



Broadway Academy Trust Policies

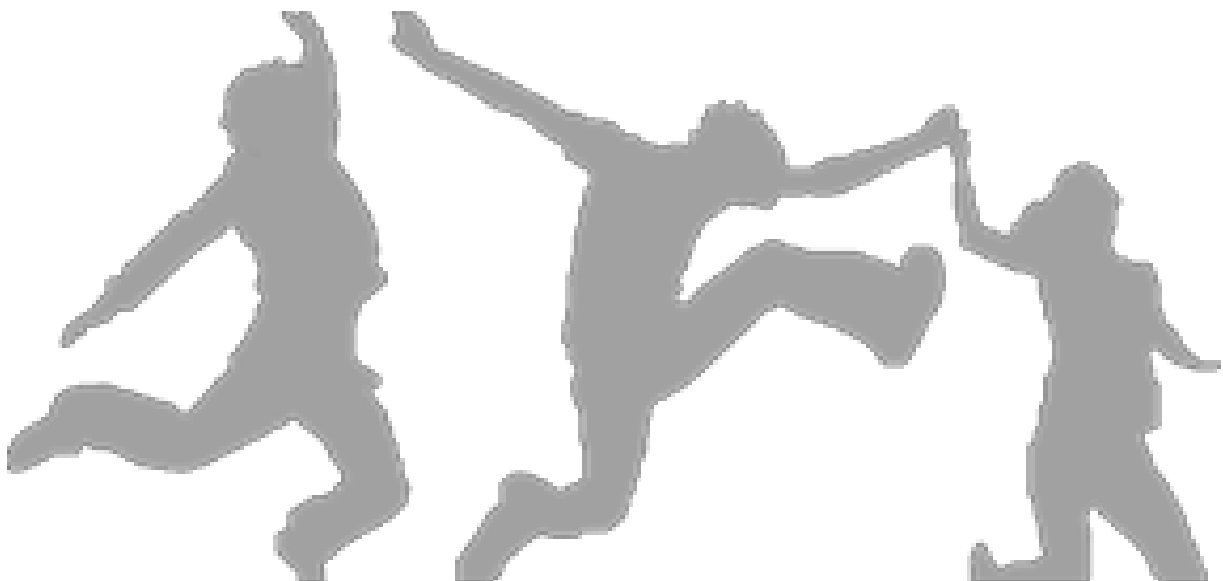
Our Children. Our Community. Believe it can be done!

Supporting Students with Medical Conditions Policy

Approved by: Deep Experience/ Support Committee

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Contents

	Section	Page
1	Statement of intent	2
2	Aims	2
3	Legal framework	2
4	The role of the Governing Board committee	3
5	The role of the Headteacher	4
6	The role of parents/carers	4
7	The role of students	4
8	The role of academy staff	4
9	The role of the Academy first aider	5
10	The role of other healthcare professionals	5
11	The role of providers of health services	5
12	Supply teachers	5
13	Admissions	6
14	Notification procedure	6
15	Individual healthcare plans (IHPs)	6
16	Managing medicines	7
17	Controlled drugs	8
18	Adrenalin auto-injectors (AAIs) and Epi-pens	9
19	Self-management	10
20	Unacceptable practice	10
21	Emergency procedures	11
22	Day trips, residential visits and sporting activities	11
23	Home to academy transport	11
24	Staff training and support	12
25	Liability and indemnity	12
26	Complaints	12
	Appendix 1: Being notified a child has a medical condition	14
	Appendix 2: Guidelines for medicine management	15

1. Statement of intent

- 1.1 The Governing Board of Broadway Academy Trust has a duty to ensure arrangements are in place to support students with medical conditions. The aim of this policy is to ensure that all students with medical conditions, both physical and mental health related, receive appropriate support allowing them to play a full and active role in Academy life, remain healthy, have full access to education (including trips and physical education) and achieve their academic potential.
- 1.2 Broadway Academy Trust believes it is important that parents/carers of students with medical conditions feel confident that the Academy provides effective support for their child's medical condition, and that students feel safe in the Academy environment.
- 1.3 There are also social and emotional health implications associated with medical conditions. Students with medical conditions can develop emotional disorders, such as self-consciousness, anxiety and depression, and be subject to bullying. Long-term absences as a result of medical conditions can affect educational attainment, integration with peers, and wellbeing and emotional health. This policy aims to minimise the risks of students experiencing these difficulties.
- 1.4 Some students with medical conditions may be considered to have a 'disability' under the definition in the Equality Act 2010. The Academy has a duty to comply with the Act in all such cases. In addition, some students with medical conditions may have Special Educational Needs (SEN) and have an Education Health Care plan (EHCP) collating their health, social and SEND provision.
- 1.5 To ensure that the needs of our students with medical conditions are fully understood and effectively supported, we consult with health and social care professionals, students and their parents/carers.

