

Aylesford School

Supporting Pupils with Medical Health Needs Policy

Ratified/Reviewed	Date to be reviewed
September 2025	September 2026

Key Contact Personnel in School:

Tanya Kelvie Headteacher

David Wright Senior assistant headteacher and
safeguarding lead

Chayla Duff Assistant headteacher and SENCO

1. Introduction and Legislative Framework

This policy is written in line with the following key legislation and guidance:

- **Children and Families Act 2014**, Section 100 – duty on governing bodies to make arrangements to support pupils with medical conditions.
- **Supporting Pupils at School with Medical Conditions**, DfE Statutory Guidance (updated December 2015, reaffirmed 2023).
- **SEND Code of Practice: 0–25 years**, DfE & DoH (January 2015).
- **Mental Health and Behaviour in Schools**, DfE guidance (updated March 2022).
- **Equality Act 2010** – requiring reasonable adjustments to prevent discrimination.
- **Schools Admissions Code** – latest revision effective from September 2021.
- **Health and Care Act 2022** – emphasising integrated care systems (ICSs) and health service cooperation.

This policy should be read in conjunction with the following school policies:

- **SEN Policy**
- **Safeguarding and Child Protection Policy**
- **Complaints Policy**
- **Attendance Policy**
- **Trips and Visits Policy**

This policy was co-developed with school leaders, healthcare professionals, governors, and parents and is reviewed annually.

2. Definitions of Medical Conditions

Pupils' medical needs may be:

- **Short-term**: e.g. post-operative recovery, infections requiring medication.
- **Long-term or chronic**: e.g. diabetes, asthma, epilepsy, or mental health conditions that may impact education.

Medical needs include physical and mental health conditions. A pupil's diagnosis is not necessary for support to be provided. Plans should focus on **functional needs**, not labels.

3. Legal Duties of the Governing Body

Aylesford School's Governing Body will:

- Ensure arrangements are in place to support pupils with medical needs.
- Ensure policies are inclusive, non-discriminatory, and anticipate future needs.
- Guarantee no pupil is denied admission due to a medical condition (unless health risks justify this decision).
- Integrate healthcare planning with SEN and safeguarding arrangements.
- Assign clear responsibilities to trained staff for administering care.
- Ensure sufficient trained staff are always available on site.
- Develop, implement, and review this policy annually and make it accessible to parents and staff.
- Identify a **named governor** with oversight of this policy and its implementation.
- Include an **Emotional Wellbeing and Mental Health Lead** in policy delivery.

4. Roles and Responsibilities

Role	Name	Responsibilities
Headteacher	Tanya Kelvie	Overall accountability and policy implementation.
SENCO	Chayla Duff	Coordination of healthcare plans, risk assessments, and staff awareness.
Pastoral Team	Olivia Bartholomew, Tracy Hodgson	Healthcare plan development and implementation.
Policy Governor Lead (SEN and Inclusion)	Gillian Needham	Governance oversight of medical support.

All staff are expected to understand the policy and support pupils accordingly. New staff receive induction on medical needs procedures.

5. Procedure When Notified of a Medical Condition

Upon notification:

- A risk assessment and an **Individual Healthcare Plan (IHP)** will be created.
- For new admissions or transitions, support will be in place from day one.
- For new diagnoses mid-term, interim care plans will be developed promptly.
- No pupil will be denied entry or attendance while plans are being arranged.
- Evidence from health professionals and parents will guide the school's response.

- Where needed, liaison with previous schools or care settings will take place.
- Pupils without a diagnosis but with a clear medical need will also be supported.

6. Individual Healthcare Plans (IHPs)

IHPs will:

- Be co-developed with parents, the child (where appropriate), and health professionals.
- Be tailored to individual need and reviewed annually or when needs change.
- Detail: triggers, symptoms, treatment, medication, education adjustments, emotional support, and emergency procedures.
- Be securely stored but accessible to relevant staff.
- Be part of the EHCP where applicable.

See Appendix A: Template for Individual Healthcare Plan.

