

Date of last review:	November 2025	Review period:	Annual
Date of next review:	November 2026	Owner:	Headteacher



Supporting Pupils at School with Medical Conditions Policy

The Trafalgar School at Downton

Empowering a Future Generation

History of Policy Changes:

Date	Page	Change	Origin of Change
October 2025		New academy policy template	

1. Introduction

The Children and Families Act 2014 places a duty on academies to make arrangements for children with medical conditions. Children with medical conditions have the same right of admission to The Trafalgar School at Downton as other children and cannot be refused admission or excluded from The Trafalgar School at Downton on medical grounds alone. The Department of Education have produced statutory guidance 'Supporting Children with Medical Conditions' and we, The Trafalgar School at Downton, as part of Magna Learning Partnership (MLP) Educational Trust ('The Trust'), will have regard to this guidance when meeting this requirement. We will endeavor, where reasonable and practical, to ensure that children with medical conditions are properly supported so that they have full access to education, including trips and physical education, whilst also acknowledging that we are not specialist providers. The aim is to ensure that all children with medical conditions, in terms of both their physical and mental health, are properly supported in The Trafalgar School at Downton so that they can play a full and active role in academy life, remain healthy and achieve their academic potential. It is our policy to ensure that all medical information will be treated confidentially by the Headteacher and staff. All staff have a duty of care to follow and co-operate with the requirements of this policy. Where children have a disability, the requirement of the Equality Act 2010 will apply.

Where children have an identified special need, the SEN Code of Practice will also apply.

We recognise that medical conditions may impact social and emotional development as well as having educational implications.

2. Aims

This policy aims to ensure that:

- Students, staff and parents/carers understand how The Trafalgar School at Downton will support students with medical conditions
- Students with medical conditions are properly supported to allow them to access the same education as other students, including trips and sporting activities

The Trafalgar School at Downton will implement this policy by:

- Making sure sufficient staff are suitably trained
- Making staff aware of students' conditions, where appropriate
- Making sure there are cover arrangements to ensure someone is always available to support students with medical conditions
- Providing supply teachers with appropriate information about the policy and relevant students
- Developing and monitoring individual healthcare plans (IHPs)

3. Legislation and statutory responsibilities

This policy meets the requirements under [Section 100 of the Children and Families Act 2014](#), which places a

duty on governing boards to make arrangements for supporting students at their academy with medical conditions.

It is also based on the Department for Education (DfE)'s statutory guidance on [supporting students with medical conditions at academy](#).

This policy also complies with our funding agreement and articles of association.

4. Roles and responsibilities

The Academy Governance Committee (AGC) is responsible for:

The governance committee of The Trafalgar School at Downton has ultimate responsibility to make arrangements to support students with medical conditions. The AGC will:

- Ensure that the supporting students with Medical Conditions Policy and Procedures, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation
- Review and agree the policy and seek assurance of compliance

The Headteacher will:

- Ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting students with medical conditions.
- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations
- Ensure that all staff who need to know are aware of a student's condition
- Take overall responsibility for the development of IHPs
- Make sure that academy staff are appropriately insured and aware that they are insured to support students in this way
- Contact the appropriate external agencies, including the academy nurse, in the case of any student who has a medical condition that may require support at The Trafalgar School at Downton, but who has not yet been brought to the attention of the academy nurse
- Ensure that systems are in place for obtaining information about a student's medical needs and that this information is kept up to date

Staff will:

- Take appropriate steps to support students with medical conditions
- Where necessary, make reasonable adjustments to include students with medical conditions into lessons
- Administer medication, if they have agreed to undertake that responsibility. Medicines must be checked to be in date and a witness present for administering medicine

- Undertake training to achieve the necessary competency for supporting students with medical conditions, if they have agreed to undertake that responsibility. This will be recorded on the academies training record system e.g. the Every portal.
- Familiarise themselves with procedures detailing how to respond when they become aware that a student with a medical condition needs help

Supporting students with medical conditions during academy hours is not the sole responsibility of 1 person. Any member of staff may be asked to provide support to students with medical conditions, although they will not be required to do so. This includes the administration of medicines.

