



Supporting Pupils with Medical Conditions

Policy 26/27

The school is committed to reviewing this policy regularly to ensure it remains compliant with current legislation, statutory guidance, and best practice.

School Name: Arbour Academy

Address: Arbour Academy, Canterbury Gardens, Eccles New Road, Salford, M5 5AG

Telephone: 0161 464 3483

This document is classified as a controlled document. Printed copies may not be the most up- to-date version. The latest version is available from the school.

Contents

Purpose and statutory framework	2
Aims	3
Roles and responsibilities	3
Academy Trust / governing arrangements.....	3
Headteacher.....	3
Medical needs / SEND lead	3
School staff	4
Pupils	4
Parents and carers.....	4
Healthcare professionals	4
Notification and transition.....	4
Individual Healthcare Plans (IHPs)	4
Staff training and competence	5
Managing medicines on school premises	5
Emergency procedures.....	5
Allergy safety.....	6
Educational visits, residential visits and physical activity.....	6
Home-to-school transport	6
Supporting pupils who cannot attend school because of health needs.....	6
Confidentiality and information sharing.....	7
Unacceptable practice	7
Liability and indemnity.....	7
Complaints	7
Monitoring and review	7
Related policies and guidance	8

Purpose and statutory framework

Arbour Academy is committed to ensuring that pupils with medical conditions, including physical and mental health conditions, are properly supported so that they have full access to education, including educational visits, physical education and wider school life, and can achieve their academic potential.

This policy sets out the Academy's arrangements for meeting its duty under section 100 of the Children and Families Act 2014. The Academy has regard to the Department for Education's statutory guidance Supporting pupils at school with medical conditions. The Academy will also meet its duties under the Equality Act 2010, including making reasonable adjustments for disabled pupils, and will have regard to the SEND Code of Practice where a pupil also has special educational needs or an Education, Health and Care (EHC) plan.

From September 2026, the Academy also operates a separate Allergy Safety Policy in accordance with

the Children's Wellbeing and Schools Act 2026 and the Department for Education's statutory guidance Allergy safety in schools. Allergy arrangements, including anaphylaxis and adrenaline auto-injectors, should be read alongside this policy.

Aims

- ensure pupils with medical conditions are supported effectively and inclusively;
- provide clear, safe and consistent arrangements for identifying and meeting individual medical needs;
- ensure sufficient suitably trained and competent staff are available;
- support pupils to participate as fully as possible in school life and avoid unnecessary barriers to attendance or participation;
- promote partnership working with pupils, parents/carers, health professionals, the local authority and other relevant agencies; and
- ensure appropriate records, emergency arrangements and Individual Healthcare Plans (IHPs) are in place where required.

Roles and responsibilities

Academy Trust / governing arrangements

The appropriate authority is responsible for ensuring that arrangements are in place to support pupils with medical conditions and that this policy is implemented effectively. It will ensure that sufficient staff receive suitable training and are competent before taking responsibility for supporting a pupil's medical needs.

Headteacher

The Headteacher has overall responsibility for the implementation of this policy and for the development of Individual Healthcare Plans. The Headteacher will:

- ensure all staff are aware of this policy and understand their role in its implementation;
- ensure staff who need to know are made aware of a pupil's medical condition and required support, with due regard to confidentiality;
- ensure sufficient trained staff are available to implement IHPs, including contingency and emergency arrangements;
- liaise with the school nursing service or other appropriate healthcare professional where a pupil may require support at school;
- ensure appropriate insurance or Risk Protection Arrangement cover is in place; and
- ensure medical incidents, medication errors and relevant near misses are recorded, reviewed and acted upon appropriately.

Medical needs / SEND lead

The designated member of staff responsible for coordinating arrangements for pupils with medical needs will work with the Headteacher, parents/carers, pupils and healthcare professionals to ensure that relevant information is obtained, IHPs are developed and reviewed, and required training is arranged before support is provided wherever practicable.

School staff

Any member of staff may be asked to provide support to a pupil with a medical condition, including administering medicines, although staff will not be required to undertake medical procedures for which they have not agreed, been appropriately trained or been assessed as competent. All staff must know how to obtain help when a pupil with a medical condition needs assistance.

Pupils

Pupils will be involved as fully as possible in discussions about their medical needs. Where competent to do so, pupils will be encouraged to manage their own medicines and procedures, with appropriate supervision and arrangements documented in their IHP.

Parents and carers

Parents/carers should provide sufficient and up-to-date information about their child's medical needs, participate in the development and review of the IHP where one is required, provide medicines and equipment in accordance with school procedures, and ensure that they or another nominated adult can be contacted.