2. Aims

This policy aims to ensure that:

- Students, staff and parents understand how our Academy will support students with medical conditions.
- Students with medical conditions are appropriately supported to allow them to access the same education as other students, including Academy trips and sporting activities.

3. Legal framework

- 3.1 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 pupils at their school with medical conditions. It is also based on the Department for Education's statutory guidance on [supporting pupils with medical conditions at school](#) (2015).
- 3.2. This policy has due regard to the following guidance:
 - DfE (2015) '[Special educational needs and disability code of practice: 0-25 years](#)'

- DfE (2000) updated 2022 '[Guidance on first aid for schools](#)'
- Department of Health (2017) '[Guidance on the use of adrenaline auto-injectors in schools](#)'

3.3. This policy also has due regard to the Equality Act 2010, which requires that the Academy will not unlawfully discriminate against any pupils.

The Academy is clear about the need to support pupils with medical conditions actively to participate in school trips and visits and sporting activities.

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

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

3.4 This policy has due regard to the following Academy policies:

- [SEN and Disability Policy](#)
- [Complaints Policy](#)
- [Self –injury policy](#)
- [Mental Health policy](#)

4. **The role of the Governing Board**

The relevant committee ensures that:

- the Academy fulfils its statutory duties under legislation
- arrangements are in place to support students with medical conditions
- students with medical conditions can access and enjoy the same opportunities as any other student at the Academy
- students with medical conditions receive a full education and that the Academy works with the local authority, health professionals, commissioners and support services to provide this
- following long-term or frequent absence, students with medical conditions are reintegrated effectively
- the focus is on the needs of each student and the support required to support their individual needs
- parents/carers and students have confidence in the Academy's ability to provide effective support.
- all members of staff are properly trained to provide the necessary support and are able to access information and other teaching support materials as needed
- no prospective student is denied admission to the Academy because arrangements for their medical condition have not been made
- students' health is not put at unnecessary risk. As a result, the board holds the right to not accept a student into Academy at times where it would be detrimental to the health of that student or others to do so, such as where the child has an infectious disease
- policies, plans, procedures and systems are properly and effectively implemented.

5. The role of the Headteacher and CEO

The headteacher and CEO has overall responsibility for ensuring that:

- this policy is effectively implemented with stakeholders
- all staff are aware of this policy and understand their role in its implementation
- a sufficient number of staff are trained and available to implement this policy and deliver against all individual healthcare plans (IHPs) including in emergency situations
- systems are in place for obtaining information about a child's medical needs and that this information is kept up to date
- all staff who need to know are aware of a child's condition
- considers recruitment needs and appropriate cover for the purpose of ensuring students with medical conditions are properly supported
- appropriate risk assessments are approved for school visits and school activities outside the normal Academy timetable that involve provision for pupils with medical conditions
- individual health care plans are developed where applicable
- staff are appropriately insured and aware of the insurance arrangements
- the Birmingham schools' nursing service is contacted where a student with a medical condition requires support that has not yet been identified

The nominated person with responsibility for implementing this policy for the Academy is the SENCO. The SENCO is line managed by a Deputy Headteacher.

6. The role of parents/carers

Parents/carers should:

- notify the Academy if their child has a medical condition and provide the Academy with sufficient and up-to-date information about their child's medical needs
- are involved in the development and review of their child's IHP
- carry out any agreed actions contained in the IHP
- provide evidence of appropriate prescription and written permission for medicines to be administered by staff
- ensure that they, or another nominated adult, are contactable at all times

7. The role of students

Students should:

- be fully involved in discussions about their medical support needs
- contribute to the development of their IHP and comply with them
- be sensitive to the needs of other students with medical conditions

8. The role of academy staff

Academy staff will:

- receive sufficient training and achieve the required level of competency before taking responsibility for supporting students with medical conditions
- know what to do and respond accordingly when they become aware that a student with a medical condition needs help