All staff will know what to do and respond accordingly when they become aware that a student with a medical condition needs help.

Parents/carers will:

- Provide The Trafalgar School at Downton with sufficient and up-to-date information about their child's medical needs
- Complete a parental agreement for The Trafalgar School at Downton to administer medicine form before bringing medication into the setting
- Provide The Trafalgar School at Downton with the medication their child requires and keep this up to date
- Be involved in the development and review of their child's IHP and may be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the IHP, e.g. provide medicines and equipment, and ensure they or another nominated adult are contactable at all times
- Ensure that if The Trafalgar School at Downton contacts them to collect their child due to illness, they are collected by a responsible adult. The academies will not allow students who are unwell to walk home, unless they are in Year 12 or above and have parental permission.

Appropriate person:

The Headteacher will delegate an appropriate person who is responsible for:

- 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
- Developing Individual Healthcare Plans (IHCPs)
- Contacting the appropriate health services in the case of any student who has a medical condition that requires additional support in The Trafalgar School at Downton

The appropriate person in The Trafalgar School at Downton is Carmen Winter, Student Services & First Aider. email: c.winter@trafalgar.wilts.sch.uk

Students:

Students with medical conditions will, depending on their age, often be best placed to provide information about how their condition affects them. Students should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs. They are also expected to comply with their IHPs.

Academy nurses and other healthcare professionals:

The Trafalgar School at Downton nursing service (or any appropriate health service) will notify the academy when a student has been identified as having a medical condition that will require support in our academy. This will be before the student starts The Trafalgar School at Downton, wherever possible. They may also support staff to implement a child's IHP.

Healthcare professionals, such as GPs and paediatricians, will liaise with The Trafalgar School at Downton's nurses and notify them of any students identified as having a medical condition. They may also provide advice on developing IHPs.

5. Equal opportunities

At The Trafalgar School at Downton, we are clear about the need to actively support students with medical conditions to participate in trips and visits, or in sporting activities, and not prevent them from doing so.

We will consider what reasonable adjustments need to be made to enable students to participate fully and safely on trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that students with medical conditions are included. In doing so, students, their parents/carers and any relevant healthcare professionals will be consulted.

6. Being notified that a child has a medical condition

When The Trafalgar School at Downton is notified that a student has a medical condition, the process outlined below will be followed to decide whether the student requires an IHP.

The academy will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for students who are new to our academy.

See Appendix 1.

7. Individual Healthcare Plans (IHPs)

The headteacher has overall responsibility for the development of IHPs for students with medical conditions.

In The Trafalgar School at Downton, the appropriate person overseeing the development and reviewing of IHP's is Downton is Carmen Winter, Student Services & First Aider. email: c.winter@trafalgar.wilts.sch.uk

Plans will be reviewed at least annually, or earlier if there is evidence that the student's needs have changed.

Plans will be developed with the student's best interests in mind and will set out:

- What needs to be done
- When
- By whom

Not all students with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents/carers when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the headteacher will make the final decision.

Plans will be drawn up in partnership with The Trafalgar School at Downton, parents/carers and a relevant healthcare professional, such as the academy nurse, specialist or paediatrician, who can best advise on the student's specific needs. The student will be involved wherever appropriate.

