Happy in His
loving care

OUR LADY OF LOURDES
CATHOLIC MULTI-ACADEMY TRUST

St Augustine Webster Catholic Voluntary Academy
Supporting Pupils with Medical Conditions Policy

Date Agreed By Governors	September 2026
Next Review	September 2027 or sooner if guidance or provision changes
Policy Holder	Headteacher

Mission Statement
We consider ourselves a big happy family that is welcoming, caring and successful. Our school is a place where we show mutual respect, understanding and tolerance of all people in the world, and where we take responsibility for our actions. It is a place where self-belief and confidence are nurtured but, most of all, a place where we live out our virtues and keep Christ at the centre of everything we do.
We are Happy in His Loving Care.

Purpose and Legal Framework

St Augustine Webster Catholic Voluntary Academy will support pupils with physical or mental health conditions so that they can play a full and active role in school life, remain healthy and achieve their academic potential. We will work with pupils, parents, healthcare professionals and other services to remove avoidable barriers and provide safe, individual support.

This policy meets the duty in section 100 of the Children and Families Act 2014 and has regard to the Department for Education statutory guidance Supporting pupils at school with medical conditions. It should be read alongside the Equality Act 2010, the SEND Code of Practice and current guidance on first aid and emergency medicines in schools.

Principles

- pupils with medical conditions will be included in school life and supported to access the same opportunities as other pupils
- arrangements will reflect the individual child rather than assumptions about a diagnosis
- reasonable adjustments will be made for disabled pupils and provision will be coordinated with any Education Health and Care Plan
- support will be planned with the pupil and parents and informed by appropriate healthcare advice
- staff will be trained and confirmed competent before carrying out a healthcare procedure
- medical information will be shared only with those who need it to keep the pupil safe and included.

Notification and Initial Arrangements

Parents or carers should tell the school promptly about a medical condition, treatment, medication or change in need. The school may also receive information from a previous setting, healthcare professional or other service. The Headteacher or SENDCO will identify what support is required and who needs to be involved.

- For a planned admission or transition, arrangements will be agreed before the pupil starts wherever possible.
- For a new diagnosis or an in-year admission, the school will make every reasonable effort to put arrangements in place within two weeks.
- Temporary arrangements will be made where support is needed while professional advice or a full plan is being obtained.
- Relevant staff, including supply and temporary staff, will receive the information they need before supervising or supporting the pupil.

Individual Healthcare Plans

The Headteacher has overall responsibility for individual healthcare plans. Mrs Beverley will normally coordinate their preparation and review with parents or carers and relevant healthcare professionals. The SENDCO will oversee this process and ensure plans are distributed securely. A plan will be used where a condition is long term or complex, fluctuates, creates a high risk of emergency intervention, or requires detailed support. A plan is not required in every case; the school, parents and healthcare professional will decide whether one would be helpful and proportionate. The Headteacher will make the final decision if agreement cannot be reached.

Plans will be developed in partnership with the pupil, parents or carers, relevant school staff and an appropriate healthcare professional. Responsibility for finalising and implementing the plan rests with the school. Plans will be reviewed at least annually and sooner when needs, treatment, medication, staffing or circumstances change.

Content of an Individual Healthcare Plan

The level of detail will reflect the pupil's needs. Where relevant, the plan will record:

- the condition, triggers, signs, symptoms and treatment
- medication, dose, method, timing, side effects, storage and disposal
- dietary, hydration, toilet, rest, mobility, environmental and equipment needs
- support for attendance, learning, examinations, social participation and emotional wellbeing
- the support required, who will provide it, necessary training and cover arrangements
- whether and how the pupil will carry or manage their own medication
- who needs to know and any agreed confidentiality arrangements
- arrangements for visits, sport, clubs, transport and other activities
- what constitutes an emergency, the immediate response and who must be contacted.

Roles and Responsibilities

Academy Trust and Local Governing Body

- will ensure that arrangements support pupils with medical conditions and that suitable resources, insurance and oversight are in place
- will ensure that staff receive suitable training and are competent before undertaking healthcare procedures
- will receive proportionate assurance about implementation, incidents, complaints and improvements.

