



# **Supporting Pupils with Medical Conditions Policy Including Administration of Medicines Policy 2026/28**

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Reviewed By: The Open Door Academy Team

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Version: 2

## Scope

This policy applies to all staff and pupils in The Open Door Academy.

## Context

The Open Door Academy is committed to giving all of its pupils' opportunities to access all aspects of the curriculum. Every effort will be made to ensure that pupils with medical needs experience the best possible care whilst attending. This policy provides the basis for ensuring that children with medical needs receive the best care and support whilst at The Open Door Academy.

## Aims

This policy aims to ensure all pupils medical needs are accounted for and met in full throughout their time enrolled at The Open Door Academy, that appropriate equipment and facilities are provided and staff are properly trained to ensure adequate support is available at all times both within the academy and during educational visits and physical education.

This policy includes managing the administration of medicines, support for children with complex health needs and first aid.

## Statutory Position

The Open Door Academy has a statutory duty under Section 100 of the Children and Families Act 2014 and Keeping Children Safe 2016 which places a duty on governing bodies of maintained academies, proprietors of academies and management committees of Pupil Referral Units to make arrangements for supporting pupils at their academy with medical conditions. The key statutory requirements are as follows:

- Pupils at the academy with medical conditions should be properly supported so that they have full access to education, including trips and physical education.
- The Open Door Academy should ensure that leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supported.

## Supporting Pupils with Medical Conditions

### Introduction

Robust support for pupils with medical needs will be provided through the following:

- **Establishment of a positive relationship with parents and carers so that the pupil's needs can be fully met.**

Parents of children with medical conditions are often concerned that their child's health will deteriorate when they attend school, because children with long term and complex medical conditions may require on-going support, medicines and care to help them manage their condition and maintain their health. Other children may require interventions in particular emergency circumstances or health needs may change over time in unpredictable ways occasionally resulting in extended absences. It is therefore important that parents feel confident that their child's medical condition will be supported and that they will be safe.

- **Working in close partnership with health care professionals, staff, parents and pupils to meet the needs of each child.**

In making decisions about the support provided, The Open Door Academy will always consider advice from healthcare professionals and listen to and value the views of parents / carers and pupils.

- **Ensuring any social and emotional needs are met for pupils with medical conditions.**

Children may be self-conscious about their condition and some may be bullied or develop emotional disorders such as anxiety or depression around their medical condition.

- **Minimising the impact of any medical condition on a pupil's educational achievement.**

In particular long-term absences due to health problems invariably affect children's' educational attainment, impact on their ability to integrate with their peers and affect their emotional wellbeing and general health. Reintegration back into school will be properly supported so that pupils with medical conditions fully engage with learning and do not fall behind when they are unable to attend. Short term absences including those for medical appointments (which can also be lengthy) also need to be effectively managed.

- **Ensuring that a health care plan is in place for each child with a medical condition and for some pupils who may be disabled or have special educational needs that their Education, Health and Welfare Plan is managed effectively.**

## **Responsibilities**

Supporting a pupil with a medical condition during academy hours is not the sole responsibility of one person. Partnership working between The Open Door Academy staff, healthcare professionals, parents / carers and pupils is critical.

### **The Head of Centre is responsible for:**

- Ensuring that a policy in place to meet the needs of children with medical conditions
- Ensuring that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation.
- Ensuring that all staff who need to know are aware of a pupil's condition.
- Ensuring that sufficient trained staff are available to implement the policy and deliver against all individual healthcare plans including contingency and emergency situations.
- Ensuring that the academy is properly insured and staff are aware that are insured to support pupils in this way.
- Ensuring that the school nursing service is contacted in the case of any child who has a medical condition that may require support at the academy but who has not yet been brought to the attention of the Head of Centre.
- Ensuring that staff have received suitable training and are competent before they take on the responsibility to support pupils with medical conditions.

### **The Open Door Academy staff:**

- Any member of academy staff may volunteer or be asked to provide support to pupils with medical conditions, including the administering of medicines although they cannot be required to do so.
- Must understand the role they have in helping to meet the needs of a pupil with a medical condition.
- Must work towards / complete targets and actions contained within individual Health Care Plans or SEN Education Health and Welfare Plans.

### **Healthcare professionals are responsible for:**

- Notifying The Open Door Academy when a pupil has been identified as having a medical condition who will require support in school.
- Taking a lead role in ensuring that pupils with medical conditions are properly supported in the academy including supporting staff on implementing a pupil's plan.

- Working with the Head of Centre to determine the training needs of the academy staff and agree who would be best placed to provide the training.
- Confirming that academy staff are proficient to undertake healthcare procedures and administer medicines.