- take into account the needs of students with medical conditions in their lessons, ensuring adaptations and guidance are adhered to if necessary

9. The role of the Academy First Aider

The Academy First Aider will:

- notify the Academy at the earliest opportunity, when a student has been identified as having a medical condition which requires support
- support staff to implement care plans, providing advice and training
- alongside the SENCO, liaise with lead clinicians locally on appropriate support for students with medical conditions
- provide support to students with medical conditions, including the administering of medicines
- take into account the needs of students with medical conditions when administering First Aid
- liaise with staff, the SENCO, parents and other professionals (when necessary) to support students with medical conditions

10. The role of other healthcare professionals

Other healthcare professionals, including GPs and paediatricians should:

- notify the SENCO when a child has been identified as having a medical condition that will require support at the academy
- provide advice and other relevant information on developing IHPs to support with attendance and adaptations or resources required
- May provide support in the Academy for children with particular conditions, e.g. asthma, diabetes and epilepsy

11. The role of providers of health services

Providers of Birmingham Children's Nursing services will liaise with the Academy, the SENCO and Academy First Aider and other healthcare professionals regarding provision and support for students with Medical needs who require additional support,

The Nursing Service will inform and participate in facilitating local outreach training.

12. Supply teachers

12.1 Supply teachers are:

- provided with access to this policy
- informed of all relevant medical conditions of students in the class they are providing cover for
- covered under the Academy's insurance arrangements.

13. Admissions

- 13.1 No child is denied admission to the Academy or prevented from taking up an Academy place because arrangements for their medical condition have not been made.
- 13.2 A child may only be refused admission if it would be detrimental to the health of the child to admit them into the Academy setting.

14. Notification procedure

- 14.1 When the Academy is notified that a student has a medical condition that requires support in the Academy, the First Aider or person receiving the notification informs the headteacher. Following this, the Academy begins to arrange a meeting with parents/carers, healthcare professionals and the student, with a view to discussing the need for an IHP (outlined in detail in section 18).
- 14.2 The Academy does not wait for a formal diagnosis before providing support to students. Where a student's medical condition is unclear, or where there is a difference of opinion concerning what support is required, a judgement is made based on all available evidence (including medical evidence and consultation with parents/carers).
- 14.3 For a student starting at the Academy in a September uptake, arrangements are in place prior to their introduction and informed by their previous institution.
- 14.4 Where a student joins the Academy mid-term or a new diagnosis is received, every effort is made to ensure arrangements are put in place within two weeks.

15. Individual healthcare plans (IHPs)

- 15.1 The Academy, healthcare professionals and parent/carer(s) agree, based on evidence, whether an IHP is required for a student, or whether it would be inappropriate or disproportionate to their level of need. If no consensus can be reached, the Headteacher and CEO makes the final decision.
- 15.2. IHPs are created and reviewed in partnership by the Academy, parent/carer(s) and a relevant healthcare professional. Where appropriate, the student is also involved in the process.
- 15.3. IHPs include the following information:
- the medical condition, along with its triggers, symptoms, signs and treatments
 - the student's needs, including medication (dosages, side effects and storage), other treatments, facilities, equipment, access to food and drink (where this is used to manage a condition), dietary requirements and environmental issues
 - the support needed for the student's educational, social and emotional needs
 - the level of support needed, including in emergencies
 - whether a student can self-manage their medication
 - who will provide the necessary support, including details of the expectations of the role and the training needs required, as well as who will confirm the supporting staff member's proficiency to carry out the role effectively

- cover arrangements for when the named supporting staff member is unavailable
- who needs to be made aware of the student's condition and the support required
- arrangements for obtaining written permission from parents/carers and the Headteacher and CEO for medicine to be administered by Academy staff or self-administered by the student
- any separate arrangements or procedures required during trips and activities.
- where confidentiality issues are raised by the parent/carer(s) or student, the designated individual to be entrusted with information about the student's medical condition
- what to do in an emergency, including contact details and contingency arrangements

15.4 Where a student has an emergency healthcare plan prepared by their lead clinician, this is used to inform the IHP.

15.5 IHPs should be easily accessible to those who need to refer to them, but confidentiality must be preserved.

15.6 Where a student has an education health and care plan (EHCP), the IHP is linked to it or becomes part of it.

15.7 Where a student has special educational needs (SEN) but does not have a statement or EHC plan, their SEN should be mentioned in their IHP.