Healthcare professionals

The school nursing service and other qualified healthcare professionals may advise the Academy, contribute to IHPs, provide or arrange condition-specific training, and confirm staff competence where appropriate. The Academy will work with relevant NHS services, including the local Integrated Care Board (ICB) and commissioned community health services where applicable.

Notification and transition

Where the Academy is informed that a pupil has a medical condition that may require support, relevant information will be gathered before admission or as soon as reasonably practicable. Where a pupil has an EHC plan, relevant medical information within the plan will be considered alongside information from parents/carers and healthcare professionals.

Where training is necessary, the Academy will seek to arrange it before the pupil starts or before staff undertake the relevant procedure. Transition arrangements will be planned to minimise disruption and promote a safe start at the Academy.

Individual Healthcare Plans (IHPs)

An IHP provides clarity about a pupil's medical needs and the support required. Not every pupil with a medical condition will need an IHP; the decision will be based on the complexity and level of support required, informed by healthcare advice and discussion with the pupil and parents/carers.

IHPs will be reviewed at least annually, or sooner where the pupil's needs or treatment change. Where appropriate, the IHP will be linked to the pupil's EHC plan.

An IHP may include:

- the medical condition, triggers, signs, symptoms and treatments;
- medication, dose, timing, side effects, storage and access arrangements;
- other treatments, equipment, testing, dietary requirements and environmental considerations;
- the pupil's educational, social and emotional needs, including arrangements relating to attendance, examinations, rest breaks or catching up with learning;
- the level of support required, including arrangements for self-management;

- the staff who will provide support, their training and competency requirements, and cover arrangements;
- who needs to know about the pupil's condition and support arrangements;
- parental/carer consent and any agreed arrangements for self-administration;
- arrangements for educational visits, physical activity and other activities outside the normal timetable;
- confidentiality and information-sharing arrangements; and
- emergency procedures, including whom to contact and contingency arrangements.

Staff training and competence

Training will be determined by the pupil's individual needs and the advice of an appropriate healthcare professional. Training may be provided by the school nursing service or another suitably qualified healthcare professional. Staff must not undertake a clinical procedure until appropriate training has been completed and, where required, competence has been confirmed.

Training will be refreshed when required, including when a pupil's needs or treatment change. Records of relevant training and competency will be maintained.

Managing medicines on school premises

- Medicines will be administered at school where it would be detrimental to a pupil's health or attendance not to do so.
- No pupil under 16 will be given prescription or non-prescription medicine without appropriate consent, except in the limited circumstances recognised in statutory guidance where confidentiality must be respected.
- A pupil under 16 will not be given medicine containing aspirin unless it has been prescribed by a doctor.
- Before administering pain relief or other medication, staff will check the permitted dose and, where relevant, when a previous dose was taken.
- Where clinically possible, medicines should be prescribed in dose frequencies that allow them to be taken outside school hours.
- Prescribed medicines will normally only be accepted if they are in date, appropriately labelled and in the original container as dispensed by a pharmacist, with the recognised exception of insulin supplied in an insulin pen or pump.
- Medicines will be stored safely and securely, while emergency medicines and devices must remain readily accessible to the pupil when needed.
- Where a pupil is competent to carry and self-administer their own medicine, this will be agreed and documented appropriately.
- Controlled drugs will be managed securely and in accordance with legal requirements.
- A written record will be kept of medicines administered, including what was given, the dose, time and person administering it. Where a medicine is not given as planned, this will also be recorded and the parent/carer informed as appropriate.
- Expired or no-longer-required medicines will be returned to parents/carers for safe disposal. Sharps will be disposed of in an approved sharps container.

Emergency procedures

The Academy will follow the emergency arrangements set out in the pupil's IHP and any condition-specific emergency plan. Staff must summon emergency assistance promptly where required and call 999 in a medical emergency.

- The emergency services must be given clear information about the pupil's condition and the Academy's location: Arbour Academy, Canterbury Gardens, Eccles New Road, Salford, M5 5AG
- Parents/carers will be contacted as soon as practicable.
- Where a pupil is taken to hospital by ambulance, an appropriate member of staff will accompany the pupil or remain with them until a parent/carer arrives, where practicable and appropriate.
- Relevant emergency medication and medical information should accompany the pupil where appropriate.
- Serious incidents, medication errors and relevant near misses will be recorded and reviewed so that lessons can be learned and arrangements improved.