## **Assisting Children with Long Term or Complex Medical Needs**

A pro-active approach is taken towards pupils with medical needs. A Health Care Plan will be produced for any child with long term/complex medical needs and will be reviewed on a regular basis. To assist children with long term or complex medical needs, the academy will also consider whether any/all of the following is necessary:

- Adapting equipment or furniture to enable the child to access a particular aspect of the curriculum or area of the academy.
- Involving the home and hospital support service. Working in partnership with medical agencies and receiving advice/support from other professionals including the school nursing team or responsible staff member;
- Adapting lesson plans;
- Ensuring that there are procedures in place for the administration of medicine;
- Training for staff on a specific medical condition;
- Providing appropriate seating
- Ensuring that arrangements are made to include a child with medical needs on visits.

## **Individual Health Care Plans**

An Individual Healthcare Plan is a document that sets out the medical needs of a child, what support is needed within the school day and details actions that need to be taken within an emergency situation. They provide clarity about what needs to be done, when and by whom. The level of detail within the plans will depend on the complexity of the pupil's condition and the degree of support needed. This is important because different children with the same health condition may require very different support.

Individual healthcare plans may be initiated by a member of academy staff or another healthcare professional involved in providing care to the pupil. Plans must be drawn up with input from such professionals e.g. a specialist nurse, who will be able to determine the level of detail needed in consultation with the academy, the child and their parents.

Plans should be reviewed at least annually or earlier if the child's needs change. They should be developed in the context of assessing and managing risks to the child's education, health and social well-being and to minimise disruption.

# First Aid Policy 2026/28



Where the child has a special educational need, the individual healthcare plan should be linked to the pupil's statement or EHC plan where they have one.

Parents / carers will receive a copy of the Health Care Plan with the originals kept by the Head of Centre responsible for First Aid.

Medical notices, including pictures and information on symptoms and treatment are placed in the Academy office and given to the child's class teacher for quick identification, together with details of what to do in an emergency.

## **Administering Medicines**

**The carrying and use of non-prescription medicines including Paracetamol and Ibuprofen by pupils without specific parental permission notified to the academy is prohibited.**

Medicines should only be administered by The Open Door Academy staff when it would be detrimental to a child's health or academy attendance not to do so;

No pupil under 16 should be given prescription or non-prescription medicines without their parent's written consent - except in exceptional circumstances where the medicine has been prescribed to the pupil without the knowledge of the parents. In such cases, every effort should be made to encourage the pupil or young person to involve their parents while respecting their right to confidentiality;

A pupil under 16 should never be given medicine containing aspirin unless prescribed by a doctor; Medication, e.g. for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken;

Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside academy hours;

The Open Door Academy must only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage.

The exception to this is insulin, which must still be in date, but will generally be available inside an insulin pen or a pump, rather than in its original container;

All medicines must be stored safely. Pupils should know where their medicines are at all times and be able to access them immediately. Where relevant, they should know who holds the key to the storage facility. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenalin pens should be always readily available to pupils and not locked away;

# First Aid Policy 2026/28



The Open Door Academy should otherwise keep controlled drugs that have been prescribed for a pupil securely stored in a non-portable container and only named staff should have access;

Controlled drugs should be easily accessible in an emergency, a member of staff may administer a controlled drug to the pupil for whom it has been prescribed providing they have received specialist training/instruction;

The Open Door Academy should keep a record of all medicines administered to individual pupils, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered by The Open Door Academy should be noted;

When no longer required, medicines should be returned to the parent to arrange for safe disposal;

Sharps boxes should always be used for the disposal of needles and other sharps.

## Legal duty

**There is no legal duty which requires academy staff to administer medication.** However, academy staff may administer medication to children provided that the parent/carer has completed an Administration of Medication Form.

## Non-prescription medicine

We will only administer non-prescription medicines under exceptional circumstances and only with a written request. Overdose of any medicine is dangerous and in the case of non-prescription products quite common with fatal consequences possible particularly from Paracetamol. Carrying and use of non-prescription medicines including Paracetamol and Ibuprofen by pupils without specific written parental permission notified to the academy is prohibited.

If parental permission has been provided **all such medication must be held by the academy and not in the possession of the pupil** during the academy day.

**The academy will not hold a supply of non-prescription painkillers for administration to pupils or staff.**

## Medicine administration requests

Occasionally, a pupil will show an adverse reaction to a new course of treatment and for this reason the academy will not take responsibility for administering the first prescribed dosage. Medication should only be requested to be administered if it needs to be administered during school time. Where the dosage is 3 three times a day it is

usually acceptable that these doses are given at home – before school, immediately after school and just before bedtime.

Medication and the request form should be handed to staff by parents/carers, never the pupil.

## **Academy pupils' medicines storage**

All medication should be placed in a clear container (with a lid) and the name of the pupil, type of medication and dosage clearly displayed. Medicines should always be provided with the prescriber's instructions.

## **Storing Medicines**

The academy will only store, supervise and administer medicine that has been prescribed for an individual pupil. Where a pupil needs two or more prescribed medicines, each should be in a separate container. Staff should never transfer medicines from their original containers. Medicines are stored safely in the Medical Room and in the refrigerator if required. All *emergency medicines*, such as asthma inhalers and adrenaline pens are readily available to the pupil– not locked away. Pupils should know where their own medicines are stored.