15.8 IHPs are reviewed on at least an annual basis, or when a student's medical circumstances change, whichever is sooner.

15.9 Where a student is returning from a period of hospital education, alternative provision or home tuition, the Academy will work with the education provider to ensure that their IHP identifies the support the student needs to reintegrate.

16. Managing medicines

16.1 Medicines are only administered at the academy:

- when it would be detrimental to a student's health or school attendance not to do so
- where we have the parent's/carer's written consent

16.2 The only exception to this is where the medicine has been prescribed to the student without the parent/carer's knowledge. In such cases, the Academy encourages the student to involve their parents/carers, while respecting their right to confidentiality.

16.3 Non-prescription medicines may be administered:

- When it would be detrimental to the student's health not to do so
- When instructed by a medical professional

- 16.4 No student under 16 years of age is given medicine containing aspirin unless prescribed by a doctor.
- 16.5 Anyone giving students medication (e.g. for pain relief) will first check recommended and maximum dosages for the student's age and when the previous dose was taken.
- 16.6 Parents/carers are informed any time medication is administered that is not agreed in an IHP.
- 16.7 The Academy only accepts medicines that are in-date, labelled, in their original container, and that contain instructions for administration, dosage and storage. The only exception to this is insulin, which must still be in-date, but is available in an insulin pen or pump, rather than its original container.
- 16.8. All medicines are stored safely. They are labelled and their expiry date recorded. Students should know where their medicines are at all times and are able to access them immediately, whether in the academy or attending a trip/residential visit. Where relevant, students are informed of who holds the key to the medical room to access medicines in store.
- 16.9 The Academy holds asthma inhalers for emergency use. The inhalers are stored in the medical room, and their use is recorded. Inhalers are always used in line with medical guidance.
- 16.10 When medicines are no longer required, they are returned to parents/carers or are taken to a local pharmacy for safe disposal. Sharps boxes are always used for the disposal of needles and other sharps.
- 16.11 Records must be kept of all medicines administered to individual students – stating what, how and how much was administered, when and by whom. A record of side effects presented is also held.

17. Controlled drugs

- 17.1 Controlled drugs are prescription medicines that are controlled under the Misuse of Drugs Regulations 2001 and subsequent amendments, such as morphine or methadone.
- 17.2 Controlled drugs are labelled and kept securely in a specific cabinet in the medical room along with other prescribed drugs. Only named staff members have access; however, these drugs will be easily accessed in an emergency.
- 17.3 Staff may administer a controlled drug to a student for whom it has been prescribed. They must do so in accordance with the prescriber's instructions.
- 17.4 A record must be kept of the amount of controlled drugs held and any doses administered.
- 17.5 Guidelines for Medicine Management are at Appendix 1

18. Adrenaline auto-injectors (AAIs) and Epi-Pens

- 18.1 The administration of AAIs and the treatment of anaphylaxis will be carried out in accordance with the Academy's medical guidance.
- 18.2 A register of all the students who have been prescribed an AAI to use in the event of anaphylaxis is kept. A copy of this will be held in each staffroom for easy access in the event of an allergic reaction and will be checked as part of initiating the emergency response. Staff can also check on individual student records on Arbor.
- 18.3 Where a student has been prescribed an AAI, this will be written into their IHP and recorded on Arbor on their profile.
- 18.4 Students who have prescribed AAI devices are able to keep one device in their possession and a spare, in-date device at the Academy where it will be securely stored.
- 18.5 Designated staff members will be trained in how to administer an AAI, and the sequence of events to follow when doing so. AAIs will only be administered by these staff members.
- 18.6 In the event of anaphylaxis, a designated staff member will be contacted as a matter of urgency.
- 18.7 Where there is any delay in contacting designated staff members, or where delay could cause a fatality, the nearest staff member will administer the AAI.
- 18.8 If necessary, other staff members may assist the designated staff members with administering AAIs, such as where the student needs restraining.
- 18.9 The Academy will keep a spare AAI for use in the event of an emergency, which will be checked on a monthly basis to ensure that it remains in date and will be replaced when the expiry date approaches.
- 18.10 The spare AAI will be stored in the medical room, ensuring that it is protected from direct sunlight and extreme temperatures.
- 18.11 The spare AAI will only be administered to students at risk of anaphylaxis and where written parental consent has been gained.
- 18.12 Where a student's prescribed AAI cannot be administered correctly and without delay, the spare will be used.
- 18.13 Where a student who does not have a prescribed AAI appears to be having a severe allergic reaction, the emergency services will be contacted, and advice sought as to whether administration of the spare AAI is appropriate.
- 18.14 Where a student appears to be having a severe allergic reaction, the emergency services will be contacted even if an AAI device has already been administered.