Headteacher

- has overall responsibility for this policy and the development and implementation of healthcare plans
- will ensure sufficient trained staff and contingency cover are available
- will ensure staff who need to know understand a pupil's condition, plan and emergency procedure
- will liaise with the school nursing service and other professionals when a pupil may need support
- will make sure that risk assessments and reasonable adjustments support participation.

SENDCO

- will oversee the development and review of individual healthcare plans, which will normally be coordinated by Mrs Beverley with pupils, parents or carers and relevant healthcare professionals
- will help link medical support with SEND provision, attendance, reintegration and transition arrangements
- will ensure healthcare plans are current, stored securely and available to appropriate staff.

School Staff

- may be asked to support pupils or administer medicines but will not be required to do so without appropriate agreement, training and competence
- must know how to obtain help and respond when a pupil with a medical condition needs assistance
- must follow the healthcare plan and record medicines, treatment, concerns and incidents accurately
- must not act beyond their training or delay emergency assistance.

Pupils and Parents

- pupils will be involved in decisions and supported to manage their condition as independently as is safe and appropriate
- parents or carers will provide accurate and current information, medication and equipment and remain contactable
- parents or carers will take agreed actions and notify the school promptly of any change in need, treatment or contact details.

Health and Other Services

The school will work with the school nursing service, GPs, specialist teams, the local authority, integrated care board, social care, transport providers and other services where relevant. Healthcare professionals should provide clinical information, advice and support with training or competency assessment within their professional role.

Staff Training and Competence

Training will be matched to the individual pupil and procedure. A first aid certificate alone does not demonstrate competence for specialist medical support. Training and competency confirmation will be provided or supported by an appropriate professional and recorded. Refresher training will take place at the interval advised and whenever a plan, procedure or need changes. All staff will receive sufficient awareness at induction and through updates to understand this policy and emergency arrangements.

Managing Medicines

- Medicines will be administered at school only where necessary to maintain health or attendance and with written parental consent, except where a competent young person has lawfully consented to treatment without parental knowledge.
- The school will normally accept prescribed medicines only when they are in date, labelled and supplied in the original dispensed container with clear instructions. Insulin may be supplied in an insulin pen or pump.
- Non-prescription medicine will be administered only under the school's agreed procedure and with written parental consent. Aspirin will not be given to a child under 16 unless prescribed by a doctor.
- Medicines will be stored securely but remain readily accessible when needed. They will not be kept in an unlocked classroom stock cupboard. Medicines requiring refrigeration will be stored securely in a monitored refrigerator.
- Pupils who are judged able to do so will carry or access their own inhalers, adrenaline auto-injectors and other medicines, with spare arrangements where appropriate.
- Controlled drugs will be stored securely in a non-portable container with access limited to authorised staff. A record will be kept of receipt, administration and remaining quantity.
- Expired or unwanted medicines will be returned to parents or carers for safe disposal. Sharps will be placed in an approved sharps container.
- The school holds a supply of paracetamol for occasional use. It will only be administered by an authorised member of staff where prior written parental consent has been provided. Before administering it, staff will check the child's age, the product instructions, any known allergies or contraindications, the correct dose and when the child last received paracetamol or another paracetamol-containing medicine. It will not be given if this information is uncertain. Each dose will be recorded, and the child's parent or carer will be informed on the same day.

Administration and Record Keeping

Before administering medicine, staff will check the pupil, medicine, dose, method, time, instructions and expiry date. Each administration will be recorded promptly, including the date, time, dose and name of the person administering or supervising it. Refusal, omission, error, side effect or other concern will be recorded and acted upon. Parents will be informed where required by the plan or where a concern arises. Records will be stored securely and retained in line with the school retention schedule.

If a pupil refuses medicine or a procedure, staff will not force them. They will follow the healthcare plan, assess immediate risk and inform parents and an appropriate healthcare professional so that alternatives can be considered.

Emergency Medicines Held by the School

The school holds emergency salbutamol inhalers or adrenaline auto-injectors, it will follow current Department of Health and Social Care guidance. The school supply may be used only for a pupil who is known to be at risk, where the pupil's own device is unavailable or not working, and where the required consent and plan are in place. Use will be recorded and parents informed. Emergency equipment will be checked regularly and taken on relevant off-site activities.