## **Asthma**

Pupils with asthma, in years 5 and above, are encouraged to carry their inhalers with them. However, a spare inhaler should also be kept in the academy office or classroom. Pupils with diabetes are encouraged to keep medication close to hand. They are able to take high energy snacks when needed and at any point in the day.

## **Disposal of Medicines**

Staff should not dispose of medicines. Parents are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. They should also collect medicines held at the end of each term. This includes asthma medication. If parents do not collect all medicines, they should be taken to a local pharmacy for safe disposal.

## **Safety Management of Medicines**

The storage of medicines must ensure that the risks to the health of others are properly controlled as set out in the Control of Substances Hazardous to Health Regulations 2002 (COSHH).

## Emergency Procedures

In emergency situations, where possible, the procedure identified on a pupil's Healthcare Plan will be followed. When this is not available, a qualified First Aider will decide on the emergency course of action. If it is deemed a child needs hospital treatment as assessed by the First Aider the following procedures must take place:

1. Stabilise the pupil
2. Dial 999
3. Contact parent/carer
4. Notify Principal

The most appropriate member of staff accompanies the pupil to hospital with all relevant health documentation (Inc. tetanus and allergy status) and clear explanation of the incident if a witness does not attend. The Head of Centre should attend the hospital to speak to parents if deemed necessary.

## Hygiene and Infection Control

All staff should be aware of normal precautions for avoiding infections and follow basic hygiene procedures e.g. basic hand washing. The medical room has full access to protective disposable gloves and care is taken with spillages of blood and body fluids.

## Stomach infections and vomiting bugs

Pupils presenting with a stomach infection with vomiting should be assessed by a First Aider and sent home if they have vomited and have a temperature. Pupils who have experienced a stomach infection causing vomiting at home **should remain away from school for 48 hours** after their last symptoms to prevent transmission of infection.

## Sporting Activities

Some pupils may need to take precautionary measures before or during exercise. Staff supervising such activities should be aware of relevant medical conditions and any preventative medicine that may need to be taken and emergency procedures.

## Educational Visits

The academy actively supports pupils with medical conditions to participate in trips and visits or in sporting activities but we are mindful of how a pupil's medical condition will impact on their participation. Arrangements will always be made to ensure pupils with medical needs are included in such activities unless evidence from a clinician such as a GP or consultant states that this is not possible.

A risk assessment will be completed at the planning stage to take account of any steps needed to ensure that pupils with medical conditions are included. This will require consultation with parents and pupils and advice from the Head of Centre or other healthcare professional that are responsible for ensuring that pupils can participate.

# First Aid Policy 2026/28



A copy of the pupil's health care plan should be taken with the pupil on an Educational Visit.

The Open Door Academy staff must also ensure that medication such as inhalers and adrenaline pens are taken on all academy trips and given to the responsible adult that works alongside the pupil throughout the day. A First Aid kit must be taken on all academy trips. The Trip Leader must ensure that all adults have the telephone number of the academy in case of an emergency.

A trained first aider should attend all academy trips especially when a pupil with a specific medical need is travelling. The first aider provisions at the destination of the trip should be included as part of the risk assessment. The party leader must ensure that all necessary medicines are taken on the trip.

This will mean checking the medical requirements of the class and ensuring that any pupil with a specific medical condition has access to prescribed medicine whilst on the trip. First Aid trained staff administering medication to pupils on academy trips should follow the guidelines above.

## **Breakfast Club and After School Club**

Each club must have a trained First Aider and a first aid kit close at hand. Each club must also have access to the academy's Medical room. On the booking forms parents must state any medical needs and allergies and provide a contact number in case of emergency. Any pupil who requires medicine must have written confirmation from the parent.

## **Staff training**

Any member of academy staff providing support to a pupil with medical needs must have received suitable training. It is the responsibility of the Head of Centre to lead on identifying with other health specialists and agreeing with the academy, the type and level of training required, and putting this in place. The Head of Centre or other suitably qualified healthcare professional should confirm that staff are proficient before providing support to a specific pupil.

Training must be sufficient to ensure that staff team members are competent and have confidence in their ability to support pupils with medical conditions, and to fulfil the requirements as set out in individual healthcare plans. They will need to understand the specific medical conditions they are being asked to deal with, their implications and preventative measures.

Staff should not give prescription medicines or undertake health care procedures without appropriate training (updated to reflect individual healthcare plans at all times)

# First Aid Policy 2026/28



from a healthcare professional. **A first-aid certificate does not constitute appropriate training in supporting children with medical conditions.**

It is important that all members of staff are aware of the academy's policy for supporting pupils with medical conditions and their role in implementing that policy. The academy should ensure that training on conditions which they know to be common within their academy is provided (e.g. asthma, anaphylaxis, epilepsy, sickle cell, diabetes).

Parents can be asked for their views and may be able to support academy staff by explaining how their child's needs can be met but they should neither provide specific advice, nor be the sole trainer.

## **Monitoring and Review**

This policy will be monitored throughout the school year and subject to review on an bi-annual basis by the Head of Centre.