IHPs will be linked to, or become part of, any education, health and care (EHC) plan. If a student has special educational needs (SEN) or a disability, but does not have an EHC plan, the SEN and/or disability will be mentioned in the IHP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The governing board and the Headteacher / Carmen Winter, will consider the following when deciding what information to record on IHP's

- The medical condition, its triggers, signs, symptoms and treatments
- The student's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons
- Specific support for the student's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions
- The level of support needed, including in emergencies. If a student is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring
- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the student's medical condition from a healthcare professional, and cover arrangements for when they are unavailable
- Who in the academy needs to be aware of the student's condition and the support required
- Arrangements for written permission from parents/carers and the headteacher for medication to be administered by a member of staff, or self-administered by the student during academy hours
- Separate arrangements or procedures required for academy trips or other academy activities outside of the normal academy timetable that will ensure the student can participate, e.g. risk assessments
- Where confidentiality issues are raised by the parent/carer or student, the designated individuals to be entrusted with information about the student's condition

- What to do in an emergency, including who to contact and contingency arrangements
- Please see appendix 2 for IHP template

Where a student has an Education, Health and Care plan (EHCP), the IHCP will be linked to it or become part of it.

Where a student is returning from a period of hospital education, alternative provision or home tuition, the academy staff will work to ensure that the IHCP identifies the support the student needs to reintegrate

8. Managing medicines

Prescription and in certain cases, non-prescription medicines will be administered at The Trafalgar School at Downton:

- When it would be detrimental to the student's health or academy attendance not to do so **and**
- Where we have parents/carers' written consent e.g. email (verbal consent will not be taken) if the student is under 18 years
- Staff **must not** give prescription medicines or undertake healthcare procedures without appropriate training (updated to reflect requirements within individual healthcare plans).

The only exception to this is where the medicine has been prescribed to the student without the knowledge of the parents/carers. In such cases, every effort should be made to encourage the child or young person to involve their parents while respecting their right to confidentiality

Students under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Anyone giving a student any medication (for example, for pain relief) will first check the academy has permission, maximum dosages and when the previous dosage was taken. Parents/carers will always be informed if the student is under 18.

The academy will only accept prescribed medicines that are:

- In-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

The academy will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely in a locked storage unit/area. Students will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to students and not locked away.

Medicines will be returned to parents of students under 18 to arrange for safe disposal when no longer required.

The Trafalgar School at Downton **does not dispense any medication including hay fever tablets/medicine, analgesics such as Paracetamol, Aspirin or Ibuprofen without written parental consent.**

Controlled drugs:

Controlled drugs are prescription medicines that are controlled under the Misuse of Drugs Regulations 2001 and subsequent amendments, such as morphine or methadone.

Students who have been prescribed a controlled drug are not permitted to have it in their possession. All controlled drugs that have been prescribed for students are kept in a secure cupboard in Student Services and only named staff have access.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

Staff administering medicines should do so in accordance with the prescriber's instructions. The Trafalgar School at Downton will keep a record of all medicines administered to individual students, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school should be noted in school and the information passed to parents/carers.

Students managing their own needs:

Students who are competent will be encouraged to take responsibility for managing their own medicines and procedures. This will be discussed with parents/carers and it will be reflected in their IHPs.

Students are not allowed to carry their own medicines, apart from Asthma inhalers, Adrenalin auto-injection pens and relevant devices wherever possible. Staff will not force a student to take a medicine or carry out a necessary procedure if they refuse, but will follow the procedure agreed in the IHP and inform parents/carers so that an alternative option can be considered, if necessary.

Unacceptable practice:

The Trafalgar School at Downton staff should use their discretion and judge each case individually with reference to the student's IHP, but it is generally not acceptable to:

- Prevent students from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every student with the same condition requires the same treatment
- Ignore the views of the student or their parents/carers
- Ignore medical evidence or opinion (although this may be challenged)
- Send students with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal academy activities, including lunch, unless this is specified in their IHPs
- If the student becomes ill, send them to Student Services/medical room unaccompanied or with

someone unsuitable

- Penalise students for their attendance record if their absences are related to their medical condition, e.g. hospital appointments
- Prevent students from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- Require parents/carers, or otherwise make them feel obliged, to attend The Trafalgar School at Downton to administer medication or provide medical support to their student, including with toileting issues. No parent/carer should have to give up working because The Trafalgar School at Downton are failing to support their child's medical needs
- Prevent students from participating, or create unnecessary barriers to students participating in any aspect of academy life, including academy trips, e.g. by requiring parents/carers to accompany their child
- Administer, or ask students to administer, medicine in academy toilets

Administering medicines:

The Trafalgar School at Downton Staff will adhere to the following procedures;

- Two members of staff to oversee the administration of medicine
- Staff will be trained to administer medicine
- Record keeping will be completed upon administration, written clearly. Please see appendix 3 for templates.

