/ Form**

**Child's Address**

**Medical Condition**

### Family Contact Information:

**Name**

**Relationship to Child**

**Phone Nos.**

W:

H:

M:

**Name**

**Relationship to Child**

**Phone Nos.**

W:

H:

M:

### Hospital Contact:

Name

Phone No.

G.P: Name

Phone No.

**Describe medical needs and give details of child's symptoms, triggers, signs, treatments, 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.**

**Describe what constitutes an emergency for the child and the action to be taken if this occurs.**

**Arrangements for school visits/trips etc.**

**Other information.**

**Date:** ..... **Signature:** .....

**Relationship to Pupil:** .....

**For Office Use only.**

**Plan developed with:**

**Staff training needed/undertaken – who, what, when?**

**Form copied to:**

**Date :**

**Date for Review**

Appendix 3 - Parental Agreement for the school to Administer Medicine Template  
**The Bredon Hill Academy Medicine Administering Form**

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 .....

.....  
Are there any side effects that the school needs to know about? .....

.....  
Self administration ?    Y / N

Procedures to take in an emergency

**N.B. Medicines must be in the original container as dispensed by the pharmacy**

### **Contact Details**

Name ..... Relationship to Child .....

Telephone No. H: ..... W:..... M:.....

Address :.....  
.....

I understand that I must deliver the medicine personally to Mrs Norman, school secretary.

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

Signature ..... Date .....

## Appendix 4 - Record of Medicine Administered to an Individual Child Template

### Bredon Hill Academy

#### Record of Medicine Administered to an Individual Child

Name of Child ..... Tutor Group .....

Date Medicine provided by Parent .....

Name of Medicine .....

Dose and Frequency of Medicine .....

Expiry Date .....

Quantity Received..... Quantity Returned .....

Staff Signature ..... Parent Signature .....

<b>Date</b>					
<b>Time Given</b>					
<b>Dose Given</b>					
<b>Staff Name</b>					
<b>Staff Initials</b>					

<b>Date</b>					
<b>Time Given</b>					
<b>Dose Given</b>					
<b>Staff Name</b>					
<b>Staff Initials</b>					

## Appendix 5 - Record of Medicine Administered To All Children

## Bredon Hill Academy

## Appendix 6 - Staff Training Record – Administration of Medicines

Name:	
Type of training received:	
Date of training completed:	
Training provided by:	
Suggested Review Date:	

I confirm that \_\_\_\_\_ has received the training detailed above and is competent to carry out any necessary treatment.

Trainer's signature \_\_\_\_\_

Date \_\_\_\_\_

**I confirm that I have received the training detailed above.**

Staff signature \_\_\_\_\_

Date \_\_\_\_\_

## Appendix 7 - 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 – **01386 881426**

Your name.

Your location as follows:

**Bredon Hill Academy**

**Ashton Under Hill**

**Evesham**

**Worcestershire**

**WR11 7SW**

The exact location of the patient within the school.

The name of the child, date of birth and a brief description of their symptoms.

The best entrance to use and state that the crew will be met and taken to the patient.

Put a completed copy of this form by the phone.

Appendix 8 - Model letter inviting parents to contribute to individual healthcare plan development

Dear Parent,

**RE: DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD**

Thank you for informing us of your child's medical condition. I enclose a copy of our policy for supporting pupils with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership with the school, parents/carers, pupils, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom.

Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

It would be helpful if you could complete the attached individual healthcare plan template and return it to the school office.

Yours sincerely,

Headteacher