Allergy safety

The Academy maintains a separate Allergy Safety Policy, which must be read alongside this policy. It sets out arrangements for allergy awareness, Individual Healthcare Plans for pupils who require them, staff training, emergency response, adrenaline auto-injectors, food and catering arrangements, educational visits, incident and near-miss recording, and communication with pupils, parents/carers and staff.

The Academy will promote an allergy-aware environment and will not rely on a claim that the site is completely 'nut-free' or allergen-free.

Educational visits, residential visits and physical activity

Reasonable adjustments will be made to enable pupils with medical conditions to participate in educational visits, residential visits, physical education, sport and other school activities. Relevant medical needs will be considered as part of visit planning and risk assessment. A pupil will not be unnecessarily excluded from an activity because of a medical condition.

Home-to-school transport

Home-to-school transport is arranged by the relevant local authority or transport provider in accordance with its own statutory duties and procedures. Parents/carers are responsible for ensuring that the transport provider is informed of relevant medical needs and changes. The Academy will cooperate with parents/carers, the local authority and transport providers and will share relevant information lawfully where necessary to support safe travel.

Where a pupil requires specialist medical assistance during transport, the responsible local authority or transport provider should determine the appropriate arrangements with the family and relevant professionals. School staff must not assume that drivers or passenger assistants are trained or authorised to provide clinical interventions unless this has been expressly confirmed.

Supporting pupils who cannot attend school because of health needs

The Academy will work with the pupil, parents/carers, relevant healthcare professionals and the local authority to support continued education and a planned return to school where a pupil cannot attend because of health needs.

Where it becomes clear that a pupil is likely to be unable to attend school for 15 school days or more during the school year, whether consecutive or cumulative, the Academy will liaise promptly with the relevant local authority regarding its duties under section 19 of the Education Act 1996. The Academy will continue to support the pupil's education, wellbeing and reintegration and will maintain appropriate contact during the period of absence.

Any reintegration arrangements will be based on the pupil's individual circumstances, medical needs and educational provision rather than an assumption that a particular type of placement is appropriate.

Confidentiality and information sharing

Information about a pupil's medical condition is personal information and will be handled in accordance with data protection law and safeguarding requirements. Information will be shared with staff and other professionals on a need-to-know basis where this is necessary to keep the pupil safe, provide appropriate support or meet a legal obligation. The pupil's views and those of parents/carers will be considered, taking account of the pupil's age and capacity.

Unacceptable practice

Although each case must be considered individually and with reference to the pupil's IHP, it is generally unacceptable to:

- prevent pupils from easily accessing inhalers, emergency medicines or other medication when needed;
- assume that pupils with the same medical condition require the same support;
- ignore the views of the pupil, parents/carers or relevant healthcare professionals;
- send pupils with medical conditions home frequently or prevent them from taking part in normal school activities without proper justification;
- send an unwell pupil to an office or medical area unaccompanied where this would place them at risk;
- penalise pupils for absence directly related to their medical condition, such as hospital appointments, contrary to applicable attendance requirements;
- prevent pupils from drinking, eating, using the toilet or taking other necessary breaks to manage their condition;
- require parents/carers to attend school routinely to administer medication or provide medical support that the Academy should reasonably arrange; or
- create unnecessary barriers to participation in school life or educational visits, including routinely requiring a parent/carer to accompany the pupil.

Liability and indemnity

The Academy will ensure that appropriate insurance or Department for Education Risk Protection Arrangement cover is in place for the activities undertaken. Staff must act within their training, competence, agreed responsibilities and the pupil's IHP. Where a specific medical procedure or intervention is required, appropriate consent, training and competency arrangements will be documented.

Complaints

Parents/carers who are dissatisfied with the support provided should raise their concerns with the Academy in the first instance. If the matter is not resolved, a formal complaint may be made through the Academy's published Complaints Policy.

Monitoring and review

The Headteacher is responsible for ensuring that this policy is implemented and kept under review. The

policy will be reviewed at least annually and earlier where legislation, statutory guidance, local arrangements or school practice changes.

The Academy will monitor implementation through relevant records, IHP reviews, staff training, incident and near-miss learning, and feedback from pupils, parents/carers and professionals where appropriate.

Related policies and guidance

- Allergy Safety Policy
- First Aid Policy and procedures
- Safeguarding / Child Protection Policy
- SEND Policy
- Educational Visits Policy and risk-assessment procedures
- Attendance Policy
- Complaints Policy
- Department for Education: Supporting pupils at school with medical conditions (statutory guidance)
- Department for Education: Allergy safety in schools (statutory guidance, July 2026)
- Department for Education: Arranging education for children who cannot attend school because of health needs
- SEND Code of Practice: 0 to 25 years
- Equality Act 2010