7. The Pupil's Role in Managing Their Medical Needs

Where appropriate, pupils will:

- Be encouraged to manage their own condition and medication.
- Be allowed to carry/administer their own medicines if agreed.
- Have appropriate supervision if full independence is not possible.
- Be supported in making health-related decisions and actions.

8. Managing Medicines and Record Keeping

Medicines will only be administered:

- With written parental consent (see Appendix B: Consent Form).
- In original containers with pharmacy labels, except for insulin in pens/pumps.
- By trained staff listed in the policy or IHP.
- With accurate written records (Appendices C & D) including time, dose, staff, and any side effects.

Controlled drugs will be stored in a locked cupboard and logged meticulously.

9. Staff Training and Support

Training will be:

- Commissioned from NHS professionals or recognised providers.
- Confirmed in writing by health professionals.
- Reviewed and updated annually or sooner if required.
- Provided for all relevant staff, with whole school awareness training annually.
- Informed by the needs set out in each IHP.

Parents may contribute information, but professional training will be led by qualified medical personnel.

10. Emergency Procedures

- All staff will know what to do in an emergency involving a pupil with a medical condition.
- Each IHP will include emergency guidance.
- Staff will stay with the pupil until help arrives.

- Ambulance navigation and access will be planned in advance.
- Emergency medicines (e.g., inhalers, auto-injectors) will be clearly marked and accessible.

11. School Activities and Educational Visits

To ensure full participation:

- Risk assessments will include medical needs and any adjustments.
- Staff will carry required medication and emergency plans on trips.
- Parents and healthcare professionals will be consulted in advance.
- No child will be excluded unless a clinician advises it.

12. Unacceptable Practice

Staff must not:

- Prevent pupils from accessing their medicine.
- Ignore a child's or parent's views.
- Send pupils home unnecessarily or deny full-day attendance.
- Require parents to administer medicines in school.
- Penalise absence related to medical needs.
- Assume similar conditions require identical support.

13. Liability and Indemnity

Aylesford School is covered by the **Risk Protection Arrangement (RPA)**. This provides legal cover for all staff administering medication or support in line with this policy and IHPs.

14. Complaints

Concerns should be raised with:

1. The child's form tutor or mentor.
2. Pastoral lead or SENCO.
3. Senior Leadership Team.
4. Headteacher – Tanya Kelvie.

If unresolved, complaints should be made through the **formal Complaints Policy**, available on the school's website or from the school office.

15. Monitoring and Review

This policy is reviewed **annually** by the Headteacher, SENCO, and named governor. Feedback from pupils, parents, staff, and healthcare professionals is used to inform updates.

Aylesford School – Medical Needs Policy Templates

Template A: Individual Healthcare Plan (IHP)

Pupil Name: _____
 Date of Birth: _____ Year Group: _____
 Medical Condition(s): _____
 Date of Plan Creation: _____
 Review Date: _____

Key Information:

- Triggers, signs and symptoms: _____
- Medication (dose, timing, side effects): _____
- Equipment/testing required: _____
- Educational/social/emotional support: _____
- Emergency procedure: _____
- Staff responsible: _____
- Parent/Carer contact: _____
- Healthcare professional contact: _____
- Confidentiality/Information sharing: _____

Template B: Parental Consent Form

Pupil Name: _____
 Date of Birth: _____ Year Group: _____
 Medication Name: _____
 Dose and Frequency: _____
 Prescribed By: _____
 Parent/Carer Name: _____
 Signature: _____ Date: _____

I give permission for the above medication to be administered by school staff.

Template C: Medication Administration Record

Date | Time | Medication | Dose | Staff Signature | Notes

Date	Time	Medication	Dose	Staff Signature	Notes

Template D: Emergency Action Plan

Medical Condition: _____
Signs of Emergency: _____
Immediate Action Required: _____
Medication Required: _____
Emergency Contact (Parent/Carer): _____
Emergency Services to Call: _____
Staff Responsible: _____
Location of Emergency Medication: _____