9. Emergency procedures

Staff will follow The Trafalgar School at Downton's normal emergency procedures (for example, calling 999). All students' IHPs will clearly set out what constitutes an emergency and will explain what to do.

If a student needs to be taken to hospital, staff will stay with the student until the parent/carer arrives, or accompany the student to hospital by ambulance.

10. Training

Staff who are responsible for supporting students with medical needs will receive suitable and sufficient training to do so.

The training will be identified during the development or review of IHPs. Staff who provide support to students with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the Headteacher / Carmen Winter. Training will be kept up to date.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the students
- Fulfil the requirements in the IHPs
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures
- Be recorded on The Trafalgar School at Downton training record system e.g. the Every portal.

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

11. Record keeping

The governing board of The Trafalgar School at Downton will ensure that written records are kept of all medicine administered to students for as long as these students are at the academy. Parents/carers will be informed if their child has been unwell at The Trafalgar School at Downton.

IHPs are kept in a readily accessible place that all staff are aware of.

12. Liability and indemnity

Magna Learning Partnership is a member of the Department for Education's risk protection arrangement (RPA). The RPA provides comprehensive risk protection for public sector academies and is an alternative to commercial insurance for the education sector. Teachers who undertake responsibilities within this policy are covered by the RPA.

13. Complaints

Parents/carers with a complaint about The Trafalgar School at Downton actions in regard to their child's medical condition should discuss these directly with the headteacher in the first instance. If the headteacher cannot resolve the matter, they will direct parents/carers to the Trust's complaints procedure.