- 18.15 In the event that an AAI is used, the student's parents/carers will be notified that an AAI has been administered, and they will be informed whether this was using the student's or the academy's device.
- 18.16 Where any AAIs are used, the following information will be recorded on the AAI Record and the student record on Arbor:
- Where and when the reaction took place
 - How much medication was given and by whom
- 18.17 AAIs will not be reused and will be disposed of according to manufacturer's guidelines following use.
- 18.18 In the event of an Academy trip, students at risk of anaphylaxis will have their own AAI with them and the Academy will give consideration to taking the spare AAI in case of an emergency.

19. Self-management

- 19.1 Following discussion with parents/carers, students who are competent to manage their own health needs and medicines are encouraged to take responsibility for self-managing their medicines and procedures. This is reflected in their IHP.
- 19.2 Where possible, students are allowed to carry devices such as inhalers.
- 19.3 Where it is not possible for students to carry their own medicines or devices, they are held in a suitable location that can be accessed quickly and easily.
- 19.4 If a student refuses to take medicine or carry out a necessary procedure, staff will not force them to do so. Instead, the procedure agreed in the student's IHP will be followed. Following such an event, parents/carers will be informed so that alternative options can be considered.
- 19.5 If a child with a controlled drug passes it to another child for use, this is an offence, and appropriate disciplinary action is taken.

20. Unacceptable practice

- 20.1 It is generally unacceptable practice to:
- assume that students with the same condition require the same treatment
 - prevent students from easily accessing their inhalers and medication
 - ignore the views of the student and/or their parents/carers
 - ignore medical evidence or opinion
 - send students with medical conditions home frequently for reasons associated with their medical condition or prevent them from taking part in Academy activities including lunch times, unless this is specified in their IHP
 - penalise students with medical conditions for their attendance record, where the absences relate to their condition e.g. hospital appointments
 - make parents/carers feel obliged or forced to attend the Academy to administer medication or provide medical support, including for toileting issues. The Academy will ensure that no parent/carer is made to feel that they

have to give up working because the Academy is failing to support their child's medical needs.

- create barriers to students participating in Academy life, including trips.
- refuse to allow students to eat, drink or use the toilet when they need to in order to manage their condition.

21. Emergency procedures

21.1 Medical emergencies are dealt with under the Academy's normal emergency procedures.

21.2 Where an IHP is in place, it should detail:

- what constitutes an emergency.
- what to do in an emergency.

21.3 Students are informed in general terms of what to do in an emergency, such as telling a teacher.

21.4 If a student needs to be taken to hospital, a member of staff will remain with the student until their parents/carers arrive or accompany the student to hospital by ambulance.

21.5 When transporting students with medical conditions to medical facilities, staff members must be informed of the correct postcode and address for use in navigation systems.

22. Day trips, residential visits and sporting activities

22.1 Students with medical conditions are supported to participate in Academy trips, sporting activities and residential visits.

22.2 Prior to an activity taking place, the Academy conducts a risk assessment to identify what reasonable adjustments should be taken to enable students with medical conditions to participate. In addition to a risk assessment, advice is sought from students, parents/carers and relevant medical professionals.

22.3 The Academy will arrange for adjustments to be made for all students to participate, except where evidence from a clinician, such as a GP, indicates that this is not possible.

23. Home-to-school transport

23.1 Arranging home-to-school transport for students with medical conditions is the responsibility of the parent and the local authority.

23.2 Where appropriate, the Academy will share relevant information to allow the local authority to develop appropriate transport plans for students with life-threatening conditions.