Emergency Procedures

- The healthcare plan will state the warning signs, immediate treatment, when to call 999 and who must be contacted.
- Staff will not wait for a parent before calling an ambulance or giving authorised emergency treatment.
- The emergency operator will be given accurate information and a member of staff will meet and direct the ambulance.
- A pupil will be appropriately supervised. A member of staff will accompany the pupil to hospital if a parent or carer cannot arrive in time and will remain until responsibility is transferred.
- The incident, treatment, professional advice and parent contact will be recorded and the plan reviewed where necessary.

Self Management
Pupils who are competent to manage their own health needs will be encouraged to do so, taking account of age, understanding, safety and clinical advice. The healthcare plan will set out supervision, monitoring and access arrangements. Pupils must be able to access essential medicine without avoidable delay.

Attendance Reintegration and Learning
Medical absence will be managed sensitively and will not be treated as misconduct. The school will work with the family and relevant services to minimise disruption, maintain appropriate contact and arrange catch-up, reasonable adjustments, phased return or alternative provision where needed. Where a pupil is likely to miss 15 school days or more, whether consecutive or cumulative, the school will liaise with the local authority in line with current guidance on education for children unable to attend because of health needs.

Educational Visits Sport and Clubs
Pupils with medical conditions will be supported to participate in visits, sport, clubs and other activities. Planning will involve the pupil, parents and relevant healthcare advice. Risk assessments will identify reasonable adjustments, trained staff, medication and equipment, emergency communication, transport and contingency arrangements. Parents will not be required to attend solely because the school has not made suitable arrangements.

Unacceptable Practice
Staff will use professional judgement and follow the individual healthcare plan. It is not acceptable to:

- prevent reasonable access to medication, food, drink, toilets, rest or other measures needed to manage a condition
- assume that pupils with the same diagnosis need identical support
- ignore the pupil's or parents' views or relevant clinical advice without a recorded, evidence-based reason
- send an unwell pupil somewhere alone or with an unsuitable person
- routinely send a pupil home, exclude them from normal activities or penalise medical absence contrary to agreed support
- require a parent to attend school to provide routine support or make participation conditional on a parent attending
- create unnecessary barriers to lessons, lunch, visits, sport or wider school life.

Confidentiality Data Protection and Safeguarding
Medical information and healthcare plans are sensitive personal data. They will be accurate, securely stored and shared only with staff or services that need the information for care, safety or inclusion. Information will be handled in accordance with UK data-protection law and the school's privacy information. Any safeguarding concern identified through medical support will be reported immediately under the Child Protection Policy.

Liability Complaints and Review
The Academy Trust will ensure that insurance or risk-protection arrangements cover authorised staff who support pupils in accordance with their training and agreed procedures. Parents who are dissatisfied should first discuss the matter with the school. Unresolved concerns may be raised through the Complaints Policy.

The Headteacher and SENDCO will monitor plans, training, medicine records, incidents, attendance and feedback. Governors will receive proportionate assurance without unnecessary personal information. This policy will be reviewed annually and sooner following a significant incident or a relevant change in law, guidance or provision.

Key Guidance
Children and Families Act 2014 section 100
Department for Education Supporting pupils at school with medical conditions
Equality Act 2010 and SEND Code of Practice
Department of Health and Social Care guidance on emergency inhalers and adrenaline auto-injectors in schools
Department for Education Arranging education for children who cannot attend school because of health needs.

Policy Revisions Since September 2025

- Aligned it with current statutory guidance and terminology.
- Replaced obsolete references to Statements of SEN and Clinical Commissioning Groups with Education Health and Care Plans and integrated care boards.
- Clarified notification, individual healthcare plans, named responsibilities, training and competency requirements.
- Strengthened medicine consent, secure storage, records, controlled drugs, self-management and disposal arrangements.
- Added current arrangements for emergency inhalers, adrenaline auto-injectors, emergency response and off-site activities.

- Updated inclusion, attendance, reintegration, confidentiality, unacceptable practice, complaints and governor monitoring.