14. Monitoring arrangements

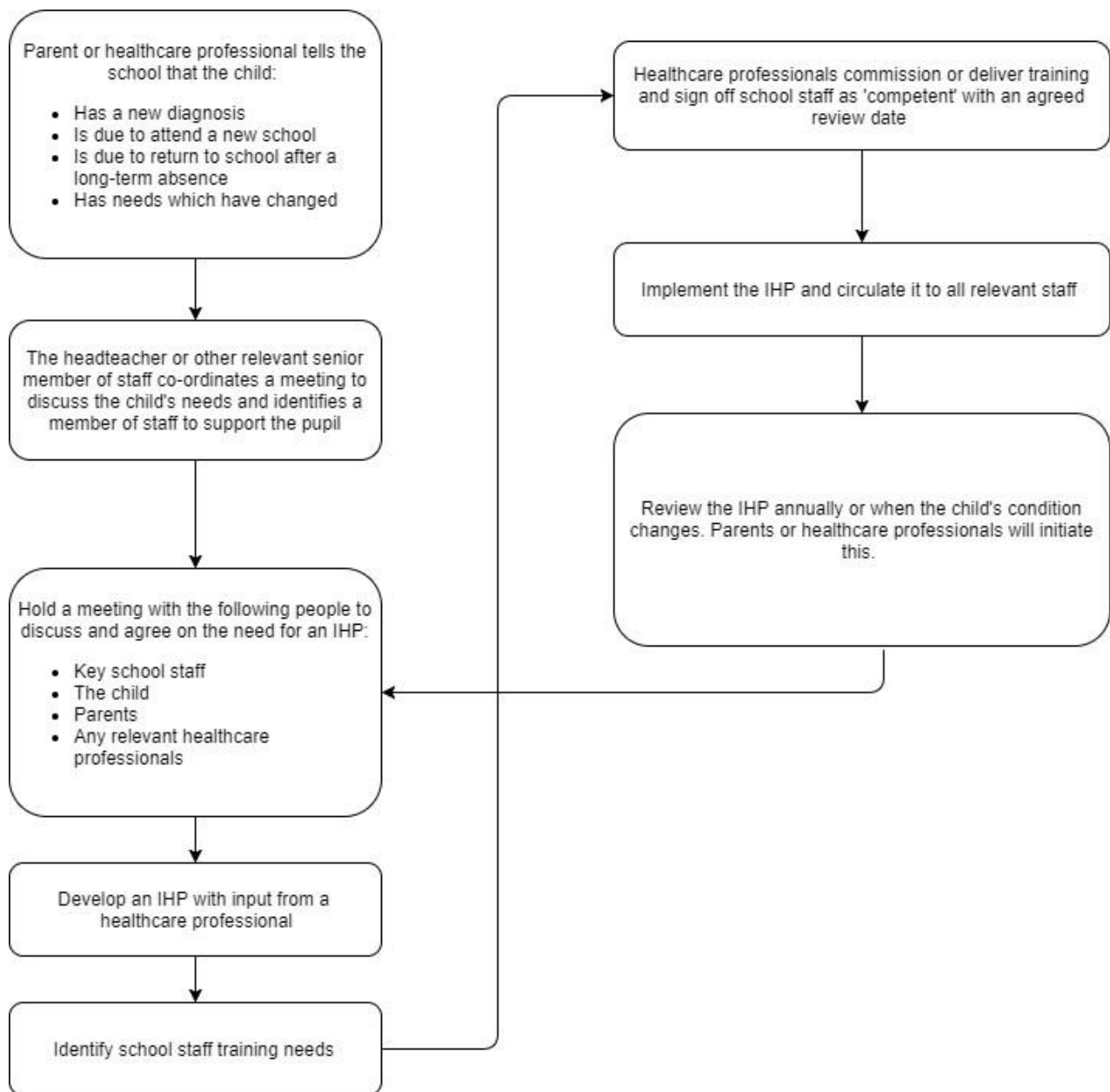
This policy will be reviewed and approved by the Academy Governance Committee annually.

15. Links to other policies

This policy links to the following policies/procedures:

- Accessibility plan
- Complaints
- Equality information and objectives
- First aid
- Health and safety
- Safeguarding
- Special educational needs information report and policy

Appendix 1: Being notified a child has a medical condition



Appendix 2: Individual Healthcare Plan Template

Individual healthcare plan

Name of school/setting	
Child's name	
Group/class/form	
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	
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Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

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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 pupil'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

**PARENTAL/GUARDIAN CONSENT FORM (Form 1) - STRICTLY
CONFIDENTIAL**

Child's Name:		Year/Class:
Address:		
Date of Birth:		
Home Tel No:		Work Tel No:
GP Surgery		GP's Tel No:
Condition/Illness:		

Statement:

I hereby request that members of staff administer the following medicines as directed below. I understand that I must deliver the medicine personally to the academy in the original container as dispensed by the pharmacy and accept that this is a service which the academy is not obliged to undertake. I will inform the academy/setting immediately, in writing, if there is any change required to the dosage or frequency of the medication required or if the medication is to cease.

Name (print): _____

Relationship: _____

Signed: _____

Date: _____

Name of Medicine	Dose	Prescribed by Medical Practitioner (Yes or No)	Frequency & Times for Administration	Date of Completion of Course (if known)
A				
B				
C				
D				
E				
Special Instructions/Precautions/Side Effects:				
Emergency Action:				
Other prescribed medicines child takes at home:				

**RECORD OF PRESCRIBED/ NON-PRESCRIBED MEDICINES GIVEN TO CHILD IN ACADEMY
(Form 2)**

Child's Name: _____ Date of Birth: _____

Year/Class: _____

STRICTLY CONFIDENTIAL

Date	Time	Name of Medicine Given	Dose	Any Reactions	Name and Signature	Signature of staff witnessing invasive treatment