24. Staff training and support

- 24.1 Any staff member providing support to a student with medical conditions should receive suitable training.
- 24.2 Staff must not undertake healthcare procedures or administer medication without appropriate training.
- 24.3 Training needs are assessed by the SENCO through the development and review of IHPs, on a termly basis for all Academy staff, and when a new staff member arrives.
- 24.4 Through training, staff have the requisite competency and confidence to support students with medical conditions and fulfil the requirements set out in IHPs. Staff understand the medical condition(s) they are asked to support, their implications, and any preventative measures that must be taken.
- 24.5 Whole-Academy awareness training is carried out for all staff and included in the induction of new staff members.
- 24.6 The SENCO identifies suitable training opportunities that ensure all medical conditions affecting students in the Academy are fully understood, and that staff can recognise difficulties and act quickly in emergency situations.
- 24.7 Parents/carers of students with medical conditions will be consulted for specific advice and their views are sought where necessary, but they will not be used as a trainer.

25. Liability and indemnity

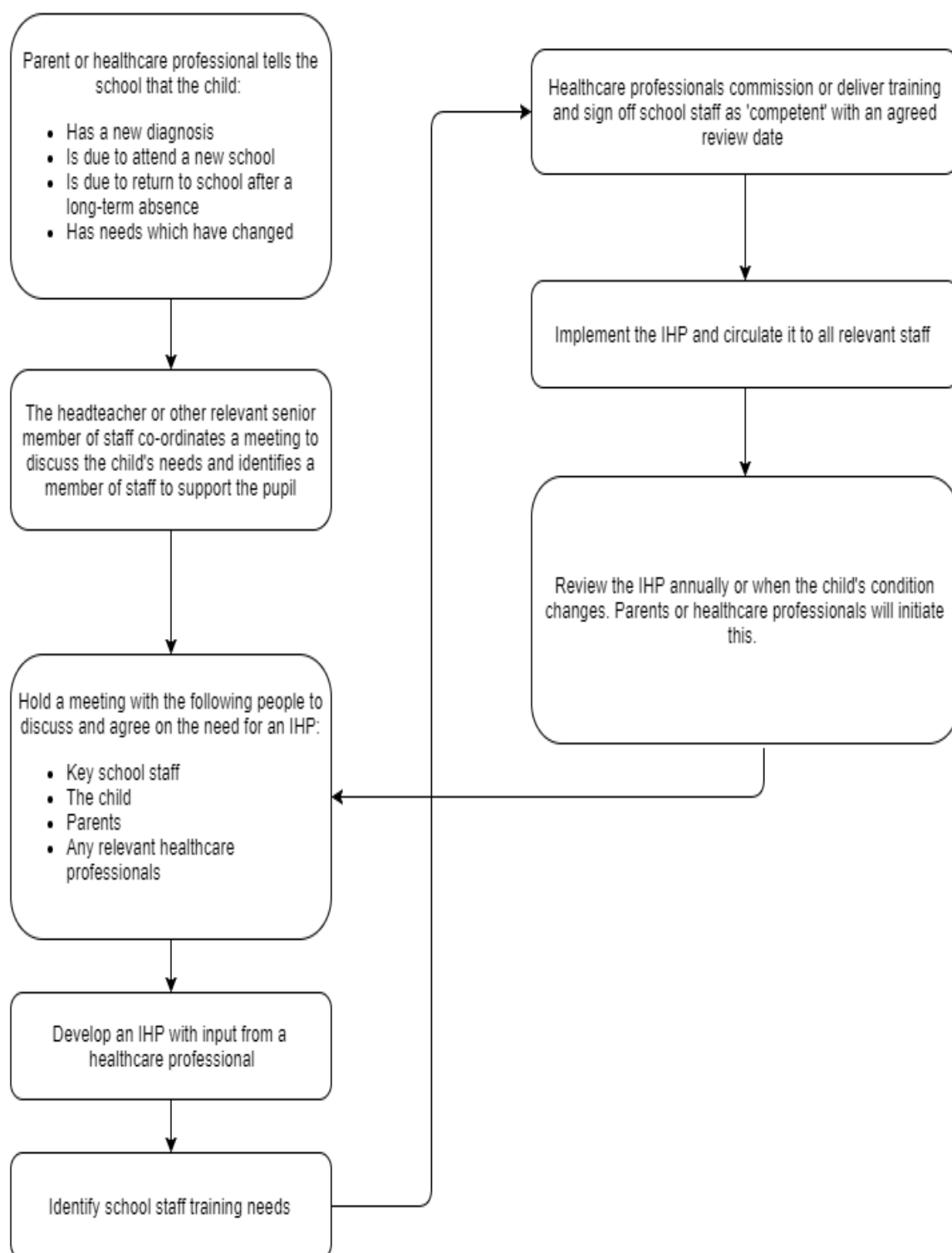
- 25.1 The governing board ensures that appropriate insurance is in place to cover staff providing support to students with medical conditions.
- 25.2 The Academy holds an insurance policy with the Department for Education – Risk Protection Arrangement's covering liability relating to the administration of medication. The policy has the following requirements
- All staff must have undertaken appropriate training.
- 25.3 The Academy holds an insurance policy with Department for Education – Risk Protection Arrangement's covering healthcare procedures.
- 25.4 All staff providing such support are provided with access to the insurance policies.
- 25.5. In the event of a claim alleging negligence by a member of staff, civil actions are most likely to be brought against the academy, not the individual.

26. Complaints

- 26.1 Parents/carers or students wishing to make a complaint concerning the support provided to students with medical conditions should speak to the Academy in the first instance.

- 26.2 If they are not satisfied with the Academy's response, they may make a formal complaint via the [Academy's Complaints Policy and Procedure](#)
- 26.3 If the issue remains unresolved, the complainant has the right to make a formal complaint to the DfE.

Appendix 1: Being notified a child has a medical condition



Appendix 2: Guidelines for Medicine Management

BROADWAY ACADEMY TRUST GUIDELINES FOR MEDICINE MANAGEMENT

Broadway Academy Trust recognises that there are times when it may be necessary for a student to take medication during the academy day.

We will take responsibility for these occasions in accordance with these guidelines i.e. we will only take responsibility for PRESCRIBED medication.

Children with Special Medical Needs

- Should we be asked to admit a child with special medical needs, we will, in partnership with the parents/carers, SENCO, academy nurses and our medical advisors, discuss individual needs.
- Where appropriate an individual alert card will be developed, in partnership with the SENCO, parents/carers, academy nurses and our medical advisors.
- Any resulting training needs will be met.

1. On Admission to the Academy

- 1.1 All students will be given a medical questionnaire to complete, highlighting their exact medical needs, at the start of each academic year.
- 1.2 All parents/carers will be asked to complete an admissions form giving full details of the student's medical condition(s), regular medication, emergency medication, emergency contact number(s), name of family doctor, details of hospital consultant(s), allergies, special dietary requirements etc.

2. Administration and Storage of Medication in the Academy

- 2.1 Should a student need to receive medication during the academy day, parents/carers will be asked to come into the academy and personally hand the medication to the Academy First Aider or the Student Support Manager for their child's year group.
- 2.2 The medication should be in the container as prescribed by the doctor and as dispensed by the pharmacist with the child's name, dosage and instructions for administration clearly printed on the label. In the case of antibiotics, we are able to keep this medicine refrigerated.
- 2.3 The form 'Academy Medication Consent Record' should be completed by the parent/carer. This will be kept in the Academy Office and monitored by the Academy First Aider and the SENCO.
- 2.4 Each child will be expected to administer their own medication under the supervision of an adult.
- 2.5 A record of the administration of each dose will be kept on the Academy Record of Medication form, which will be signed by the member of staff who supervised the administration of the medication.

- 2.6 Reasons for any non-administration of regular medicine should be recorded and the parent/carer informed on that day. A student should never be forced to accept medication. Wasted doses (e.g. a tablet dropped on the floor) should also be recorded.
- 2.7 Should the medication need to be changed or discontinued before the completion of the course, or if the dosage changes, the Academy must be notified in writing immediately. A fresh supply of correctly labelled medication should be obtained and taken into the academy as soon as possible.
- 2.8 If medication needs to be replenished this should be done in person by the parent/carer.
- 2.9 Where students at Broadway Academy are expected to administer their own medication e.g. a reliever inhaler for asthma, we will want to ensure they understand their responsibilities in this area. We may want to ask the Academy First Aider to check the student's technique before accepting responsibility.

3. Storage and Disposal of Medication

- 3.1 All medication, with the exception of Emergency medication e.g. EpiPen, will be kept in a secure cupboard in the Academy Medical Room. It will be monitored by the Academy First Aider. Guidance will also be sought from the Core Services nursing team.
- 3.2 A regular half-termly check will be made of the medication cabinet, and parents will be notified where medication is out of date or not clearly labelled. The Academy disposes of out of date medication via a local pharmacy.